

Ringsfield Hall EcoActivity Centre

Site Risk Assessment.

Venue and postcode: Ringsfield Hall, Beccles, Suffolk, NR34 8JR.	Location: TM393870
---	---------------------------

Key to Risk Rating:

Risk Likelihood (RL)	1 = <i>Rare</i>	2 = <i>Unlikely</i>	3 = <i>Moderate</i>	4 = <i>Likely</i>	5 = <i>Very likely</i>
Risk Severity (RS)	1 = <i>Low</i>	2 = <i>Minor</i> (scratches/grazes)	3 = <i>Significant</i> (serious grazes/minor breaks)	4 = <i>Serious</i> (major breaks/head injury)	5 = <i>Catastrophic</i> (death)

Risk Rating (RR) = RL x RS 1-3 = *Very Low* 4-8 *Low* 9-14 *Medium* 15-19 *High* 20-25 *Very High*

General benefits of site: 14.5 acres of grounds enabling independence within safe boundaries, an abundance of resources for various activities and play, including shelter building, wildlife signs and plant I.D.

In common with many Forest School practitioners and Centres for Outdoor Learning, we embrace risky play, believing it is important for emotional and physical development. We will act as any reasonable parent would, using common sense and taking measures to elevate benefits, reduce risks and provide a naturally lively environment where risky play can be experienced in the safest possible way.

Potential Hazards	Possible Consequences	RL	RS	RR	Action proposed	New RL	New RS	New RR
Canopy layer: Health of trees	Tree falling, causing injury	2	5	Medium	Site regularly checked by tree surgeon; health of trees monitored; any trees considered hazardous have branches removed or are felled.	1	5	Low
Falling deadwood from overhead trees.	Deadwood falling and causes injury.	3	4	Medium	Daily risk assessments highlight any new issues. Remove dead wood if needed. Groups moved to non-wooded areas when wind speed is more 26mph or more.	1	4	Low

Shrub layer:								
Sticking out branches at eye level.	Poking or scratching in eyes and face.	3	3	Medium	Remove any damaged branches back to trunk with blunt cut. Advise group to be aware. Deal with any new issues highlighted on daily checks ASAP.	2	2	Low
Branches at head height intruding on obvious paths.	Risk of head injuries, bruising or scratches.	2	3	Low	Remove where necessary across paths, advise group to be aware and carry out relevant daily checks.	2	3	Low
Field Layer:								
Poisonous plants and trees.	Risk of eating berries and irritation to skin from sap. Allergic reaction.	3	5	High	Grounds are cleared of most toxic plants. Educate about other less serious plants and fungi, not eradicate. Daily risk assessments to be aware of plants in area. Stress the importance of not eating anything that hasn't been identified by an adult. Information about of individuals' allergies are requested before visit for school residential.	1	5	Low
Brambles, stinging nettles and blackthorn.	Scratches, stings and thorns.	3	2	Low	Make groups aware of hazards at relevant points.	3	2	Low
Ground layer:								
Fallen Trees,	Trips and falls.	3	3	Medium	Remove from pathways, make daily	2	3	Low

Stumps, Hidden logs or tree roots.	Cuts, grazes.				checks and advise group to be aware.			
Broken glass, rubbish and rusty metal.	Cuts and grazes	2	3	Low	Remove from site immediately, and make daily checks.	1	3	Very Low
Fungi and poisonous plants.	Risk of poisoning.	2	5	Medium	Grounds are cleared of most toxic plants. Educate about other less serious plants and fungi, not eradicate. Daily risk assessments to be aware of plants in area. Stress the importance of not eating anything that hasn't been identified by an adult. Information about of individuals' allergies are requested before visit for school residential.	1	5	Low
Pond, stream and boggy areas.	Drowning	2	5	Medium	Fence off all water areas where necessary; appropriate signage; carry out daily risk assessments and advise group on hazard.	1	4	Low
Animal holes, such as rabbit holes	Falling and twisting ankles	2	3	Low	Check daily for new holes on path ways and make group aware of uneven ground.	2	3	Low

