“Learning Together, Growing Together, Succeeding Together”

Forest School Handbook



March 2025

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Forest School Ethos

The ethos of Forest School at Micklehurst All Saints CE Primary School is based on a fundamental respect for children and young people and for their capacity to instigate, test and maintain curiosity in the world around them. It believes in children's right to play; the right to access the outdoors (and in particular a woodland environment); the right to assess risk and the vibrant reality of the natural world; and the right to experience a healthy range of emotions, through all the challenges of social interaction, to build a resilience that will enable continued and creative engagement with their peers and their potential. It is an approach to education that makes use of the outdoor environment to create a unique learning tool.

Forest School sessions provide increasingly diverse opportunities for children to benefit from a supportive curriculum that can help children build positive values and attitudes about themselves, about learning, and the environment in which they live. Children are given appropriately challenging and achievable tasks that build their confidence, skills and independence, and are given the time to thoroughly explore their thoughts, feelings and relationships. This time and reflective practice develops inter and intrapersonal skills, which are well documented as being directly linked to learning skills.

We aim to provide;

- the inspiration to be curious, fascinated, interested and inventive
- the freedom to explore different ways of ‘being’, feeling, behaving and interacting as participants are given the physical, mental and emotional space to be active and interactive
- opportunities to meet challenges and learn to assess their own risks
- the opportunity to develop imagination, resourcefulness and being inventive

Forest School Rules and the Countryside Code

Participants are encouraged to be involved in making decisions about their environment and safety; however, there are a few rules that the learners will be made aware of at the start of their involvement in Forest School sessions. Behind each rule, there is a range of learning opportunities that will encourage learners to engage with and understand these rules. They are:

Respect the Environment

This will involve learning how our actions may affect the living things around us. This may be achieved by encouraging participants to distinguish living things from dead and agree that nothing alive should be picked or destroyed.

Stay within the Forest School Boundary

Boundaries will be identified during the first Forest School session and participants will be guided around the site to ensure they are aware of where they are permitted to play, explore and investigate.

Respect Other People

At Forest School, we aim to create a feeling of belonging and unity. We expect all individuals to respect their peers, their belongings and their creations. Many activities delivered at Forest School aim to promote team building, communication and social and emotional development. Verbal or physical abuse is not tolerated at Forest School and individuals who behave in such a way will be asked to leave the session and may be excluded from the programme.

Looking Eyes, Listening Ears
As our Forest School sessions are delivered in a woodland setting, there are numerous natural hazards. Each site and activity is risk assessed but individuals are encouraged to risk assess their surroundings and activities themselves. Using their eyes to watch where they are going and their ears to listen to safety guidelines will ensure they have a fun and safe experience at Forest School.

Snack and Drink Provision
Only snacks and drinks provided by Forest School Leaders and visiting Group Leaders may be consumed on site. Wild fruits, berries and / or fungi must not be picked or consumed at any time. Participants will be encouraged to successfully identify such items and discuss why they should be avoided.

Session Routine and Procedures

Each session will undoubtedly differ in many ways from each previous session in relation to experiences, learning, journeys, the environment and so on, but generally we follow the same structure for each session. This structure helps ensure that children (and adults) are physically safe and also creates an environment in which children are comfortable and secure to learn with confidence.

Procedures to be Carried out by the Forest School Leader Before Each Session:

- A thorough safety sweep of the Forest School site will be conducted to identify and remove or restrict access to any hazards that might cause injury or illness
- A site sweep form will be completed, on which any hazards that were identified will be documented, and how they were dealt with or will be managed
- Existing boundaries will be checked
- Check that trees, bushes and other foliage is safe, including the potential for falling branches or dead wood, thorns, protruding sticks at eye level and hazardous berries or fruits
- Check the weather – If the weather is, or has the potential to become a risk, such as high winds or storms, the session will unfortunately be cancelled

Session Routine:

- The Forest School Leader will meet the children at the allocated collection point. A head count/register will be taken and any absences noted.
- Individuals will be given the opportunity to use the toilet facilities (if available) and change into appropriate clothing (waterproofs, wellington boots etc).
- Brief discussion with participants to ensure they are aware of any safety considerations when walking to the Forest School site. Ensure that there is an adult at the back of the group and the remaining adults are distributed evenly amongst the group.
- Arrive at the Forest School site and make our way in to sit around the Fire Circle.
- Re-cap on the previous weeks' activities and discuss the Forest School Rules.
- Discuss the day's activities and any new and / or specific safety issues.
- Complete a short directed activity.
- Wash hands and gather together around the fire circle to have a snack and a drink and discuss the task just completed.
- Free Play / Individual directed activities: Play group games / re-visit previous activities / sit in the hammock / story-telling etc.
- Gather round the fire circle to discuss the session and recommendations for the following sessions.
- Gather and tidy away resources, make sure the area is left safe and as it should be.

- Walk back to the collection point, use toilets and change out of outdoor clothing.

Procedures to be Carried out at the End of Each Session:

- Clear everything away.
- Ensure the fire is completely extinguished (if applicable) and the fire site is left safe.
- Check all the tools against the tick-list and store them away.
- Check any other resources (books/ identification sheets etc).
- Knives should be logged back in and stored in a lockable container.

Essential Equipment List

The Forest School leader will provide and be responsible for the 'Essential Equipment' rucksack containing the First Aid bag, wellbeing pack and so on. Other children and adults should not use anything from this bag unless instructed to do so, or if implementing emergency procedures. The rucksack will always include these items:

- First Aid kit with emergency survival blanket
- Emergency File including:
  - A copy of all risk assessments including daily dynamic risk assessment
  - Consent forms (including medical details)
  - Register with emergency contact numbers and mobile phone
  - Emergency procedure card
  - Location details, including grid reference
  - Near miss, incident, bump on the head forms & accident report book
- Tissues and hand wipes
- Spare gloves
- Spare clothes/waterproofs
- Anti-bacterial hand gel
- Insect repellent (suitable for children) – see consent forms for permissions.
- Suntan lotion (suitable for children) – see consent forms for permissions.
- High sugar snack item

First Aid Kit

- Contents will be in line with HSE recommendations:
- Will cater for above the number of participants expected on site. Additional items may be supplemented.
- All kit will be regularly checked for expiry dates, and replaced when needed.
- Depleted stocks will be replenished from an existing back up kit before next session.

Clothing Requirements for Forest School Sessions

During the winter months, children and adults should come prepared to each session with:

- Woolly hat and scarf
- Gloves
- Thick jacket/ Waterproof coat
- Waterproof trousers/ salopettes, if possible
- Fleece
- Long sleeved sweatshirt
- Spare socks
- Wellies/ walking boots/ sturdy shoes

* A complete spare set of clothes and a carrier bag for wet or dirty clothes may be necessary.

In the summer months, children and adults will need to come prepared to each session with:

- Sun hat
- Sun block
- A thin, long-sleeved top and jumper
- Trousers
- Sturdy shoes/ walking boots or wellingtons
- A waterproof coat

* A complete spare set of clothes and a carrier bag for wet or dirty clothes may be necessary.

This clothing list applies to everybody involved in Forest School sessions and is important for a number of safety reasons. Please be aware that sandals/ flip flops are never suitable for Forest School sessions, and that not wearing appropriate clothing may be a barrier to participation.

Roles and Responsibilities

All adult participants need to read, sign and date the Forest School Code of Conduct Form (see appendix) and return it to the Forest School Leader prior to taking part in sessions.

Requirements of the Forest School Leader

It is the duty of the Forest School Leader to:

- Provide users and staff with the relevant information relating to Forest School before sessions are implemented.
- Ensure that all equipment and resources are safe to use, with the accompanying personal protective equipment.
- Undertake a risk assessment and safety sweep before each session.
- Brief the adults involved on the health and safety considerations before each session.
- Come prepared with a First Aid kit and the other items listed in the ‘Essential equipment’ section of this handbook.

Role and Responsibility of Teachers, Teaching Assistants, School Staff and Helpers

- Adult: child ratios must be adhered to at all times. We recommend a minimum of 1:4 for EYFS and 1:8 for KS1 & KS2.
- It is the responsibility of the group leader to see to toileting, ensuring that ratios are maintained if any individuals need to walk back to the setting to use the toilets. Please see our Toileting Policy.
- Ensure that parental consent forms, medical information and emergency contact forms are available on site (either given to the Forest School Leader beforehand or carried on the group leader’s person during the session).
- Only use tools if the Forest School Leader has said it is okay to do so and adhere to all safety rules when doing so. If unsure, please ask.

- Stay within the Forest School boundary. If you need to leave the site at all, please inform the Forest School leader first. (Please note that smoking is prohibited in all areas of the site).
- Look after the Forest School Site - Includes not picking things, unless the Forest School Leader has said it is okay to do so and looking after the environment.
- Alert the Forest School Leader immediately if anyone (adult or child) requires first aid or has had an accident – no matter how minor.
- Ensure you are familiar with the Forest School rules and assist learners in following them.
- The behaviour of the group is the responsibility of the group leader. Reflection areas will be available for those individuals who need time to think about their actions. Individuals that express behaviour that puts themselves or others at risk will be asked to leave the session. It is the responsibility of the group leader to ensure the individual(s) are escorted off site and either collected or taken back to school.

And lastly:

Forest Schools is intended to be **child led** – During free play we allow them to play and learn as independently as possible and try to resist the temptation to demonstrate or suggest ideas! Keep your distance (except when using tools, supervising tree climbing and hammock use!), get involved if children invite you, but don't feel too bad if you find yourself standing and watching for much of the session!

Notes for Volunteers and Helpers

Firstly - Thanks for offering your help – it's really useful to have an extra pair of hands! Hopefully this information will give you some insight into how you can best support the children, and also point out some of the necessary do's and don'ts!

Before the Session

- **Assisting with setting up the site** - Transporting equipment to the Forest School Site, erecting tarps, assisting with putting up the parachute, putting out equipment / resource boxes and any other reasonable tasks requested by the Forest School Leader.
- **Helping to make sure the site is safe** – Checking if existing dens are structurally safe, picking litter (*gloves and bags will be provided), checking the site boundary and informing the Forest School Leader of any hazards that may have been missed.

During the Session

- Look after the Forest School site (includes not picking living things and respecting the environment).
- Help to ensure that all participants are safe.
- Do not put your fingers or anything else in your mouth (to prevent disease or poisoning).
- Only use tools if the Forest School Leader has said it is okay to do so and follow the safety rules for tools.
- Stay within the boundary (if it is necessary to leave the site, please inform the Forest School Leader first).

Please be aware that this is a discovery opportunity for the children, where they can be in control of their learning and experiences as far as possible, so please try not to direct them too much or demonstrate how to do things, but by all means, feel free to get involved and extend their learning if they are happy for you to do so!

Medical and Emergency Contact Details

A Parental/Guardian Consent Form (see appendix) must be completed and given to staff at the start of the Forest School programme. This form provides up to date medical information and emergency contact details for the participant in case of an emergency. Every person involved in Forest School sessions, including staff, children and volunteers, must have a medical form, which will be kept in a folder in the 'Essential Equipment' rucksack. This folder will contain confidential information, and as such, must only be accessed by the Forest School Leader. This information will be stored in a locked cabinet when not in use.

During Forest School sessions all leaders will carry a charged mobile phone with credit and which will have emergency contact numbers programmed in. These will include the client group's setting (i.e. school reception), local emergency services and any other relevant parties.

A copy of the emergency procedures card (see copy below) will always be in the emergency folder, along with consent forms (if applicable), in the welfare bag. The bag and folder will be taken on site at every session. Consent forms will then be stored in a locked cabinet when not in use during a session and destroyed when no longer needed.

Emergency Procedures

Site Name :	**Micklehurst All Saints CE Primary School** **The Rowans** **Mossley** **Ashton Under Lyne** **Lancs** **OL5 9DR** **Tel: 01457 832128**
Nearest A&E:	**Tameside General Hospital** **Fountain Street** **Ashton under Lyne** **Tameside** **OL6 9RW** **TEL: 0161 922 4466** **GRID REF: SD981021** **My 3 words:** GAZED.MINUTE.SQUARE

The following procedures should be implemented for Forest School sessions:

In Case of a Medical Emergency (i.e., serious injury, poisoning or illness)

The Forest School Leader will co-ordinate the emergency procedure.

Stage One
Any adult who witnesses or is involved in an emergency, such as a serious injury or suspects him/herself or another person to have a serious illness, should immediately alert the Forest School Leader/delegated First Aider.

The Forest School Leader should:

- Raise the alarm to other leaders/adults
- Assess the situation – is it safe for you to approach?
- Appoint someone to take responsibility for the rest of the group.

Stage Two

The assisting adult will gather children away from the casualty but nearby so the group remains together. The assisting adult will ensure the other children are safe and then will be available to support the Forest School Leader if necessary. The assisting adult should call the school office from a mobile phone carried by the Forest School Leader to request for back up support. Any other adults will remain with the children at all times.

The Forest School leader should:

- Protect the casualty and others from danger – is there anything you need to stop/change to reduce further incident?
- In the event of a serious incident if the fire is lit, it should be extinguished by an assisting adult. Any tools will be gathered and put in a safe place. Resources and other materials will be left.

Stage Three

The Forest School Leader will decide what action is appropriate and put this into effect.

The Forest School leader should:

- Check vital signs.
- Delegate person to get folder containing consent & medical information form.
- Delegate group supervision and contact **emergency services – 999 or 112.**
    - Speak slowly and clearly
    - Describe incident and give patient description/current status
    - Advise of location

Stage Four

The assisting adult will then phone the school office to keep them updated on the situation, explaining that an ambulance has been called. The school office staff will provide extra assistance to organise the movement of the Emergency Services.

