

Risk Matrix	Slightly Harmful	Harmful	Extremely Harmful
Unlikely	Low	Low	Medium
Likely	Low	Medium	High
Highly likely	Medium	High	High



### Risk Assessment – Enchanted Wood

Produced By:	C Nixon	Date of Issue:	11.2.19	Review Date:	1/9/19
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**Operating Notes:**

Supervision ratio is 1 instructor to 1 class plus one additional instructor nearby. There is no requirement for an additional adult. Instructor to be trained to in-house syllabus. Refresher training as directed by session observations. The school is responsible for grouping the pupils with a supervising adult.

**Risk – Benefit Statement:** There is a woodland that you don't need to cross the haul road to reach but if time allows going over the haul road to the 100-year wood adds to the magical, faraway experience.

Hazard Description and activities giving rise to risk	Who may be harmed	Control Measures	Risk Rating
Injury with scissors, choking on craft materials Craft Activity in Classroom	Participants	<ul style="list-style-type: none"> <li>Appropriate scissors and craft equipment will be provided</li> <li>Pupils will be instructed to walk with care around the classroom</li> </ul>	low
Slips, trips, falls. Public & dogs Walking on the reserve	Participants	<ul style="list-style-type: none"> <li>Instructor leads the way, pupils walk behind, with member of staff at end of line</li> <li>Pupils told not to talk to public</li> <li>Pupils told not to stroke dogs, we stand still &amp; wait for owner to put dog on lead</li> <li>Groups of pupils assigned an adult to stay in sight of at all times</li> <li>Pupils warned of hazards: rabbit holes, open water, nettles, gorse, overhanging branches</li> </ul>	low

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Getting lost Injury from sticks and pebbles Bacteria from handling natural materials Stopping on the reserve to create magical setting with miniature doors		<ul style="list-style-type: none"> <li>Instructor to scan area for litter or hazards let behind by public and remove them</li> <li>Pupils will be told of the boundaries and must remain where their appointed adult can see them at all times</li> <li>Pupils told walk sensibly when carrying sticks</li> <li>Pupils told to move pebbles with care and consideration for others safety</li> <li>Wash hands with soapy water after activity and before eating</li> </ul>	low
Death by poisoning Poisonous plants and fungi	Participants	<ul style="list-style-type: none"> <li>Natural hazards pointed out and children told to admire but not touch</li> </ul>	medium
Traffic accident Crossing the Haul Road	All	<ul style="list-style-type: none"> <li>The haul road is a private road on the reserve used by sand lorries and heavy plant machinery going to the working sand quarry. Instructors will stop pupils at a safe distance before the road. Listen and look for vehicles and escort pupils across whilst standing themselves in the middle of the road. High vis tabards are available on request.</li> <li>Instructors will use the safe crossing places</li> <li>Although traffic is infrequent on this road it is big and in dry weather creates a cloud of dust so stand well back from any traffic</li> </ul>	medium
<b>First Aid emergencies</b>		<ul style="list-style-type: none"> <li>Take first aid kit</li> <li>Take radio</li> </ul>	
<b>Weather Conditions</b>	All	<ul style="list-style-type: none"> <li>The lead instructor will review the risk assessment in view of the season &amp; weather on the day.</li> <li>The instructor will amend activity if ongoing changing weather conditions effect risks</li> <li>Examples: avoid the sand bowl in dry windy weather, activities in the conifer wood provide shade and prevent sunburn, clear wet leaves from ramps in autumn</li> </ul>	low