Access to site: Roads, gravel, paths.	Slipping and falling.	3	3	Medium	Regular inspection of paths and roads. Ask children to be aware, regularly inspect the hedges, paths and edges as part of daily checks. Advise group of the boundaries and possible hazards.	2	3	Low
Vehicles and car parking	Risk of collision and injuries from cars and coaches.	2	5	Medium	Vigilance in car park, appropriate adult supervision, advise group of hazard. Warning sign in place at entrance to the grounds. For large events, parking controlled by marshals wearing high visibility vests. Collection of refuse bins located outside the grounds to minimise risk of danger to pedestrians.	1	4	Low
Boundaries around the site: Fencing around the site.	Lost child or leaving the grounds.	2	4	Low	Advise group of boundaries in ground tour on arrival, carry out daily checks and keep in good maintenance.	1	4	Low
Streams, ditches, roads and tracks.	Drowning, falling and tripping.	2	5	Medium	Check all possible seasonal water areas and advise group of the hazard. Check boundaries are secure and in good maintenance. Ensuring gate is closed on North boundary to Sandy Lane.	1	5	Low
Other people using the site: Contractors,	Child put at risk by	3	4	Medium	All contractors and visitors are given a visitor badge to wear. DBS checks where necessary. Reputable and qualified	1	4	Low

and visitors	unchecked adults, tools and chemicals.				contractors. Adequate supervision of contractors and children. Advise group of their presence. Manage activity and access so that contact is minimal or nil.			
Structures: Shelters.	Cuts, bruises and head injuries from falling shelter building materials	3	3	Medium	Carry out daily checks, dismantle old shelters. Safety talk: advise to drag wood correctly, no to leaning very heavy logs / branches on shelters. Check all structures as they are made and carry out daily checks of woodland and building resources.	1	3	Very Low
Fire pit and camp area.	Burns, possible risk of fire spreading.	3	4	Medium	Carry out daily risk assessments. Replace fire surround when necessary. Advise group of possible hazards and safe movement around camp fire. Never leave the fire unattended. Ensure there is an adequate supply to water and first aid kit.	1	4	Low
Benches	Unstable structures, risk of falling, splintering, cuts etc.	3	3	Medium	Check for rotten wood, unstable structures. Advise the group not to climb on the benches/logs around the fire circle and remind them of the possible hazards. Remove or replace where necessary.	1`	3	Very Low
'Pirate Island'	Slips and Abrasions, Knocks, falls, sprains	3	3	Medium	Carry out daily checks; advise groups regarding adverse conditions.	2	3	Low
Restricted Areas:								
Tractor Shed,	Injury through	3	5	High	Clear signage specifying no access and /	1	5	Low

<p>Animals on site: All animals</p> <p><i>Small animals:</i> Guinea pigs and Chickens</p> <p><i>Larger animals:</i> Sheep</p> <p>Goat</p>	<p>Communicable Diseases</p> <p>Accidental injuries</p> <p>Accidental injuries</p> <p>Accidental injuries</p>	<p>2</p> <p>3</p> <p>1</p> <p>2</p>	<p>4</p> <p>2</p> <p>2</p> <p>2</p>	<p>Low</p> <p>Low</p> <p>Very Low</p> <p>Low</p>	<p>Children to be supervised by adults when having contact with animals, and washing hands after visiting the animals. Signs in place.</p> <p>Children to be supervised by adults when having direct contact. Safety talk for school groups: speak in gentle voices around the animals, walk don't run near them; signage restricting access when large groups on site.</p> <p>Children to be supervised by adults when having direct contact. Safety talk for school groups speak in gentle voices around the animals, walk don't run near them. Contained in lower field if deemed necessary; signage restricting access when large groups on site.</p> <p>Children to be supervised by adults when having direct contact. Safety talk for school groups: speak in gentle voices around the animals, walk don't run near them. Contained in lower field if deemed necessary; signage restricting access when large groups on site.</p>	<p>1</p> <p>2</p> <p>1</p> <p>2</p>	<p>4</p> <p>2</p> <p>2</p> <p>2</p>	<p>Low</p> <p>Low</p> <p>Very Low</p> <p>Low</p>
--	---	-------------------------------------	-------------------------------------	--	--	-------------------------------------	-------------------------------------	--