The Forest School Leader should:

- Administer First Aid if applicable.
- Delegate direction of emergency services.
- Remain with the patient from the moment they are made aware of the incident so that any symptoms can be effectively monitored and reported.

Stage Five

Extra assistance will arrive and will organise the movement of the Emergency Services (if appropriate).

The remaining group should make their way back to school.

The Forest School Leader should:

- Complete hand-over procedure with delegated group supervisor before the group departs from the site.
- Delegate a person to contact the child's parents using the details on the child's consent form.

Stage Six
Incident / accident report will be completed and recorded by the Forest School Leader. This should be photocopied and given to the school/child's parents. If required a RIDDOR form should also be completed. All risk assessments should be reviewed and updated as necessary.

Missing Child Procedure

If anybody suspects a person may be missing, they should immediately alert the Forest School Leader or another member of staff.

Stage One
The activity will be stopped, the group brought together and a head count completed. The Forest School Leader will appoint staff/volunteers to look after the group. If the fire is lit, it should be extinguished and any tools collected and stored in the delegated tool area immediately.

Stage Two
The perimeter of the Forest School Site will be searched and then the inner area of the site. If the missing child has not found after an initial sweep of the site, the group should assemble in a safe place (preferably the fire circle) and establish when and where the missing child was last seen. The Forest School Leader and assisting adult will continue to search the site (known hazardous areas first, e.g. water, drops, mud, barbed wire) whilst this is being confirmed.

Stage Three
If after five minutes, the child has not been found, the Forest School Leader will alert the School Office. Extra assistance will arrive and volunteers will assist with the search. The group supervisor and any supporting adults should lead the group back to school. The Forest School Leader should keep in regular telephone contact with the school office.

Stage Four
If the child is missing for more than 20 minutes the emergency services will be notified. If needed, the Forest School Leader will make arrangements for the group to be transported back to School. A search party will be organised and the advice of the police will be followed in relation to searching for the missing child.

Stage Five
The incident should be reported on CPOMS and an incident report completed.

Fire Procedure

Stage One
If you come across an unexpected fire or if your own fire gets out of control, the Forest School Leader should ensure that the group are moved away to a safe position.

Stage Two
If it is a small fire that you feel that you are able to extinguish yourself safely, use a fire blanket or water from the fire safety kit to put it out.

Stage Three
If the fire is out of control, the Forest School leader should call the Emergency Services on 999 for assistance to extinguish the fire. They should also call the school to request for additional back up to assist taking the children back to school with the assisting adult. The school office/staff will provide extra assistance to organise the movement of the Emergency

Services. The Forest School leader should stay in a safe position close to the fire site to wait for the Emergency Services.

Serious Injury to the Forest School Leader Procedure

Stage One
If the Forest School Leader is involved in an accident then another responsible adult should call the school office from a mobile phone carried by the Forest School Leader/Assistant to request for back up support and the school first aider. If required they should then call 999.

- Speak slowly and clearly
- Describe the incident and give patients description / current condition
- Advise of location

Stage Two
The back-up member of staff and other remaining adults will gather the group of children and take them back to school to keep them safe. The assisting adult will stay with the casualty, following guidance from Emergency Services and will monitor their wellbeing.

Stage Three
If the fire is lit, it should be extinguished by an adult. Any tools will be gathered and put in a safe place. Resources and other materials will be left.

Stage Four
The school office/staff will provide extra assistance to organise the movement of the Emergency Services.

Stage Five
Incident / accident report will be completed and recorded. If required a RIDDOR form should also be completed.

Serious Injury to the Forest School Assistant Procedure

Stage One
If the Forest School Assistant is involved in an accident, then the Forest School Leader should call the school/nursery office from a mobile phone to request back up support. If required they should then call 999.

- Speak slowly and clearly
- Describe the incident and give patients description / current condition
- Advise of location

Stage Two
The Forest School Leader or remaining adults will direct the group of children to a safe location. Once back up has arrived/there are enough adults the children can be taken back to school to keep them safe. The Forest School Leader will stay with the casualty to provide First Aid following guidance from Emergency Services and will monitor their wellbeing.

Stage Three
If the fire is lit, it should be extinguished by an adult. Any tools will be gathered and put in a safe place. Resources and other materials will be left.

Stage Four
The school office/staff will provide extra assistance to organise the movement of the Emergency Services.

Stage Five
Incident / accident report will be completed and recorded. If required a RIDDOR form should also be completed.

Health & Safety - Procedures & Guidance

Forest School Leaders are to adhere to LWT H&S Policy and Children and Vulnerable Adults Policy with particular responsibility to:

- Ensure the health, safety and welfare of all leaders, children and adults.
- Ensure provision and maintenance of safe working systems and equipmen.t
- Ensure policies and guidelines are in place for employees/client group protection, particularly with regards to use, handling, storage and transport of articles and substances.
- Ensure site for session is safe for appropriate tasks with facilities suitable for welfare.
- Ensure safety and absence of risk to any other persons who are not leaders, children and adults.
- Accept a personal obligation for their own and others safety which is reflected in their conduct.
- Carry out risk assessments and provided suitable personal protective equipment where deemed necessary.
- Complete accident forms, records and monitoring and evaluating of systems.

“Duties” of persons children and adults (to be conveyed by leaders at first session and any further sessions as necessary)

- Take responsibility for health and safety of self and others who may be affected by their actions.
- To follow procedures that are put in place by the leaders.
- Do not intentionally misuse, damage or interfere with any health and safety equipment.
- Acknowledge own limitations and follow direction by trained, appointed persons (leaders).

Accident Reporting Procedure

Definitions:

Accident: An unplanned, uncontrolled event, which has led to injury to people, damage to equipment or the environment or some other loss.
Near Miss: An unplanned, uncontrolled event that could have led to injury to people, damage to equipment or the environment or some other loss.
Incident: A happening, event or occurrence caused by ignoring or not adhering to set rules, boundaries or laws.

Procedures and Guidance

Leaders will maintain site and working areas to ensure that risk of accidents is as low as possible.
Leaders will have specialist first aid training for the outdoors and appropriate first aid equipment will be taken to every session.

All accidents, near misses and incidents must be reported to LWT using appropriate forms in emergency folder and all major accidents to the She committee (see below). H&S / Tools talk on site before every task. Leaders will carry an emergency procedures card in the welfare bag/emergency folder.

Reporting Procedure

In the event of an accident/near miss/incident leaders to note own all relevant information and transcribe into relevant form as soon as practical. Leader to pass completed form to the School Business manager
Blank accident/near miss/incident sheets to be kept in emergency folder/welfare bag. To be taken out to site at all times.

RIDDOR Reporting Procedure

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
Employers/Forest School practitioners must report to RIDDOR:

- Deaths
- Major injuries
- Serious burns
- Over seven day injuries (i.e. person is unable to perform normal duties for more than 7 consecutive days)
- Injuries to members of public or people not working/participating where they are taken from the scene of an accident to hospital
- Some work related diseases
- Some dangerous occurrences (something not resulting in an injury but could have done)

How to Report:

- Call incident contact centre on 0845 300 9923 or complete a form
- Incidents can be reported online via the HSE website: www.hse.gov.uk/riddor/report.htm
- Once completed a copy of the form will be sent to Micklehurst All Saints School to keep for Micklehurst All Saints School records.

Who Reports:

- The forest School Leader
- Headteacher
- School Business Manager

Risk Management

Risk Assessments are the tool that identify and act upon hazards to people that a leader accepts a level of responsibility for. Risk Assessments are not in themselves a protection from harm but methodologies by which Forest School practitioners monitor and demonstrate their commitment to H&S.

A five step Risk Assessment will be conducted for the Forest School sites.
These steps are as follows:

1. Identify the Hazards.
2. Decide who might be harmed and how (particularly allergy sufferers).
3. Evaluate the risks and decide on precautions.
4. Record findings and implement measures required.
5. Review the Risk Assessment and update accordingly.

All of our Forest School sites, activities and tools are risk assessed and copies of these have been included. Our 'General Outdoors' risk assessment outlines some of the more commonly faced risks associated with the outdoor classroom. Those that are more specific to certain activities are included in individual activity risk assessments. School staff must actively implement the measures outlined and remain vigilant to the potential for risk arising throughout the session.

Any considerations will be pointed out to adults and children beforehand to help manage risk. All adults involved will be given a copy of the completed Risk Assessment for that site and are obligated to manage or report risks under the Health and Safety at Work Act 1974.

All sites, activities and tools will be risk assessed for the suitability of the client group before the sessions take place. The Forest School Leader will assess their site before each session to ensure there has been no occurrence that would affect the site or the activities about to take place on it. In the case of certain groups, individual or group risk assessments may be necessary, but the decision for this remains with the leader. The Forest School Leader is responsible for implementing precautions and reviewing and updating risk assessment forms as necessary, at a minimum once per year or if an incident/accident/near miss arises necessitating need to review practices. Seasonal changes may also require an update for some sites and activities, e.g. after high winds, storms, nettles etc.

Safety Sweep / Local Amendments

Before each session, the Forest School Leader will conduct a safety sweep to identify any hazards and reduce or remove them if possible. Occasionally, in order to encourage children's awareness of safety, the children will also walk the boundary of the site to identify any hazards or risks that they think may need to be taken into consideration. Templates of both of these forms can be found at the back of this booklet.

Micklehurst All Saints
RISK ASSESSMENT RECORD

General Outdoors Risk Assessment

This risk assessment relates only to the ***generic*** features in common activity; it does not cover those ***specific*** to a location or group. A local amendment or review ***must*** be completed, making additions as necessary to take account of local circumstances and hazards.

ACTIVITY ASSESSED General Outdoors			**ASSESSED BY**	Martha Distin Webster	**APPROVED BY**	Laura Trelfa		
ACTIVITY LOCATION Micklehurst All Saints Primary School			**ASSESSMENT DATE**	15.01.2023	**APPROVAL DATE**	15.01.2023		
HAZARD	Who's at risk?	**Risk Level Without Precautions**	**PRECAUTIONS** To reduce the risk level			Who will do them?	When Before or During?	**Risk Level With Precautions**
Falling on wet, slippery or uneven surfaces	All	High	1. Check the area to be used for any obvious obstacles, remove or re-route around them. 2. Ensure participants have suitable footwear for terrain e.g. boots or wellingtons. 3. Inform them of the risk, especially boggy areas and uneven woodland areas around the site and ask them to take care. 4. All participants to be informed not to run on site, unless as part of a game where the area has been deemed safe & all are informed of the risks of doing so.			Forest School Leader/ volunteers and staff	B & D	Medium
Losing children/children wandering off, entering restricted areas.	Children	Medium	1. Maintain the staff to child ratio of 1:8 in schools and 1:4 in nurseries. 2. Regular head counts before, during and after the outdoor activity. 3. Lead staff to carry a fully charged mobile phone so they can maintain telephone contact with school office as required.			Forest School Leader/ volunteers and staff	B, D & A	Low

			4. Have staff spaced out amongst the group and be vigilant at all times. 5. Inform the children to keep within the sight of an adult and not to wander off. 6. Give clear instructions about the route of walk or boundaries for the activity. 7. Warn group to stay on paths & not to cross any barriers e.g. fences unless directly instructed to do so.			
Stranger danger	Children	Medium	1. Staff to remain vigilant at all times. 2. Regular head counts before, during and after the activity. 3. Inform the children to remain within the group and not to approach or talk to strangers.	Forest School Leader/ volunteers and staff	B, D & A	Low
Minor injury from misuse of equipment	All	Medium	1. Inform the group when and how to use any equipment correctly. 2. Supervise all participants that are using equipment. 3. Equipment to be stored safely when not in use. 4. Equipment should be regularly checked and maintained by Forest School Leader/ volunteers.	Forest School Leader/ volunteers and school staff	B, D & A	Low
Eating	All	Medium	1. Warn participants not to consume anything they find, i.e. berries, fungi, flowers etc. 2. Warn participants not to consume any food or drink during an activity as this could lead to choking or contamination from things in their environment. 3. All participants to wash hands prior to eating anything.	Forest School Leader/ volunteers and school staff	B, D & A	Low
Infections and disease (including Leptospirosis)	All	Medium	1. Warn participants not to consume anything they find, i.e. berries, fungi, flowers etc.	Forest School Leader/	B & D	Low

			2. Warn participants not to consume any food or drink during an activity as this could lead to contamination from things in their environment. 3. Warn participants not to touch fungi on the reserve. 4. Remind participants not to rub their eyes, nose and mouth until after the activity when their hands have been washed. 5. Any open cuts should be covered with waterproof plaster. 6. Ensure that everyone washes their hands at the end of the activity or uses antibacterial gel.	volunteers and school staff		
Tick bites resulting in Lyme disease	All	Medium	1. Participants are to be warned of the risks of ticks and asked to check themselves for ticks when at home. They will be advised to seek medical advice if a tick is found attached to their skin 2. First aid kit and first aider available.	Forest School Leader/ volunteers and school staff	B & D	Low
Stings etc, allergic reactions incl. anaphylactic shock	All	Medium	1. Check sites regularly for nests. If nest is discovered, avoid area and mark off with tape. 2. Inform participants of hazards before activities starts. Include information about what not to pick-up. 3. Hazardous plants must be identified in advance, and children prevented from coming into contact with them. 4. Anyone with a known allergy should carry an epi-pen with the group at all times. 5. First aid kit and first aider available.	Forest School Leader/ volunteers and school staff	B & D	Low
Adverse weather conditions	All	Medium	1. Make sure that all participants are wearing appropriate clothing and footwear for each activity. 2. Check the route/area is still accessible in adverse weather. 3. Warn participants to wear sun block, a hat and to drink plenty of water in hot weather conditions. 4. Keep alert for signs of coldness/heat exhaustion in children, e.g. children complaining, shivering, pale/blue face.	Forest School Leader/ volunteers	B, D & A	Low

			5. Check weather forecast before activity & adapt if necessary.	and school staff		
Lack of contact when away from office/classroom	All	Medium	1. Carry a mobile phone all times making sure battery is fully charged.	LWT Staff	B & D	Low
Brambles, low branches, nettles, litter, broken glass, thorns.		High	1. Warn participants what they should and should not touch. 2. Warn participants to be aware of low branches and brambles to trip on. 3. Check the route/area for possible hazards before activity. 4. Warn the children that there may be litter on site and that they must not touch it. If they do find any, they should immediately inform an adult / Forest School leader. 5. Litter should be removed safely by an adult using a litter picker and sharps box (where appropriate).	Forest School Leader/ volunteers and school staff	B & D	Medium
Injury from parachute in outdoor seating area (e.g. strangulation/trip hazards)	All	High	1. Parachute should be securely erected by trained Forest School Leader/volunteers/school staff 2. Warn the group that there may be trip/strangulation hazards from the parachute and advise them to be aware of paracord tied at eye level. 3. Any loose ends of paracord must be tied up to prevent risk of strangulation. 4. Use brightly coloured paracord where possible. 5. Advise the group not to climb or swing on the parachute. 6. No materials should be placed or balanced on top of the parachute. 7. If water pools on top of the parachute (in the occurrence of heavy rain) make sure that it's cleared regularly by an adult. Relocate where participants are sitting as required, so the water does not fall on participants.	Forest School Leader/ volunteers and staff	B, D & A	Medium

			8. The parachute should be taken down at the end of the session and put away neatly in bag. 9. Parachute and paracord to be checked regularly by staff to ensure it is safe to use during sessions.			
Environmental damage	All	Medium	1. Make sure all participants are aware of the countryside code – i.e. Do not handle animals, damage trees or pick wildflowers, close gates. 2. Be sure to stick to paths wherever possible.	Forest School Leader/ volunteers and staff	B & D	Low
Lack of access and exclusion	All	Medium	1. Ensure all activities are inclusive where practical. 2. Ensure participants are able to access the activity areas, if necessary remove obvious obstacles or reroute around them to allow wheelchair access.	Forest School Leader/ volunteers and staff	B & D	Low
Lone Working	LWT Staff	High	1. Staff should carry a fully charged mobile phone with them at all times. 2. Staff should follow the buddy procedure, keeping in regular contact with their buddy throughout the day updating them on their location. 3. Staff should carry an attack alarm when lone working. 4. Staff should avoid confrontation where possible	LWT Staff	B, D & A	Medium
Local Amendments						
Personal Protective Equipment Needed: N/A **Level of First Aid Provision Needed**: Normal **First Aid**: Forest School Leader and teachers.			At all times the teacher/school staff member is responsible for behaviour of the children.			

Nearest 24-hour Hospital: **Tameside General Hospital, Fountain Street, Tameside OL6 9RW TEL: 0161 922 4466** **GRID REF : SD981021** My 3 words GAZED.MINUTE.SQUARE **Nearest Telephone**: Forest School Leader mobile	

Risk assessment reviewed 11.03.2025.

Micklehurst All Saints Primary School

RISK ASSESSMENT RECORD

Bird Feeders Risk Assessment

This risk assessment relates only to the ***generic*** features in common activity; it does not cover those ***specific*** to a location or group. A local amendment or review ***must*** be completed, making additions as necessary to take account of local circumstances and hazards.
(To be used in conjunction with General Outdoors Risk Assessment)

ACTIVITY ASSESSED Bird Feeders			**ASSESSED BY**	Martha Distin Webster	**APPROVED BY**	Laura Trelfa		
ACTIVITY LOCATION Micklehurst All Saints Primary School			**ASSESSMENT DATE**	15.01.2023	**APPROVAL DATE**	15.01.2023		
HAZARD	Who's at risk?	**Risk Level Without Precautions**	**PRECAUTIONS** To reduce the risk level			Who will do them?	When Before or During?	**Risk Level With Precautions**
Infections from bird feeder ingredients	All	High	1. Warn children/young people not to put their hands in their mouth, or rub their eyes throughout activity and wash hands after 2. Do not eat or drink during activity. 3. Ask all participants if they are allergic to any ingredients e.g. nuts, if so take appropriate measures. 4. Consult medical/consent forms if necessary.			Forest School Leader/ volunteers and staff	B & D	Medium
Infections from handling outdoor material	All	Medium	1. Remind children/young people not to put their fingers in their mouths and to wash hands after the activity. . 2. Warn children/young people not to pick up or handle litter.			LWT Staff	B &D	Low
Local Amendments								

Personal Protective Equipment Needed: N/A **Provided By**: Micklehurst All Saints School **Level of First Aid Provision Needed**: Normal **First Aid**: Forest School Leader and teachers. **Nearest 24-hour Hospital**: **Tameside General Hospital, Fountain Street, Tameside OL6 9RW TEL: 0161 922 4466** **GRID REF : SD981021** My 3 words GAZED.MINUTE.SQUARE **Nearest Telephone**: Forest School Leader mobiles.	At all times the teacher/visiting group leader is responsible for behaviour of the children.

Risk assessment reviewed 11.03.2023.

Micklehurst All Saints Primary School

RISK ASSESSMENT RECORD

Shelter Building Risk Assessment

This risk assessment relates only to the ***generic*** features in common activity; it does not cover those ***specific*** to a location or group. A local amendment or review ***must*** be completed, making additions as necessary to take account of local circumstances and hazards.

(To be used in conjunction with General Outdoors Risk Assessment)

ACTIVITY ASSESSED Shelter building			**ASSESSED BY**	**Martha Distin Webster**	**APPROVED BY**	Laura Trelfa		
ACTIVITY LOCATION Micklehurst All Saints Primary School			**ASSESSMENT DATE**	15.01.2023	**APPROVAL DATE**	15.01.2023		
HAZARD	Who's at risk?	**Risk Level Without Precautions**	**PRECAUTIONS** To reduce the risk level			Who will do them?	When Before or During?	**Risk Level With Precautions**
Falling on wet, slippery or uneven surfaces (fallen branches & roots)	All	High	1. Check the area to be used for any obvious obstacles, remove or re-route around them. 2. Ensure all participant have suitable footwear for terrain e.g. tied shoelaces and sturdy footwear. 3. Inform them of the risk and ask them to take care. 4. All participants informed not to run on site, unless as part of a game where the area has been deemed safe & all are informed of the risks of doing so.			Forest School Leader/ volunteers and staff	B & D	Medium
Venue/Environment (injury resulting from materials or structure falling on participants)	All	High	1. Ensure participants are aware of the risks associated with natural shelter building. 2. Shelter should be built on ground level. 3. Ensure participants are aware of limitations to size of materials used, participants should only use suitable sized materials appropriate age and size. 4. Participants and staff should continually assess suitability of material for stability and soundness.			Forest School Leader/ volunteers and staff	B, D & A	Medium

			5. Participants are told not to enter the structure until Forest School Leader have checked stability. 6. Woodland to be checked for falling/unsafe branches & trees in advance. 7. After the activity the area should be left in an appropriate and safe condition, if any shelters are unstable they must be dismantled safely and the area must be left as undisturbed as possible.			
Injury from use of tarpaulins	All	High	1. Group should be instructed how to erect tarpaulin shelters correctly and safely. 2. Warn the group to be aware that there may be trip hazards when building dens using tarpaulins (e.g. where the paracord is tied between trees) so they don't walk into them or trip over pegged out tarpaulins. 3. Advise the group to tie up any loose ends of paracord when den building to prevent the risk of strangulation. 4. Use tarpaulins with brightly coloured paracord where possible. 5. When using tarpaulins, ensure that no materials are placed or balanced on top of the tarpaulin. 6. Advise the group not to climb or swing on the tarpaulins. 7. When finished using the tarpaulins take them down and return them neatly to the box. 8. Tarpaulins should be checked regularly by staff to ensure that they are safe to use. 9. Adults to remain vigilant throughout.	Forest School Leader/ volunteers and staff	B, D & A	Medium
Losing children/ children wandering off, entering restricted areas.	All	Medium	1. Maintain the staff to child ratio of 1:8 in schools and 1:4 in nurseries. 2. Regular head counts before, during and after the outdoor activity. 3. Lead staff to carry a fully charged mobile phone so they can maintain telephone contact with school office as required. 4. Have staff spaced out amongst the group and be vigilant at all times.	Forest School Leader/ volunteers and staff	B, D & A	Low

			5. Inform the participants to keep within the sight of an adult and not to wander off. 6. Give clear instructions about the route of walk or boundaries for the activity. 7. Warn group to stay on paths & not to cross any barriers e.g. fences unless directly instructed to do so.			
Stranger danger	All	Medium	1. Staff to remain vigilant at all times. 2. Regular head counts before and during the activity. 3. Inform the participants to remain within the group and not to approach or talk to strangers. 4. Inform participants to tell a member of staff immediately if they are approached by someone they do not know.	Forest School Leader/ volunteers and staff	B & D	Low
Lack of access and exclusion	All	Medium	1. Ensure all activities are inclusive. 2. Ensure participants are able to access the activity areas, if necessary remove obvious obstacles or re route around them to allow wheelchair access.	Forest School Leader/ volunteers and staff	B & D	Low
Minor injury from misuse of equipment	All	Medium	1. Ensure sufficient and suitable equipment is provided 2. Inform the group when and how to use any equipment correctly. 3. Ensure appropriate personal protective equipment (e.g. gloves) are provided to the group 4. Supervise all participants that are using equipment. Tool use should be 1:1. 5. Equipment to be stored safely when not in use. 6. Ensure tools are checked and maintained.	Forest School Leader/ volunteers and staff	B, D & A	Low
Infections and disease	All	Medium	1. Warn participants not to consume anything they find, i.e. berries, fungi, flowers etc.	Forest School Leader/	B & D	Low

			2. Warn participants not to consume any food or drink during the activity as this could lead to choking or contamination from things in their environment. 3. Remind participants not to put their fingers in their mouth/nose and to wash their hands. or use antibacterial gel after the activity.	volunteers and staff		
Adverse weather conditions	All	Medium	1. Make sure that all participants are wearing appropriate clothing and footwear for each activity. 2. Check the route/area is still accessible in adverse weather. 3. Warn participants to wear sun block, hat, drink plenty of water if the weather is hot. 4. Keep alert for signs of coldness in participants, e.g. complaining, shivering, pale/blue face. 5. Check and log weather forecast before activity onto planning sheet.	Forest School Leader/ volunteers and staff	B & D	Low
Eating	All	Medium	1. Warn participants not to consume anything they find, i.e.: berries, fungi, flowers etc. 2. Warn participants not to consume any food or drink during an activity as this could lead to choking or contamination from things in their environment. 3. All participants to wash hands prior to eating anything.	Forest School Leader/ volunteers and staff	B & D	Low
Contact when away from office/classroom	All	High	1. Carry a mobile phone and site radio at all times making sure battery is fully charged.	LWT Staff	B & D	Medium
Roads & Traffic	All	High	1. All children/young people must walk in a line at side of road. 2. Clear instruction must be given to all children/young people regarding road safety. 3. Check prior to activity if any heavy machinery is on site or due on site.	Forest School Leader/ volunteers and staff	B & D	Medium

			4. Keep away from areas of work with heavy machinery where possible.			
Brambles, low branches, Nettles, Litter – glass and sharps, thorns	All	High	1. Warn participants what they should and should not touch. 2. Warn participants to be aware of low branches and brambles to trip on. 3. Check the route/area for possible hazards before activity. 4. Ask everyone not to pick up litter, but to inform the LWT leader who will remove it if safely. 5. If sharps are found, try to find something to cover it / cordon off the area and radio duty manager who will use the sharps kit to safely remove it.	Forest School Leader/ volunteers and staff	B & D	Medium
Environmental Damage	All	Medium	1. Make all participants aware of the countryside codes esp. in natural habitats – i.e. Do not handle animals, damage / climb trees or pick wildflowers. 2. Be sure to stick to paths wherever possible.	Forest School Leader/ volunteers and staff	B & D	Low
Local Amendments						

Personal Protective Equipment Needed: N/A **Provided By**: Micklehurst All Saints **Level of First Aid Provision Needed**: Normal **First Aid**: Forest School Leader and teachers. **Nearest 24-hour Hospital**: **Tameside General Hospital, Fountain Street, Tameside OL6 9RW TEL: 0161 922 4466** **GRID REF : SD981021** My 3 words GAZED.MINUTE.SQUARE	At all times the teacher/school staff member is responsible for behaviour of the children.

Nearest Telephone: Forest School Leader mobile	

Risk assessment reviewed 11.03.2025.

Micklehurst All Saints Primary School

RISK ASSESSMENT RECORD

Environmental Art Risk Assessment

This risk assessment relates only to the ***generic*** features in common activity; it does not cover those ***specific*** to a location or group. A local amendment or review ***must*** be completed, making additions as necessary to take account of local circumstances and hazards.