Pony	Accidental injuries	3	4	Medium	Children to be supervised by adults when having direct contact. Safety talk for school groups: speak in gentle voices around the animals, walk don't run near them; don't stand behind pony and follow guidance when feeding or grooming. Contained in lower field if deemed necessary; signage restricting access when large groups on site.	2	4	Low
Pigs	Accidental injuries	3	4	Medium	Children to be supervised by adults near the pig pen enclosure. Safety talk: do not enter the pig pen. Pigs are penned separately with adequate signage to advise that people should not enter the pig pen.	1	4	Low
The Hall: Slips, trips and falls	Users and guests may suffer injury if they slip e.g. on spillages or trip over objects.	3	3	Medium	Car park surface maintained appropriately. Surface inspected regularly to check for damage and repaired as necessary. Information regarding additional needs requested in advance so that staff can make arrangements for accessibility. Lighting available in car park and in all rooms and corridors in House. Check that significant light bulbs have not blown, respond to reports for replacement as quickly as	2	3	Low

					possible. Spillages cleared up as quickly as possible and users and guests made aware of where equipment is kept to do this. Mats or non-slip surfaces at entrance ways to reduce rain water being carried into the House. Ensure that mats are regularly beaten or vacuumed to ensure effectiveness. Trailing cables or leads held out of the way. Ensure that cables are stored in cable management systems and do not cause a trip hazard. Corridors and emergency exits kept clear of blockages. Stairs have banister rails where necessary, any carpets secured, cleared of any obstacles. Non slip mats available inside shared shower cubicles. Bath mats changed for each group.			
Hazardous Substances - E.g. Cleaning products	Skin problems, breathing issues for guests.	2	2	Low	Cleaning and changeover takes place well in advance of groups' arrival; groups aren't required to use (or offered) cleaning substances of any significance; cleaning products kept away from public use and only made available to responsible group representatives.	2	2	Low
Electricity	Users risk electric shocks or burns from faulty equipment or	2	5	Medium	Fixed installations correctly installed by qualified electrician and inspected regularly; all repairs undertaken by a	1	5	Low

	installation.				<p>suitably qualified electrician. Duty Manager and staff know where the fuse boxes are and how to switch off the supply in an emergency.</p> <p>Remind staff and guests that any portable equipment considered unsafe due to a change since inspection (e.g. damage) taken out of use. Portable equipment checked for visual signs of damage before use. Maintain regular visual inspection checks as well as undertaking annual PAT checks. Ensure guests know they are responsible for any electrical equipment brought onsite for use.</p>			
Fire	If trapped, staff or guests could suffer fatal injuries from smoke inhalations / burns.	2	5	Medium	Fire Risk Assessment carried out regularly with 6 monthly reviews. Appropriate fire detection and alarm system installed, which is maintained and tested regularly. Ongoing programme of improvement as recommended in annual inspection. Fire drills offered to every group.	1	5	Low
Gas (Oven & Library Fire)	Respiratory problems; injury / death due to ignited leak.	2	5	Medium	Annual service of LPG tank; on-hand support for immediate attention in the event of leak; safety valves installed.	1	5	Low

Emergency Exits	Injury or death if unable to exit the building in case of emergency.	2	5	Medium	<p>Regular servicing of gas appliances. Instruction provided regarding use of oven for self catered groups.</p> <p>Emergency exits clearly marked and kept free and clear at all times. Annual service of emergency lighting. Guests and/ or staff briefed on emergency exit procedure on arrival or at Induction.</p>	1	5	Low
Food Handling	Food poisoning or allergic reactions due to poor food handling techniques if receiving catering provision.	2	5	Medium	<p>All kitchen staff require minimum of Food Hygiene level 2 and must follow safe preparation, storage and handling procedures. Follow 'Safer Food, Better Business' guidelines. Regular cleaning of all cupboards and surfaces. Staff to follow correct personal hygiene guidelines. Ongoing staff training.</p> <p>Refrigeration temperature checks done and recorded daily, hot food checks done and recorded regularly. Food in fridges / freezers labeled with dates and allergens.</p> <p>Detailed allergen sheet required from all catered guests in advance; foods with different allergens prepared and cooked separately.</p>	1	5	Low

Legionnaires' Disease	Infection via water system / showers (especially those who are frail, elderly, infants, and / or with compromised immunity)	2	5	Medium	Regular temperature checks; regular review and cleaning of water system.	1	5	Low
-----------------------	---	---	---	--------	--	---	---	-----