(To be used in conjunction with General Outdoors Risk Assessment)

ACTIVITY ASSESSED Environmental Art			**ASSESSED BY**	Martha Distin Webster	**APPROVED BY**	Laura Trelfa	
ACTIVITY LOCATION Micklehurst All Saints Primary School			**ASSESSMENT DATE**	15.01.2023	**APPROVAL DATE**	15.01.2023	
HAZARD	Who's at risk?	**Risk Level Without Precautions**	**PRECAUTIONS** To reduce the risk level		Who will do them?	When Before or During?	**Risk Level With Precautions**
Minor injury from misuse of equipment and props	Children	Medium	1. The leader should give a full safety talk, including a demonstration, to inform the group when and how to use/carry equipment (or props) in a safe and correct manner, e.g. scissors, secateurs etc. 2. Keep props not in use out of the way of participants. 3. Supervise all participants that are using equipment. 4. Equipment to be stored safely when not in use. 5. Warn participants about injuries from whipping willow and other potentially harmful objects such as prickly holly leaves. 6. No children to use hot glue guns.		Forest School Leader/ volunteers and staff	B, D & A	Low

Infections and disease	All	Medium	1. Warn children not to consume anything growing in the wild, i.e. berries, fungi, flowers etc. 2. Ensure 'junk' for modeling has been cleaned/washed out. 3. Warn participants not to consume any food or drink during and activity as this could lead to choking or contamination from things in their environment. 4. Remind participants not to put their fingers in their mouth/nose and to wash their hands. after the activity. 5. Ensure participants are wearing PPE (protective gloves) when necessary.	Forest School Leader/ volunteers and staff	B, D & A	Low
Blisters & Rashes (contact with hazardous plants/ materials)	ALL	Medium	1. Hazardous plants must be identified in advance, and participants prevented from coming into contact with them. 2. Food consumption must be prevented during collection of natural materials. 3. Collection of natural materials must be approved by the relevant authority.	L Forest School Leader/ volunteers and staff	B & D	Low
Injury resulting from materials / injury resulting from structure falling on participants when creating large environmental artwork / structures (e.g. pirate ship, bird	All	High	1. Ensure participants are aware of the risks associated with creating large environmental artwork / structures (e.g. pirate ship, bird nests, 3D maps etc.) from natural materials. 2. Ensure participants are aware of limitations to size of materials used, participants should only use suitable sized materials that are appropriate for their age and size. 3. Participants and staff should continually assess suitability of material for stability and soundness. 4. Participants are told not to enter the structure until Forest School Leader have checked stability. 5. Group to be made aware of any trip hazards when entering/exiting structure.	Forest School Leader/ volunteers and staff	B, D & A	Medium

nests, 3D maps etc.)			6. Woodland to be checked for falling/unsafe branches & trees in advance. 7. After the activity, the area should be left in an appropriate safe condition.			
Falling on wet, slippery or uneven surfaces	All	High	1. Check the area to be used for any obvious obstacles, remove or re-route around them. 2. Ensure participants have suitable footwear for terrain e.g. boots or wellingtons. 3. Inform them of the risk, especially boggy areas and uneven woodland areas around the site and ask them to take care. 4. All participants informed not to run on site, unless as part of a game where the area has been deemed safe & all are informed of the risks of doing so. 5. Mop up any spills as soon as they occur.	Forest School Leader/ volunteers and staff	B & D	Medium
Losing children/children wandering off, entering restricted areas.	Children	Medium	1. Maintain the staff to child ratio of 1:8 in schools and 1:4 in nurseries. 2. Regular head counts before, during and after the outdoor activity. 3. Lead staff to carry a fully charged mobile phone so they can maintain telephone contact with school office as required. 4. Have staff spaced out amongst the group and be vigilant at all times. 5. Inform the participants to keep within the sight of an adult and not to wander off. 6. Give clear instructions about the route of walk or boundaries for the activity. 7. Warn group to stay on paths & not to cross any barriers e.g. fences unless directly instructed to do so.	Forest School Leader/ volunteers and staff	B, D & A	Low

Stranger danger	Children	Medium	1. Staff to remain vigilant at all times. 2. Regular head counts before, during and after the activity. 3. Inform the participants to remain within the group and not to approach or talk to strangers.	Forest School Leader/ volunteers and staff	B, D & A	Low
Brambles, low branches, Nettles, Litter – glass and sharps, thorns	All	High	1. Warn participants what they should and should not touch. 2. Warn participants to be aware of low branches and brambles to trip on. 3. Check the route/area for possible hazards before activity.	LWT staff	B & D	Medium
Craft material (allergic reactions)	All	Medium	1. Any use of glues or paints must be in a well ventilated area. 2. Use solvent free glue, following safety guides on the container. 3. Only allow participants to use materials under supervision. 4. Ask for any known allergies. 5. Wash hands after activity. . 6.	Forest School Leader/ volunteers and staff	B & D & A	Low
Environmental damage	All	Medium	1. Make sure all participants are aware of the countryside code – i.e. Do not handle animals, damage / climb trees or pick wildflowers, close gates. 2. Be sure to stick to paths wherever possible.	Forest School Leader/ volunteers and staff	B & D	Low
Local Amendments						

Personal Protective Equipment Needed: N/A **Provided By**: Micklehurst All Saints **Level of First Aid Provision Needed**: Normal **First Aid**: Forest School Leaderand teachers. **Nearest 24-hour Hospital**: **Tameside General Hospital, Fountain Street, Tameside OL6 9RW TEL: 0161 922 4466** **GRID REF : SD981021** My 3 words GAZED.MINUTE.SQUARE **Nearest Telephone**: Forest School Leader mobile	At all times the teacher/visiting group leader is responsible for behaviour of the children.

Risk assessment reviewed 11.03.2025.

Micklehurst All Saints Primary School

RISK ASSESSMENT RECORD

Fire Lighting & Cooking on Fire Risk Assessment

This risk assessment relates only to the ***generic*** features in common activity; it does not cover those ***specific*** to a location or group. A local amendment or review ***must*** be completed, making additions as necessary to take account of local circumstances and hazards.
(To be used in conjunction with General Outdoors Risk Assessment)

ACTIVITY ASSESSED Fire Lighting & Cooking on Fire			**ASSESSED BY**	Martha Distin Webster	**APPROVED BY**	Laura Trelfa		
ACTIVITY LOCATION Micklehurst All Saints Primary School			**ASSESSMENT DATE**	15.01.2023	**APPROVAL DATE**	15.01.2023		
HAZARD	Who's at risk?	**Risk Level Without Precautions**	**PRECAUTIONS** To reduce the risk level			Who will do them?	When Before or During?	**Risk Level With Precautions**
Falling on wet, slippery or uneven surfaces, roots and other obstacles causing injury e.g. sprained ankle/wrist, grazed knee, bruise	All	High	1. Check the area to be used for any obvious obstacles, remove or re-route around them. 2. Ensure everyone has suitable footwear for terrain e.g. tied shoelaces, reasonable tread on shoes. 3. Inform them of the risk and ask them to take care, no running. 4. Participants warned of hazard of guy ropes from tarps and guy ropes to be marked with health and safety tape.			Forest School Leader/ volunteers and staff	B & D	Medium

Minor injury from misuse of equipment	All	Medium	1. Inform the group when and how to use any equipment correctly. 2. Supervise everyone using equipment. 3. Equipment to be stored safely when not in use. 4. Ensure correct ratios are followed.	Forest School Leader/ volunteers and staff	B & D	Low
Fire Setting and lighting	All	High	1. Ensure one person is in charge of the fire at all times and never leave unattended. 2. Have a fire blanket, large container of water, 1st aid kit, emergency and evacuation plans are in place. 3. Check wind direction & condition, if very gusty/ strong postpone fire. 4. Remove any flammable objects from the area. 5. Fires only to be lit in pre-selected areas, not under trees, near roads or buildings, under pylons or electricity cables and not directly over peat soil. 6. Avoid lighting in very dry conditions. 7. Sort materials to be used for lighting and burning beforehand discarding any dangerous materials such as nails, chemically treated timber. 8. Keep the fire small.	Forest School Leader	B &D	Medium
Injury whilst collecting wood for fire	All	Medium	1. Participants given full safety instruction on manual handling and PPE if required. 2. Participants must not carry large or awkward logs by themselves.	Forest School Leader/ volunteers and staff	B & D	Low
Extinguishing the fire	All	Medium	1. Ensure fire is out before leaving the site. 2. Use water/sand to extinguish the fire, working from the outside in and pour slowly. 3. Ensure adult to child ratio 1-2 is adhered to when participants are helping to put out the fire. Participants helping to put the fire out should remain stood outside the fire pit and advised not so stand down wind. All other participants should be seated or outside the fire circle.	Forest School Leader/ volunteers and staff	D	Low

			4. Warn the group that the fire may still be hot and will produce steam when extinguished with water. 5. Leave no trace.			
Food Preparation and cooking	All	High	1. All leaders must hold a Food Hygiene Level 2 Qualification if preparing food for others. 2. Wash hands before preparing food. . 3. Wash hands after touching raw meat. . 4. All cooking equipment to be clean before use. 5. Ensure all food is thoroughly cooked before eating. 6. Wash hands before eating food. .	Forest School Leader/ volunteers and staff	B & D	Medium
Eating	All	Medium	1. Warn people not to consume anything they find, i.e. berries, fungi, flowers etc. 2. Warn people not to consume any food or drink during an activity as this could lead to choking or contamination from things in their environment. 3. Only eat what Forest School Leader provide.	Forest School Leader/ volunteers and staff	B & D	Low
Infections and disease	All	Medium	1. Warn people not to consume anything they find, i.e. berries, fungi, flowers etc. 2. Warn people not to consume any food or drink during and activity as this could lead to choking or contamination from things in their environment. 3. Remind people not to put their fingers in their mouth/nose and to wash their hands after the activity. 4. Advise everyone to cover any cuts or wounds.	Forest School Leader/ volunteers and staff	B & D	Low
Danger of injury from fire e.g. suffering a burn from falling into the	All	Medium	1. Fire is managed constantly to ensure it does not become too big. 2. All participants must kneel when inside the fire pit safety circle. 3. No-one to cross the fire pit or lean over. 4. Long hair must be tied back, loose clothing tucked in. 5. Made aware there may be embers around the fire hearth.	Forest School Leader/ volunteers and staff	B & D	Low

fire or a flying ember			6. When blowing on the fire adults faces must be at least two hands length away from the fire. 7. When warming food over the fire use sticks at least an arms length long. 8. All must understand safe procedures of extinguishing fire and lowering ground temperature. 9. Bucket of water available near to fire and burns kit in case of burns. 10. First aid kit available at all times, first aides made known to everyone.			
Danger of injury from out of control fire e.g. suffering a burn	All	Medium	1. Ensure fire is of minimum required size. 2. Ensure fire blanket and water is in place. 3. Ensure fire evacuation procedure is in place and everyone is clear of procedures. 4. Ensure fire is extinguished properly before leaving (dug over & ground temperature sufficiently lowered). 5. Fire is never to be left unattended to ensure it does not become too big. 6. Extinguish fire if wind strengthens or erratically changes direction. 7. Only light fire in cleared area with no overhanging branches.	Forest School Leader	B & D	Low
Adverse weather conditions	All	Medium	1. Make sure that all participants are wearing appropriate clothing and footwear for each activity. 2. Check the route/area is still accessible in adverse weather. 3. Ensure sun block is available in hot conditions. 4. Keep alert for signs of coldness, e.g. people complaining, shivering, pale/blue face. 5. Check weather forecast before activity.	Forest School Leader/ volunteers and staff	B & D	Low
Contact in remote areas	All	High	1. Carry a mobile phone at all times making sure battery is fully charged and inform a member of staff of whereabouts and agenda for day.	LWT Staff	B & D	Medium

Environmental Damage	All	Medium	1. Make participants aware of the countryside codes esp. in natural habitats – i.e. Do not handle animals, damage trees or pick wildflowers.	Forest School Leader/ volunteers and school staff	B & D	Low
Local Amendments						

Personal Protective Equipment Needed: N/A **Provided By**: Micklehurst All Saints **Level of First Aid Provision Needed**: Normal **First Aid**: Forest School Leaderand teachers. **Nearest 24-hour Hospital**: **Tameside General Hospital, Fountain Street, Tameside OL6 9RW TEL: 0161 922 4466** **GRID REF : SD981021** My 3 words GAZED.MINUTE.SQUARE **Nearest Telephone**: Forest School Leader mobiles.	At all times the teacher/school staff member is responsible for behaviour of the children.

Risk assessment reviewed 11.03.2025.

Micklehurst All Saints Primary School

RISK ASSESSMENT RECORD

Hammock and Tyre Swing Risk Assessment

This risk assessment relates only to the ***generic*** features in common activity; it does not cover those ***specific*** to a location or group. A local amendment or review ***must*** be completed, making additions as necessary to take account of local circumstances and hazards.

(To be used in conjunction with General Outdoors Risk Assessment)

ACTIVITY ASSESSED Hammock/Tyre swing			**ASSESSED BY**	Martha Distin Webster	**APPROVED BY**	Laura Trelfa		
ACTIVITY LOCATION Micklehurst All Saints Primary School			**ASSESSMENT DATE**	15.01.2023	**APPROVAL DATE**	15.01.2023		
HAZARD	Who's at risk?	**Risk Level Without Precautions**	**PRECAUTIONS** To reduce the risk level			Who will do them?	When Before or During?	**Risk Level With Precautions**
Cuts, grazes, bruises & branches poking eyes	All	Medium	1. Visual inspection of trees for the hammock to ensure no sharp twigs or branches sticking out, remove or use alternative trees if necessary. 2. First aider to treat cuts as necessary. 3. Adhere to 1:1 ratio of children using hammock/tyre swing under supervision of an adult.			Forest School Leader/ volunteers and staff	B & D	Low
Falling from the hammock/tyre swing – bang to the head and other areas of the body, broken limbs,	All	High	1. Ensure the trees have been inspected for safety – no dead or loose branches, branches are substantial enough to hold weight of children on hammock. 2. Inspection is to be carried out by a member of staff who is a Level 3 Forest School Practitioner or has completed a Tree Safety and Assessment course. 3. Regular checks should be made to check the condition of the hammock/tyre swing. Before each session the material and ropes should be checked to ensure there is no			Forest School Leader/ volunteers and staff	B & D	Medium

concussion, death			deterioration. If the hammock/tyre swing is damaged /unsafe it should not be used. 4. Forest School Leader needs to ensure the hammock it attached to trees securely, not too high from the ground and check with their own weight 5. Ensure ground around the base of tree is free from hazards; tree stumps, nettles, brambles etc. 6. Suitable trees are to be identified and children are made aware of the need to seek permission to use hammock and be accompanied by an adult at all times. 7. Only one participant to use the hammock/tyre swing at any one time. 8. Ensure using hammock ratios of 1:1 are always adhered to.			
Walking into ropes and entanglement	All	Medium	1. Ropes will be made out of a bright coloured material or will be marked with bright colours to increase visual impact, loose rope to be secured where necessary.	Forest School Leader/ volunteers and staff	B & D	Low
Allergic reaction to tree pollen	All	Medium	1. Participant with allergies e.g. hayfever are to be made know to Forest School practitioner – ensure medication is present, if it is required (to be arranged by school/nursery etc.) 2. Staff to monitor children for rashes and other signs of allergic reaction 3. Advise medical attention if required.	Forest School Leader/ volunteers and staff	B & D	Low
Environmental Damage	All	Medium	1. Make participants aware of the countryside codes esp. in natural habitats – i.e. Do not handle animals, damage trees or pick wildflowers. 2. Only trees identified by Forest School practitioners are to be used 3. Trees are to be inspected for damage at the beginning of each teaching day.	Forest School Leader/ volunteers and staff	B & D	Low

Adverse Weather Conditions	All	Medium	1. Ensure that all participants are wearing appropriate clothing and footwear for each activity. 2. Check weather forecast before activity 3. Do not allow hammock/tyre swing activity to take place in heavy rain, frost or strong winds	Forest School Leader/ volunteers and staff	B & D	Low
Local Amendments						

Personal Protective Equipment Needed: N/A **Provided By**: Micklehurst All Saints **Level of First Aid Provision Needed**: Normal **First Aid**: Forest School Leader and teachers. **Nearest 24-hour Hospital**: **Tameside General Hospital, Fountain Street, Tameside OL6 9RW TEL: 0161 922 4466 GRID REF : SD981021** My 3 words GAZED.MINUTE.SQUARE **Nearest Telephone**: Forest School Leader mobiles.	At all times the teacher/school staff member is responsible for behaviour of the children.

Risk assessment reviewed 11.03.2025.

Micklehurst All Saints Primary School

RISK ASSESSMENT RECORD

Mini-beast Hunt Risk Assessment

This risk assessment relates only to the ***generic*** features in common activity; it does not cover those ***specific*** to a location or group. A local amendment or review ***must*** be completed, making additions as necessary to take account of local circumstances and hazards.
(To be used in conjunction with General Outdoors Risk Assessment)

ACTIVITY ASSESSED Mini –beast Hunt			**ASSESSED BY**	Martha Distin Webster	**APPROVED BY**	Laura Trelfa		
ACTIVITY LOCATION Micklehurst All Saints Primary School			**ASSESSMENT DATE**	15.01.2023	**APPROVAL DATE**	NA		
HAZARD	Who's at risk?	**Risk Level Without Precautions**	**PRECAUTIONS** To reduce the risk level			Who will do them?	When Before or During?	**Risk Level With Precautions**
Injury from misuse of equipment	All	Medium	1. Leader to give full safety talk including a demonstration of how to use and carry the equipment safely. 2. Supervise all participants that are using equipment. 3. Equipment to be stored safely when not in use. 4. Equipment should be regularly checked and maintained by LWT staff.			Forest School Leader/ volunteers and staff	B & D	Low
Injury from lifting logs or stones	All	Medium	1. Staff to demonstrate safe lifting techniques 2. Avoid areas with unsuitable large stones and logs. 3. Keep to a minimum ratio of 1:8, so children can be advised on suitable logs or stones and to ensure safe lifting method is applied. Adults to remain vigilant.			Forest School Leader/ volunteers and staff	B & D	Low

Allergies and insect bites/stings	All	High	1. Inform participants of hazards before activity starts. 2. Include information about what not to pick up. 3. Check sites regularly for nests. If nest is discovered, avoid area and mark off with tape. 4. Inform participants how to behave safely around stinging invertebrates. 5. First aid kit and first aider available. 6. Ensure that any participant know to have allergies have appropriate medication (eg epi-pen/hayfever relief medication). 7. Minimize time spent out in high pollen areas, eg, meadows, when pollen count is high. 8. Participants to wear appropriate clothing (long sleeved top and long trousers).	Forest School Leader/ volunteers and staff	B & D	Medium
Contact with micro-organisms (tetanus, Weil's disease, Toxocariasis)	All	High	1. Work in a low risk area of ticks. 2. Advise participants to check for ticks after the activity has concluded. 3. Wear long sleeved tops and trousers. 4. Hands must be washed thoroughly. after use of toilets and before eating/drinking. 5. Infection from animal faeces – check site and remove where found.	Forest School Leader/ volunteers and staff	B & D	Medium
Brambles, low branches, Nettles, Litter – glass and sharps, thorns	All	High	1. Warn participants what they should and should not touch. 2. Warn participants to be aware of low branches and brambles to trip on. 3. Check the route/area for possible hazards before activity. 4. Ask everyone not to pick up litter, but to inform the LWT leader who will remove it if safely. 5. If sharps are found, try to find something to cover it / cordon off the area and radio duty manager who will use the sharps kit to safely remove.	Forest School Leader/ volunteers and staff	B & D	Medium

Blisters & Rashes (contact with hazardous plants/ materials)	All	Medium	1. Inform participants of hazards before activities starts. Include information about what not to pick-up. 2. Hazardous plants must be identified in advance, and children prevented from coming into contact with them. 3. Food consumption must be prevented during collection of natural materials. 4. Collection of natural materials must be approved by the relevant authority. 5. Anyone with a known allergy should carry an epi-pen with the group at all times. 6. First aid kit and first aider available.	Forest School Leader/ volunteers and staff	B & D	Low
Lack of access and exclusion	All	Medium	1. Ensure all activities are inclusive where practical. 2. Ensure participants are able to access the activity areas, if necessary remove obvious obstacles or re route around them to allow wheelchair access.	Forest School Leader/ volunteers and staff	B & D	Low
Environmental damage	All	Medium	1. Make sure all participants are aware of the countryside codes esp. In natural habitats – i.e. Do not handle animals, damage / climb trees or pick wildflowers. 2. Ensure that the site is left in an appropriate condition	Forest School Leader/ volunteers and staff	B & D	Low
Local Amendments						
Personal Protective Equipment Needed: N/A **Provided By**: Micklehurst All Saints **Level of First Aid Provision Needed**: Normal **First Aid**: Forest School Leaderand teachers.			At all times the teacher/school staff member is responsible for behaviour of the children.			

Nearest 24-hour Hospital: **Tameside General Hospital, Fountain Street, Tameside OL6 9RW TEL: 0161 922 4466** **GRID REF : SD981021** My 3 words GAZED.MINUTE.SQUARE **Nearest Telephone**: Forest School Leader mobiles.	

Risk assessment reviewed 11.03.2025.

Micklehurst All Saints Primary School

RISK ASSESSMENT RECORD

Running and Hiding Games Risk Assessment

This risk assessment relates only to the ***generic*** features in common activity; it does not cover those ***specific*** to a location or group. A local amendment or review ***must*** be completed, making additions as necessary to take account of local circumstances and hazards.
(To be used in conjunction with General Outdoors Risk Assessment)

ACTIVITY ASSESSED Running & Hiding Games			**ASSESSED BY**	Martha Distin Webster	**APPROVED BY**	Laura Trelfa	
ACTIVITY LOCATION Micklehurst All Saints Primary School			**ASSESSMENT DATE**	15.01.2023	**APPROVAL DATE**	15.01.2023	
HAZARD	Who's at risk?	**Risk Level Without Precautions**	**PRECAUTIONS** To reduce the risk level		Who will do them?	When Before or During?	**Risk Level With Precautions**
Running - Slips/trips /falls on uneven ground	All	High	1. Check site beforehand for obstacles, remove if possible or choose different area for game with fewer trip hazards. 2. Advise caution at all heights (including head/eye level). 3. Ensure participants have suitable footwear for terrain e.g. boots or wellingtons. 4. Inform them of the risk, especially boggy areas around site and ask them to take care. 5. All participants informed not to run on site, unless the area has been deemed safe & all are informed of the risks of doing so.		Forest School Leader/ volunteers and staff	B & D	Medium

Children bumping into each other	Children	Medium	1. Use large but defined area for the activity. 2. Tell participants to have regard for safety in the game. 3. Tell participants to stop running when caught.	Forest School Leader/ volunteers and staff	B & D	Low
Insect bites / stings	All	High	1. Check sites regularly for nests. If nest is discovered, avoid area and mark off with tape. 2. Inform participants of hazards before activities starts. Include information about what not to pick-up. 3. Play games away from any nests that are present. 4. Long trousers should be worn. 5. First aid kit and first aider available. 6. Anyone with a known allergy should carry an epi-pen with the group at all times.	Forest School Leader/ volunteers and staff	B &D	Medium
Plant cuts, stings	All	Medium	1. Hazardous plants must be identified in advance, and participants prevented from coming into contact with them. 2. Inform participants of hazards before activities starts. Include information about what they should and should not touch. 3. Warn participants there are plants that could potentially cause harm on site. 4. Play games away from plants likely to cut/sting e.g. nettles/brambles. 5. Long trousers should be worn. 6. First aid kit and first aider available. 7. Anyone with a known allergy should carry an epi-pen with the group at all times.	Forest School Leader/ volunteers and staff	B & D	Low
Stranger danger / inappropriate behaviour	All	High	1. Introduce site boundaries with peer monitoring. 2. Use 1, 2, 3 where are you, sticky elbows with group. 3. Monitor group with regular head counts. 4. Close of area to be used with the group (with ‘session in progress’ signs in place if appropriate).	Forest School Leader/ volunteers and staff	B & D	Low

Losing children/ children wandering off, entering restricted areas.	All	Medium	1. Maintain the staff to child ratio of 1:8 in schools and 1:4 in nurseries. 2. Regular head counts before, during and after the outdoor activity. 3. Lead staff to carry a fully charged mobile phone so they can maintain telephone contact with school office as required. 4. Have staff spaced out amongst the group and be vigilant at all times. 5. Inform the children to keep within the sight of an adult and not to wander off. 6. Give clear instructions about the set boundaries of the area. 7. Warn group not to cross any barriers e.g. fences unless directly instructed to do so.	Forest School Leader/ volunteers and staff	B & D	Low
Brambles, low branches, Nettles, Litter – glass and sharps, thorns	All	High	1. Warn participants of the hazards. Warn them what they should and should not touch. 2. Warn participants to be aware of low branches and brambles to trip on and ask them to take care when moving around the site. 3. Check the route/area for possible hazards before activity. 4. Ask everyone not to pick up litter, but to inform the LWT leader who will remove it if safely. 5. If sharps are found, an adult should remove them with a litter picker and sharps kit and the incident should be reported.	Forest School Leader/ volunteers and staff	B & D	Medium
Other Children (Bullying)	Children	Medium	1. Leader to monitor group dynamics. 2. Activities should promote group work, sharing and mutual respect.	Forest School Leader/ volunteers and staff	B & D	Low

Environmental Damage	All	Medium	1. Play games away from areas of high conservation value. 2. Make participants aware of the countryside codes esp. in natural habitats – i.e. Do not handle animals, damage trees or pick wildflowers. 3. Tell children to avoid areas of wildflowers. 4. Alternate sites used for running games.	Forest School Leader/ volunteers and staff	B & D	Low
Local Amendments						

Personal Protective Equipment Needed: N/A **Provided By**: Micklehurst All Saints **Level of First Aid Provision Needed**: Normal **First Aid**: Forest School Leader and teachers. **Nearest 24-hour Hospital**: **Tameside General Hospital, Fountain Street, Tameside OL6 9RW TEL: 0161 922 4466** **GRID REF : SD981021** My 3 words GAZED.MINUTE.SQUARE **Nearest Telephone**: Forest School Leader mobile.	At all times the teacher/school staff member is responsible for behaviour of the children.

Risk assessment reviewed 11.03.2025.

Micklehurst All Saints Primary School

RISK ASSESSMENT RECORD

Tool use Risk Assessment

This risk assessment relates only to the ***generic*** features in common activity; it does not cover those ***specific*** to a location or group. A local amendment or review ***must*** be completed, making additions as necessary to take account of local circumstances and hazards.
(To be used in conjunction with General Outdoors Risk Assessment)

ACTIVITY ASSESSED Tool Use			**ASSESSED BY**	Martha Distin Webster	**APPROVED BY**	Laura Trelfa		
ACTIVITY LOCATION Micklehurst All Saints Primary School			**ASSESSMENT DATE**	15.01.2023	**APPROVAL DATE**	15.01.2023		
HAZARD	Who's at risk?	**Risk Level Without Precautions**	**PRECAUTIONS** To reduce the risk level			Who will do them?	When Before or During?	**Risk Level With Precautions**
Falling on slippery or uneven surfaces, roots and other obstacles causing injury e.g. sprained ankle/wrist, grazed knee, bruise.	All	High	1. Check the area to be used for any obvious obstacles, remove or re-route around them. 2. Any trip hazards in camp area to be identified and removed before hand if possible 3. Participants warned of hazard of guy ropes from tarps and guy ropes to be marked with health and safety tape 4. Ensure participants have suitable footwear for terrain. 5. Advice given on taking their time, not to run and being aware of their surroundings. 6. All tools must be transported in tool bags or boxes and replaced when not in use. 7. Designate a clear, safe area for using tools. 8. No games involving running to be carried out whilst others are using tools.			Forest School Leader/ volunteers and staff	B & D	Medium

Injury from use of tools including knives, secateurs, hammer, mallet etc. Injuries include cut finger, trapped/bruised fingers	All	High	1. Participants to only use knifes/sharp tool when supervised by LWT staff. 2. Ensure safe working distances are adhered to (arms length and tool length apart). 3. Participants to be given clear instructions on how to use knives/tools. 4. Forest School Leader using knives/sharp tools with participants do so on a 1:1 ratio. 5. Adults to understand safe practice with tools. 6. All tools are to be checked before and after use to ensure they are in working order (rusting, bluntness, handle etc) and should be cleaned/sharpened if necessary. 7. Ensure the knife log is updated after each use. 8. Cutting tools to be stored in lockable container when not in use. 9. First aid kit and first aider available.	Forest School Leader/ volunteers and staff	B & D	Medium
Injury from using tool for prolonged periods of time e.g. blisters	All	Medium	1. Limit time using tool. 2. Take regular breaks 3. Supervise participants at all times 4. Wear appropriate PPE (gloves)	Forest School Leader/ volunteers and staff	D	Low
Dropping tools resulting in crushed foot/toe, bruised toe,	All	Medium	1. Check condition and grip of tool before use. 2. Supervise participants grip of tool whilst using it.	Forest School Leader/ volunteers and staff	B & D	Low
Adverse weather conditions	All	Medium	1. Tools not to be used in extreme weather conditions (high temperatures, heavy rain etc). 2. Check weather forecast to determine if activity if still feasible.	Forest School Leader/ volunteers and staff	B & D	Low

Environmental Damage	All	Medium	1. Make participants aware of the countryside codes esp. in natural habitats – i.e. Do not handle animals, damage trees or pick wildflowers. 2. Do not use tools to harm or disfigure wildlife.	Forest School Leader/ volunteers and staff	B & D	Low
Lack of access and exclusion	All	Medium	1. Ensure all activities are inclusive where practical. 2. Ensure participants are able to access the activity areas, if necessary remove obvious obstacles or re route around them to allow wheelchair access.	Forest School Leader/ volunteers and staff	B & D	Low
Local Amendments						

Personal Protective Equipment Needed: N/A **Provided By**: Micklehurst All Saints **Level of First Aid Provision Needed**: Normal **First Aid**: Forest School Leader and teachers. **Nearest 24-hour Hospital**: **Tameside General Hospital, Fountain Street, Tameside OL6 9RW TEL: 0161 922 4466** **GRID REF : SD981021** My 3 words GAZED.MINUTE.SQUARE **Nearest Telephone**: Forest School Leader Mobiles.	At all times the teacher/school staff member is responsible for behaviour of the children.

Risk assessment reviewed 11.03.2025.

Micklehurst All Saints Primary School

RISK ASSESSMENT RECORD

Tree Climbing Risk Assessment

This risk assessment relates only to the ***generic*** features in common activity; it does not cover those ***specific*** to a location or group. A local amendment or review ***must*** be completed, making additions as necessary to take account of local circumstances and hazards.
(To be used in conjunction with General Outdoors Risk Assessment)

ACTIVITY ASSESSED Tree Climbing			**ASSESSED BY**	Martha Distin Webster	**APPROVED BY**	Laura Trelfa		
ACTIVITY LOCATION Micklehurst All Saints Primary School			**ASSESSMENT DATE**	15.01.2023	**APPROVAL DATE**	15.01.2023		
HAZARD	Who's at risk?	**Risk Level Without Precautions**	**PRECAUTIONS** To reduce the risk level			Who will do them?	When Before or During?	**Risk Level With Precautions**
Cuts, grazes, bruises & branches poking eyes	All	Medium	1. Visual inspection of tree to ensure no sharp twigs or branches sticking out, remove or use alternative tree if necessary. 2. First aider to treat cuts as necessary. 3. Adhere to 1:1 ratio of children climbing tree under supervision of an adult.			Forest School Leader/ volunteers and staff	B & D	Low
Falling from the tree – bang to the head and other areas of the body, broken limbs,	All	High	1. Ensure the tree has been inspected for safety – no dead or loose branches, branches are substantial enough to hold weight of children climbing. 2. Inspection is to be carried out be a member of staff who is a Level 3 Forest School Practitioner or has completed a Tree Safety and Assessment course. 3. Ensure ground around the base of tree is free from hazards; tree stumps, nettles, brambles etc.			Forest School Leader/ volunteers and staff	B & D	Medium

concussion, death			4. A suitable climbing tree is to be identified and children are made aware of the need to seek permission to climb it and be accompanied by an adult at all times at the base of the tree (climbing will take place during free play). 5. Only one child to climb the identified climbing tree at any one time. 6. Ensure tree climbing ratios of 1:1 are always adhered to. 7. Children are advised to wear suitable footwear, e.g. walking boots to climb trees.			
Children getting stuck in the tree	Children	Medium	1. Children know not to climb unless they are confident that they can climb down. 2. Children are not to climb above head height of the leaders who are supervising them climbing 3. Adults not to lift children down from the trees if stuck – rather guide down by talking.	Forest School Leader/ volunteers and staff	B &D	Low
Insect bites / stings	All	High	1. Warn children of hazards. 2. Do not climb trees near any nests (wasps, ants etc.) that are present 3. Long trousers and long sleeves should be worn 4. No climbing of trees when in blossom 5. Children with allergies e.g. insect stings are to be made know to Forest School practitioner – ensure medication is present, if it is required (to be arranged by school/nursery etc).	LWT Staff	B & D	Medium
Plant cuts, stings	All	Medium	1. Tree climbing is to take place away from plants likely to cut/sting e.g. nettles/brambles. 2. Long trousers and long sleeves should be worn.	Forest School Leader/ volunteers and staff	B & D	Low

Allergic reaction to tree pollen	ALL	Medium	1. Children with allergies e.g. hayfever are to be made know to Forest School practitioner – ensure medication is present, if it is required (to be arranged by school/nursery etc). 2. Staff to monitor children for rashes and other signs of allergic reaction. 3. Advise medical attention if required.	Forest School Leader/ volunteers and staff	B & D	Low
Other Children (Bullying)	Children	Medium	1. Leader to monitor group dynamics. 2. Activities should promote group work, sharing and mutual respect.	Forest School Leader/ volunteers and staff	B & D	Low
Environmental Damage	All	Medium	1. Only trees identified by Forest School practitioners are to be climbed 2. Trees are to be inspected for damage at the beginning of each teaching day. 3. Trees are not to be climbed all year round (not when in bud at a low level on the tree - to prevent damage to tree growth, also not when in blossom – insect stings)	Forest School Leader/ volunteers and staff	B & D	Low
Adverse Weather Conditions	All	Medium	1. Ensure that all participants are wearing appropriate clothing and footwear for each activity. 2. Check weather forecast before activity 3. Do not allow tree climbing activity to take place in heavy rain, frost or strong winds	Forest School Leader/ volunteers and staff	B & D	Low
Local Amendments						
Personal Protective Equipment Needed: N/A **Provided By**: Micklehurst All Saints **Level of First Aid Provision Needed**: Normal **First Aid**: Forest School Leader and teachers.			At all times the teacher/school staff member is responsible for behaviour of the children.			

Nearest 24-hour Hospital: **Tameside General Hospital, Fountain Street, Tameside OL6 9RW TEL: 0161 922 4466** **GRID REF : SD981021** My 3 words GAZED.MINUTE.SQUARE **Nearest Telephone**: Forest School Leader mobiles.	

Risk assessment reviewed 11.03.2025.

Micklehurst All Saints Primary School

RISK ASSESSMENT RECORD

Throwing games – mud targets and bows and arrows.

This risk assessment relates only to the ***generic*** features in common activity; it does not cover those ***specific*** to a location or group. A local amendment or review ***must*** be completed, making additions as necessary to take account of local circumstances and hazards.
(To be used in conjunction with General Outdoors Risk Assessment)

ACTIVITY ASSESSED Throwing games			**ASSESSED BY**	Martha Distin Webster	**APPROVED BY**	Laura Trelfa		
ACTIVITY LOCATION Micklehurst All Saints Primary School			**ASSESSMENT DATE**	15.01.2023	**APPROVAL DATE**	**15.01.2023**		
HAZARD	Who's at risk?	**Risk Level Without Precautions**	**PRECAUTIONS** To reduce the risk level			Who will do them?	When Before or During?	**Risk Level With Precautions**
Injury from equipment	All	High	1. Don't run rope through a clenched hand. 2. Participants will be allocated with and told to use a certain length of rope to tie their sticks together. 3. arrows must not be thrown before being checked for security by a member of staff. 4. Staff will give a talk/demonstration on how to use any equipment safely and correctly.			Forest School Leader, volunteers & staff.	B & D	Medium
Running - Slips/trips /falls on uneven ground	All	High	6. Check site beforehand for obstacles, remove if possible or choose different area for game with fewer trip hazards. 7. Advise caution at all heights (including head/eye level). 8. Make trip hazards (e.g. tree stumps/roots) identifiable, by tying bright tape to them.			Forest School Leader, volunteers & staff.	B & D	Medium

Irresponsible behaviour with ninja stars/bow and arrows/mud balls	All	High	1. Maintain the staff to child ratio of 1:8. 2. Forest School Leader/ Volunteer to demonstrate correct throwing technique of bow and arrow/mud balls 3. Zero tolerance policy for anyone using any throwing items in an irresponsible manner. 4. Staff must be confident that participants will comply with instructions and have a mature approach to the task. 5. Any special requirements to be taken into account with any individual group members. 6. A supervisor should stop the task if irresponsible behaviour is taking place.	Forest School Leader, volunteers & staff.	B & A	Medium
Impact injury	All	High	1. A designated target range must be marked out and participants must be told not to cross it unless the activity leader deems it is safe to do so. 2. Equally a designated marked out safe throwing area, where only the participant throwing is allowed to enter. 3. Use the correct medical procedure if injury is sustained.	Forest School Leader, volunteers & staff.	B, D & A	Medium
Adverse Weather Conditions	All	High	6. Make sure that all participants are wearing appropriate clothing and footwear for each activity. 7. Check the route/area is still accessible in adverse weather. 8. Wear sun block, hat, take on water if hot. 9. Keep alert for signs of coldness in children, e.g. children complaining, shivering, pale/blue face. 10. Check weather forecast before activity.	Forest School Leader, volunteers & staff.	B, D & A	Medium
Insect bites / stings	All	High	7. Warn children of hazards. 8. Play games away from any nests that are present. 9. Long trousers should be worn.	Forest School Leader, volunteers & staff.	B &D	Medium

Plant cuts, stings	All	Medium	8. Play games away from plants likely to cut/sting e.g. nettles/brambles. 9. Long trousers should be worn. 10. Warn participants that there are possibly harmful plants on site and to avoid them what not to touch.	Forest School Leader, volunteers & staff.	B & D	Low
Stranger danger / inappropriate behaviour	All	High	5. Introduce site boundaries with peer monitoring. 6. Monitor group with regular head counts. 7. Close off area to be used with the group using session in progress signs.	Forest School Leader, volunteers & staff.	B & D	Low
Losing children/ children wandering off, entering restricted areas.	All	Medium	8. Maintain the staff to child ratio of 1:8. 9. Regular head counts before and during outdoor activity. 10. Have staff spaced out amongst the group and be vigilant at all times. 11. Inform the children to keep within the sight of an adult and not to wander off. 12. Give clear instructions about the route to the activity.	Forest School Leader, volunteers & staff.	B & D	Low
Other Children (Bullying)	Children	Medium	3. Leader to monitor group dynamics. 4. Activities should promote group work, sharing and mutual respect.	Forest School Leader, volunteers & staff.	B & D	Low
Environmental Damage	All	Medium	5. Play games away from areas of high conservation value. 6. Tell children to avoid areas of wildflowers	Forest School Leader, volunteers & staff.	B & D	Low

Local Amendments						

Personal Protective Equipment Needed: N/A **Provided By**: Micklehurst All Saints **Level of First Aid Provision Needed**: Normal **First Aid**: Forest School Leader and teachers. **Nearest 24-hour Hospital**: **Tameside General Hospital, Fountain Street, Tameside OL6 9RW TEL: 0161 922 4466** **GRID REF : SD981021** My 3 words GAZED.MINUTE.SQUARE **Nearest Telephone**: Forest School Leader mobiles	At all times the teacher/school staff member is responsible for behaviour of the children.

Risk assessment reviewed 11.03.2025.

Daily Operating Procedures

Weather

It is our policy that Forest School sessions will take place in all weathers, with the exception of electrical storms and high winds. In the event of extreme weather developing during a session, it may be necessary to end the session early. This decision is at the leader's discretion.

Where to get the Weather Forecast

- Met office– 09014 722 061 or www.**metoffice**.gov.uk
- BBC weather – www.bbc.co.uk/weather

In high winds the Forest School Leader will consult the Beaufort Scale for advice. This can be found on the Met Office website.

If the session needs to be cancelled because of weather conditions, the Forest School Leader should inform the school at the earliest opportunity.

Travel to Site Procedure

For those schools who will be travelling to a Forest School site, the school/teaching staff are responsible for making travel arrangements and risk assessments in line with their own policies and procedures.

Where schools and groups are responsible for their own access to the Forest School venue, their safe debarkation from their mode of transport remains the responsibility of the visiting staff. From the meeting point onwards the Forest School leader takes responsibility for safe conduct to and from the site.

Where the Forest School leaders collect schools and groups on a minibus/similar vehicle, the leader is responsible for the group and their safe debarkation from the mode of transport. However, adults who are on the bus with the group are expected to support the driver/leader by enforcing seatbelt wearing, appropriate behaviour and safe debarkation. From the meeting point onwards the Forest School leader takes responsibility for safe conduct to and from the site.

Where the leader collects the group and walks to site and once on site, the children and adults will stay together as a group at all times, with the Forest School leader at the front and a responsible adult at the rear. In some cases, high visibility vests may be required, this will be stipulated on the site assessment form.

If roads need to be crossed, all members of the party will be fully briefed in a safe area before arriving at the roadside. The generally accepted method for quieter roads, where there are no pedestrian crossings/traffic lights is for leaders to choose a place which has high visibility for drivers (not on a bend or below crest of a hill for example) and two adults/leaders to stand in the centre of the road with children crossing in between the two adults. However, the method will be assessed for individual situations.

When walking with a group an adult will be present at the front and rear with other staff staggered throughout the line. The group will walk in pairs on paths or in single file on roadsides. If roadsides are walked upon or roads crossed the adult leaders must supervise and wear high visibility vests.

Before entering the site/beginning to walk the leader should discuss safety issues with the group (such as staying behind the leader, traffic awareness, terrain etc)

Fires

When fire lighting takes place the following equipment must always be taken on site:

- Bucket
- Sufficient water to fill the bucket at least 2/3 full
- Burns Kit
- Fire lighting box
- Fire blanket

Process:

- Each site has a permanent fire circle. The fire pit is 1m square and the seating logs in the fire circle are at least 1.5m away from the fire. The Forest School Leader explains that the participants must walk around fire circle and never through it to instil the behaviour before a campfire is created for part of a session; this is practiced from week 1 as part of our Forest School rules.
- A bucket of water, burns kit and fire blanket must be in easy reach of person/s lighting the fire.
- The Forest School leader demonstrates how to light a camp fire with cotton wool, hay, kindling and a fire striker. They will also demonstrate how to safely extinguish it by letting the embers die down, spreading the embers, then use water to extinguish the embers. A stick is then used to stir the embers and the Forest School leader will check that it has sufficiently cool (using hand held over fire area) to ensure all embers are out and there is no possibility of it relighting. The Forest School Leader will count all the fire steels back at end of session to ensure that all have been returned.

Impact considerations:

- If possible, additional materials (tinder and kindling) should be taken to session, so naturally sourced materials are not depleted on site.
- Leaf litter to be removed from fire pit area.
- Only deadwood is used where possible, to reduce volume of smoke created.
- Ensure deadwood is not collected from habitat piles/fences.
- Careful consideration is given to the siting of the permanent fire circle to take into account any tree canopies and nesting birds.
- Check all fires are fully extinguished & remove all remnants from fire pit and either remove from site or hide from obvious view.

Tool Use

- Only level 2 or 3 trained leaders will give tool talks.
- A tool talk will be given before every tool is used.
- Gloves to be worn on non-tool hand.
- Safe working distances (and arm's length and a tool away) are to be adopted.
- Tools are returned to the locked tool box after use.
- Tools are counted in and out by leaders.
- Tools provided are to be suitable for task.
- An adult to child ratio of 1:1 is essential when working with tools.

Further clarifications can be found in the Tool Use Policy and in the Forest School risk assessments.

Leaving Site

After reflection upon the session the leaders will distribute kit for children and adults to carry. As with journey to site, one leader at front of group and one at rear. Leader at rear of group to check all children are accounted for and that no tools, equipment or litter have been left on site.

Dogs

If the Forest School site is in a public area the Forest School Leader will place signs up at the entrance and exits to the Forest School site to indicate 'Session in progress, please place dogs on a lead - small children on site'. If applicable the group should be warned about the risk of dogs on site before the session starts. Any dogs on site should not be approached or petted by anyone in the group. It is the responsibility of the Forest Schools Leader to ask the owner to place the dog on a lead (if applicable).

Members of the Public

The Forest School Leader will place signs up at the entrance and exits to the Forest School site to indicate 'Session in progress'. The Forest School Leader should speak to any members of the public who enter the site to explain there is a Forest School session on site. All leaders and volunteers are to remain vigilant.

First Aid Procedures and Guidance

Practitioners will have specialist first aid training for the outdoors and appropriate first aid equipment.

First aid kits are stocked sufficiently to cater for the number of participants and the location must be taken to every session. All first aid kits must be checked regularly, clearly labelled and stored in a designated place every session.

In addition to a standard first aid kit, a Burns Kit should be on site for all sessions where a fire will be used. Where practical first aid treatment should only be carried out by trained individuals. Any accident which requires first aid should be recorded in the accident book and parents informed either by leader or by school/group.

First aiders will not administer any drugs or remove embedded objects in keeping with current first aid guidelines. They will also keep their own welfare and that of the group in mind when assessing a casualty in a dangerous location. Plasters to only be applied to adults/leaders if they confirm they are not allergic and only to children whose parents have not objected to their use on consent form.

In the case of a serious incident the emergency services will be contacted in line with the emergency communications procedures. In situations where further medical attention is required, but is not an emergency services issue, arrangements will be made by the school/group/parents for further medical attention.

Any clinical waste will be handled and disposed of by the Forest School leader.

Health & Hygiene - Procedures & Guidance

Food Hygiene

All Forest School leaders must hold a Food Hygiene Level Two/Outdoor Food Hygiene Qualification if preparing food for the participants.
Leaders will practice diligence to ensure consumer health and well-being is protected by safe-guarding food from anything that may cause harm.

- Food to be protected from contamination
- Food will be stored in clean, appropriate containers at Environmental Health recommended temperatures
- Raw and cooked food will be stored separately
- Food preparation will be carried out in most hygienic way possible on surfaces brought to the site
- All those handling food must wash hands with soap/use antibacterial hand gel before begin
- Hot food to be checked to ensure cooked throughout
- Check for food allergies within the group before bringing food onto site (on consent forms)
- Leaders to check best before and use by dates on all food
- Ensure participants allow hot food to cool sufficiently before eating

A qualification is not required if participants are preparing their own food.

Toileting Arrangements

Participants will be asked to use the facilities before the session to reduce the need to go during the session. If a participant needs to use the facilities during the session there must be an adequate number of adults to supervise group and individuals without breaching child to adult ratios.

Hand Washing

- Practitioners will ensure that hand-washing facilities are provided. Where soap and water are not possible, anti-bacterial hand gel will be available.

Vermin Prevention and disposal of litter

All litter will be removed from site after every session. Food waste will be composted where possible. Cooked foods and non-compostables will be removed and disposed of correctly. Any litter discovered on site during daily risk assessment will be removed by leader using gloves/litter pickers. Any larger or contaminated items will be cordoned off and reported to local Council.

As long as litter disposal policy is adhered to the presence of a Forest School on site should not attract vermin.

Out of session leaders may work alone, but will ensure they have a fully-charged mobile phone, with credit and a signal and be aware of the address or OS grid reference for site. They will pass this information onto a designated person, letting them know where they will be and an estimated time of return, phoning in upon leaving the site or should they be delayed.

When lone working on a site that is not part of a setting (i.e. school or visitor centre) leaders should also carry a whistle, an emergency pack including a first aid kit and thermal blanket and should be equipped with any PPE they may require (i.e. life jacket, sun cream, hat etc).

Tool Use Policy

Tools

Maintenance Procedures and Guidance

Tools to be maintained in a safe condition and where necessary inspected to ensure this remains the case.

- Leader to check tools before each session for any damage.
- Leader to be notified of any damage to tools during session.
- Damaged tools to be removed from use until repaired by a trained person in accordance with manufacturers recommendations.

Storage Procedures and Guidance

When not in use, tools to be stored in a lockable container, where the key or combination holder is the Forest School leader/s. Whenever the toolbox is opened or closed, the leader will vocalise the process. Tools only to be stored clean and dry, with any relevant safety guards/covers in place.

Transportation Procedures and Guidance

Tools always to be transported to and from the site within the locked storage container. If in a vehicle, the box must be secured in a safe place away from passengers. All tools movement on site will be conducted in accordance with H&S policy and follow the relevant methods given in the tools talk.

Use- procedures

All tool use will be preceded by a tools talk delivered by the Forest School Leader/s to ensure that participants have received adequate information, instruction and training. Tools will be suitable for the purpose of the activity. Tools will be used maintaining a 1:1 ratio. Tools only to be used when suitable PPE is available.

Tools checks – procedure

Forest School leaders are responsible for checking tools before every session. Wearing gloves, the leader will check the handle, blade and cutting edge are firmly attached and free from damage and that any safety guards/covers are in place and suitable for their purpose. Only plastic or wooden digging tools to be used in the mud kitchen.

PPE

Maintenance of equipment and storage procedure

All PPE will be correctly looked after and properly stored in dry, clean containers suitable for the size of the PPE. Any PPE that becomes wet or dirty will be cleaned and dried before use.

All PPE will be checked before use for defects or damage that may affect its effectiveness. Known incidences that may sustain damage to PPE should be reported to leader and equipment withdrawn from use if necessary. Basic maintenance may be carried out by leaders and participants, but complex repairs must be carried out by a specialist.

Conservation Procedures and Guidance

Forest Schools are primarily based in open spaces and wild places and a key element of the programme is to use these spaces to help children develop their confidence, increase their self-esteem, build social skills and adopt positive behaviours. The continuous nature and

development of practical skills, tasks and activities on a site is part of the programme and we acknowledge that Forest School has an impact on the site that is used.

It is our policy to minimise the impact Forest School has on a site through the following methods:

- An Environmental impact assessment will be carried out and the control measures carried out by leaders.
- The management plan and survey results for the site will be consulted before a programme commences and alternative plans made if necessary.
- The leave no trace approach will be adopted.
    - Any remnants from fire will either be removed from site or hidden from obvious view.
    - At the end of the programme shelters, dens etc will be taken apart and made into habitat piles.
    - No non-natural material will be left on site (including rope and string).
    - Where site sustains heavy use, materials will be imported onto site if necessary to supplement requirements for fire lighting, shelter building.

Adverse Weather Conditions Policy

Our Diverse Weather!

The wonderful thing about nature is that it is always changing, and the weather is often a very clear example of this! The aim of these sessions is to introduce children to as much of what nature has to offer as possible, including the range of weather that makes nature work so well! This being said, however, sometimes the weather can pretty powerful, and on some occasions it may not be safe or practical for a planned session to go ahead, but wherever possible, weather will be a feature of the sessions rather than a barrier to them.

Shelter: Tarpaulin will be put up for refuge or if it is very heavy rain then we move the session to the main playground and the gazebo can be sought here during periods of prolonged or heavy rain

Clothing: Children will need to be adequately protected against the different weather conditions in order to fully participate and enjoy the sessions. Wherever possible, children should arrive with suitable clothing, such as sun hats, waterproofs, or gloves and scarves as appropriate. Please see the clothes list for full clothing recommendations.

Weather Dependent Activities: Some activities that are due to take place may be dependent on the weather – Climbing trees, for instance, may not be safe in the rain! Similarly, the use of tools may be limited through the winter if it becomes so cold that hands become numb and coordination is affected. A contingency plan will be made for such activities to ensure that the session still goes ahead and children can get involved in a task.

Cancellation Decision: We anticipate that in most circumstances, ourselves and school staff and will agree on whether a session has to be cancelled due to adverse weather, but ultimately, the decision lies in the hands of the Forest School leader. Safety, of course, will be the main consideration. Please see the Cancellation Policy for more information.

Extreme Weather: It is unlikely that sessions will take place in stormy conditions. As most sessions last around 2 hours, very cold temperatures may mean a session has to be shortened or cancelled to avoid illness and discomfort. Heavy rain or strong winds may also cause cancellation, as will heavy snowfall.

Cancellation Policy

The fantastic thing about Forest School is that it can happen, within reason, anywhere and in pretty much all weathers. There may be however, occasions were the session may have to be cancelled.

Weather Conditions: We aim to implement outdoor sessions throughout the seasons and the sometimes unpredictable weather conditions that accompany them! However, there are some occasions where it may not be safe or practical to go ahead with a planned session due to extreme weather. We will notify all parties concerned if the weather is due to be so severe that the session will have to be cancelled. Unfortunately, this may occasionally be on the morning of the session, but we will endeavour to give as much warning as possible.

Illness/ Extenuating Circumstances: Should your Forest School Leader be unwell or unable to deliver the session, your session may be delivered by another qualified Forest School Leader. Should we have to cancel a session due to illness or extenuating circumstances, we will endeavour to give as much notice as possible.

Equal Opportunities

Volunteer Procedures and Guidance

Volunteers will not be left unsupervised at any time with the client group prior to securing references and DBS check. In line with policy, leaders will request information about previous work and will request and follow up at least two references before volunteer can work independently with the group. This information will be handed to the client for their consent before any final dealings.

Before joining the group, volunteers must read and sign the Code of Practice for staff and volunteers working with children and vulnerable adults. Leaders are also responsible for ensuring volunteers are aware of any policies, procedures and risk assessments which relate to their involvement.

Inclusion Statement

Learning occurs naturally and is most effective when children have the freedom to 'be', without some of the limiting social expectations that children encounter, such as stereotypical views. Children can get a fresh start from outdoor lessons, and learn to learn without restriction. In order for this potential to be realized however, it is important that the adults that support these sessions reinforce this ethos.

Micklehurst All Saints Primary School actively promotes the inclusion of all children and adults into Forest School sessions, and will endeavour to ensure that the opportunities for learning, development and participation are available to everyone, irrespective of race, gender, ability, religion, sexual orientation or age. Forest School sessions are underpinned by a set of Equal Opportunities Values, which are intended to ensure that children can fulfil their learning needs and reach their potential.

Equal opportunities values:

- Every child will be valued, enjoyed and celebrated.
- Inclusion will be a thread that runs through all Forest School activities.
- Forest School sessions will create a secure, accepting and inclusive environment, in which children can flourish.
- Stereotyping will be actively discouraged to ensure that children feel free to explore and play as they choose, without being restricted by the boundaries that stereotyping creates.
- Discrimination and exclusion will always be challenged.

A vast majority of the activities and experiences on offer can be adapted to suit the different needs of children, and in order to do this effectively, it is sometimes necessary to work in partnership with the school and families to decide on how best to meet individual children's needs. To ensure the full involvement of your child in the session, we will seek to employ extra staff to fully support your child, and will also limit the group size.

Confidentiality

- Information about participants and staff will be handled and stored in line with the Data Protection Act/GDPR 2018
- This information will not be shared or discussed with anybody who does not have the right or the need to access it

- Confidential information will be kept in a file marked ‘Confidential’ in the essential equipment rucksack, which only the forest School Leader should access
- Confidential information will be kept for 3 years since the last date that child attended.

APPENDIX

PARENTAL/GUARDIAN CONSENT FORM

Please complete this form and return it to the class teacher.

PERSONAL DETAILS OF CHILD

Name ..... Date of Birth .....

School .....

Contact address and telephone number for both parents/guardians:

Name .....

Relationship to child .....

Address .....

Postcode .....

Mobile Tel no .....

Other Tel no .....

Name .....

Relationship to child .....

Address .....

Postcode .....

Mobile Tel no .....

Other Tel no .....

MEDICAL & OTHER IMPORTANT INFORMATION

Does your child suffer from any illness, disabilities or allergies that may affect him/her when taking part in group activities? Yes / No

As the children may be cooking on a campfire on at least one of the sessions, does your child have any allergies/dietary requirements we need to allow for? Yes / No

Does your child require the routine use of any medication? Yes / No

If yes to any of the questions above, please give details and appropriate instructions.

(Please note that if a child needs medication during a session this will need to be self-administered. We will use plasters unless requested otherwise. Leaders will have a small supply of children's sun cream and insect repellent, which your child may be invited to use

themselves if leaders think it's necessary. Please also note here if you DO NOT wish your child to be allowed to have the choice to apply these items.)

.....
.....
.....
.....

Name of child's doctor
.....

Address
.....
.....
.....

Tel no .....

Date of last anti-tetanus injection .....

CONSENT AGREEMENT

I agree that my child will be adequately and safely equipped and clothed for the activities planned. I accept that he/she may not be allowed to take part if the leader considers it unsafe. I accept that my child will be participating in high-risk activities but I understand that all activities have been risk assessed by qualified professionals and every effort will be made by the leader to ensure the safety and welfare of my child.

In the event of illness or accident, I authorise the recognised leader/school teacher to sign on my behalf any written consent required by hospital authorities if the delay required to obtain my own signature is considered inadvisable by the doctor or surgeon concerned.

Signed ..... Parent/Guardian

Date ……...

PUBLICITY

Please sign <u>ONE</u> of the options below:

<u>I agree</u> that photos and video of my children can be used for promotional purposes for The Wildlife Trust and People's Postcode Lottery. I confirm that I am the parent/guardian and therefore give parental consent.

This includes:

- Reports or presentations compiled by The Wildlife Trust staff for external funding bodies
- Press releases to local or national press and broadcasts on TV including quotes from children
- Wildlife Trust or People's Postcode Lottery advertisements and publications, such as our outreach education brochure
- Wildlife Trust or People's Postcode Lottery regional or national websites e.g. www.lancswt.org.uk

- The Wildlife Trust's YouTube channel and other similar social media-sharing sites
- The Wildlife Trust's or People's Postcode Lottery Facebook pages, Twitter and other similar sites

Signed ..... Parent/Guardian

Date ……

OR

I DO NOT agree that photos and video of my children can be used for promotional purposes for The Wildlife Trust and People's Postcode Lottery.

Signed ..... Parent/Guardian

Date ……

RESEARCH

Please sign ONE of the options below:

I agree that I permit my child to take part in any internal or external research the Wildlife Trust may be involved in, in order to study the impacts, benefits and outcomes of our Forest School project.

This may include:

- My child answering a questionnaire pre and post Forest School programmes
- My child answering a questionnaire within school time with a dedicated teacher
- My child potentially answering a questionnaire outside of school with a parent
- My child's answers being used (anonymously) by research institutions when students submit research proposals for projects
- For the research findings to be published (anonymously) on The Wildlife Trust's and People's Postcode Lottery social media sites, websites and other communication channels including broadcast

Signed ..... Parent/Guardian

Date ……

OR

I DO NOT agree that my child can take part in such research, including the answering of questionnaires.

Signed ..... Parent/Guardian

Date ……

☐ **I WOULD** like to receive updates via email on news and events from The Lancashire Wildlife Trust.

Email Address ……..

A copy of this form will be kept on site during all Forest School sessions in case of emergency and will be stored safely in keeping with the Data Protection Act.

Adult medical form and code of conduct

MEDICAL CONSENT FORM

Please complete this form and return it to the Forest School Leader.

PERSONAL DETAILS

Name ..... Date of Birth .....

School .....

Contact address and telephone number for Next of Kin:

Name .....

Relationship ……..... .....

Address .....

Postcode .....

Mobile Tel no .....

Other Tel no .....

MEDICAL & OTHER IMPORTANT INFORMATION

Do you suffer from any illness, disabilities or allergies that may affect you when taking part in group activities? Yes / No

As you may be cooking on a campfire on at least one of the sessions, does you have any allergies/dietary requirements we need to allow for? Yes / No

Do you require the routine use of any medication? Yes / No

If yes to any of the questions above, please give details and appropriate instructions.

Please note that if you need medication during a session this will need to be self-administered. We will use plasters unless requested otherwise. Leaders will also have a small supply of sun cream and insect repellent.

Name of your doctor
.....

Address
.....
.....

Tel no .....

Date of last anti-tetanus injection .....

Photos and video may be taken and may be used for promotional purposes for The Wildlife Trust and People's Postcode Lottery. This includes:

- Reports or presentations compiled by The Wildlife Trust staff for external funding bodies
- Press releases to local or national press and broadcasts on TV including quotes from children
- Wildlife Trust or People's Postcode Lottery advertisements and publications, such as our outreach education brochure
- Wildlife Trust or People's Postcode Lottery regional or national websites e.g. www.lancswt.org.uk
- The Wildlife Trust's YouTube channel and other similar social media-sharing sites
- The Wildlife Trust's or People's Postcode Lottery Facebook pages, Twitter and other similar sites

I agree that photos and video can be used for promotional purposes for The Wildlife Trust and People's Postcode Lottery. Yes / No

☐ **I WOULD** like to receive updates via email on news and events from The Lancashire

Signed ..... Parent/Guardian

Date ……

Email Address ……..……

Forest School Code of Conduct Form

All participating and spectating adults must read, agree and sign this form to confirm they have understood their role and responsibilities and agree to adhere to the safety rules that relate to the session, and if any accident arises as a result of their not doing so, they will assume responsibility.

Activities, risk and responsibility: Staff and volunteers will ensure that learners are safe and capable of undertaking tasks set, participating in the activities provided and adhering to the safety rules throughout the Forest School programme. Staff are duty-bound under the Health and Safety at Work Act to work safely, take responsibility for their own safety and the implications of their actions, and report or remove hazards as they occur.

Forest School Handbook: The Forest School Leader will provide all staff and volunteers with the safety guidance (including activity Risk Assessments) and rules for participation before the programme begins. It is the responsibility of the staff to read this literature and make themselves familiar with its content and to raise any concerns to the Forest School Leader.

Behaviour: The behaviour of the group is the responsibility of the School Staff. Reflection areas will be available for those individuals who need time to think about their actions. Individuals that express behaviour that puts themselves or others at risk will be asked to leave the session. It is the responsibility of the staff member to ensure the individual(s) are escorted off the Forest School site and taken back to school.

The use of tools: In some sessions, children may use tools such as saws, hand drills, knives or gardening tools. These will be introduced by demonstration by the Forest School Leader, with instructions in how to use them safely. The rules and expectations will be stated at the start of the session or activity, and staff/volunteers must uphold and reinforce these expectations throughout. Staff/volunteers should intervene immediately if they recognise a hazard. Tools may only be used under the supervision of the Forest School Leader, and other adults should not help themselves or allow anyone else to do so.

Medical Conditions: Staff should assess whether the health of any child or adult will be put at risk due to known medical conditions (asthma, eczema, allergies, etc.) and take reasonable steps to reduce or remove the risk, or remove the individual from the activity.

I have read, understood and agree to follow the Forest School Code of Conduct.

Signed ..... Print Name.....

Email Address…… Date: .....

DBS No ……

A copy of this form will be kept on site during all Forest School sessions in case of emergency and will be stored safely in keeping with the Data Protection Act.

Bump on the Head Acknowledgement Form

Dear Parent/Guardian
Date of incident :
Location :
Time :
Name :_____ received a bump on the head.

Incident Details: _____
_____
_____
_____

In rare circumstances, symptoms can develop up to 24 hours after the injury.
Should any of the following conditions occur or if you have any concerns at all please refer the child to a Doctor, or A & E Department at the local Hospital.

- Severe headaches, excessive drowsiness
- Dislike of bright light
- Vomiting & or fever
- Dizziness, double or blurred vision, weakness of limbs
- Becoming disorientated or confused, unable to remember the recent past
- Has apparent alteration in consciousness level
- Unusual Irritability

Please let us know if your child does receive any medical attention as we may need to report this under Health and Safety regulations.

Name (of person completing form)_____

Signature_____

Job title (Education officer etc)_____

We can be contacted at: Brockholes Nature Reserve, Preston New Road, Samlesbury, Preston PR5 0AG, (01772) 872017

Near Miss Form

Near Miss Report		
Site:	**Activity:**	**Date:**
People involved:		**Supervisor:**
Brief description of event. (include as much relevant information as possible e.g. events leading up to occurrence, controls in place, the relevance of the risk assessment and if the event had previously occurred)		
Any subsequent action taken:		
Form completed by:		**date:**

Incident Form

Incident Report		
Site:	Activity:	Date:
People Involved: Full name and address:		Supervisor:
Brief description of event. (include as much relevant information as possible e.g. events leading up to occurrence, controls in place, the relevance of the risk assessment and if the event had previously occurred):		
Any subsequent action taken:		
Form completed by:		date:

Forest School Code of Conduct Form
PPL Manchester Forest School

All participating and spectating adults must read, agree and sign this form to confirm they have understood their role and responsibilities and agree to adhere to the safety rules that relate to the session, and if any accident arises as a result of their not doing so, they will assume responsibility.

Activities, risk and responsibility: Staff and volunteers will ensure that learners are safe and capable of undertaking tasks set, participating in the activities provided and adhering to the safety rules throughout the Forest School programme. Staff are duty-bound under the Health and Safety at Work Act to work safely, take responsibility for their own safety and the implications of their actions, and report or remove hazards as they occur.

Forest School Handbook: The Forest School Leader will provide all staff and volunteers with the safety guidance (including activity Risk Assessments) and rules for participation before the programme begins. It is the responsibility of the staff to read this literature and make themselves familiar with its content and to raise any concerns to the Forest School Leader.

Behaviour: The behaviour of the group is the responsibility of the School Staff. Reflection areas will be available for those individuals who need time to think about their actions. Individuals that express behaviour that puts themselves or others at risk will be asked to leave the session. It is the responsibility of the staff member to ensure the individual(s) are escorted off the Forest School site and taken back to school.

The use of tools: In some sessions, children may tools such as saws, hand drills, knives or gardening tools. These will be introduced by demonstration by the Forest School Leader, with instructions in how to use them safely. The rules and expectations will be stated at the start of the session or activity, and staff/volunteers must uphold and reinforce these expectations throughout. Staff/volunteers should intervene immediately if they recognise a hazard. Tools may only be used under the supervision of the Forest School Leader, and other adults should not help themselves or allow anyone else to do so.

Medical Conditions: Staff should assess whether the health of any child or adult will be put at risk due to known medical conditions (asthma, eczema, allergies, etc.) and take reasonable steps to reduce or remove the risk, or remove the individual from the activity.

I have read, understood and agree to follow the Forest School Code of Conduct.

Signed: .....

Print Name .....

Date: .....