

Year round, Orchard Risk Assessment

Site Name: Dunannie Orchard	Assessment carried out by: Natalie Gafford
Postcode: GU32 2DR Coordinates; 51.0180° N, 0.9439° W	Signature: _____ Date: 21/06/19 Review Date: _____
At the beginning, middle and end of each session staff must complete a head count/register/visual risk assessment.	

Areas to Consider	What are the Hazards?	Who might be harmed & how?	Risk Level	Control Actions (What needs to be done, Who does it & by When?)	In Place?	New Level
Access route leaving school and across playground, down the steps.	Slips, trips, falls	The children, staff could slip, trip, fall injuring themselves.	Low/Medium	Staff and children to exercise caution and walk to the site, no running.		Low
Access	The orchard has six gates accessing it. Two lead out to the car park, one leading onto Dunannie playground, one to a pathway leading behind the nursery barn, one next to the potting shed and leading onto the pathway behind the nursery barn.	Children, can leave the site via a gate and get into the car park (chance of being hit by a vehicle, walking out onto the main road) or onto public footpaths and other people can access the orchard, it is used by other staff, children (safeguarding issue).	Medium	Staff complete a head count before leaving the classroom, on entering the orchard and throughout the session. All staff to ensure children are within site or sound at all times. Leader to ensure the children and staff understand the boundaries of the site. Staff to introduce a safety call, so that children can return promptly in an emergency. Staff to be vigilant in observing for unknown visitors to the site via the public footpath and observe for other members of staff or groups using the site.		Low

Play equipment	Climbing frame, slide, hut, boat	Children may be tempted to climb on the climbing equipment/slide go in to the hut/green house/shed and could fall off receiving head injury/breaks or sprains/concussion	Medium	Children are reminded not to climb on play equipment during Bush Craft sessions.		Low
Pond	Pond area	Pond is fenced off, however the children could climb over the fence and fall in.	Medium	The children have been told by the school that the Pond is out of bounds, except if entering with an adult. Staff to be extra vigilant when children are in this area and ensure that no one climbs through fence.		Low
Undergrowth	Toxic fungi, berries, seeds	Children could touch or ingest poisonous fungi or berries. Species on site known to be poisonous; Laurel, Yew, Ivy, Horse Chestnut and Acorns.	Low	At the beginning of the Forest School programme all children receive a safety briefing, including instruction on not touching or ingesting anything they find in the Orchard. Staff to provide access to water and soap.		Low
	Rodents	Rodents leave urine and faeces on site with the potential to spread disease.	Medium	Food should not be stored outside, water containers should be emptied and upturned when not in use. Children must have access to hand washing facilities at all times.		Low
	Fallen Debris/wooden edging surrounding the play equipment	Children could trip over fallen debris, roots, sticks and wooden edging	Medium	Children learn to access risk through regular access to natural spaces and will become more vigilant in checking the space around them for trip hazards.		Low

Field layer	Large wooden vegetable planters.	and bump heads. If children play on the planters they may slip off and injure themselves/head/joints.	Medium	Discussions around respecting our surroundings and not climbing on things that are not intended to be used in that manner.	Low
	Stack of logs behind the potting shed and in front of the shed at the bottom of the Orchard.	If children play on these, climb them, roll them they could potentially fall on top of them. Fungi growing on these logs could be toxic if ingested.	Low	Children asked not to climb on the logs or to move them. These are good places to look at fungi and discuss the importance of not touching them.	Low
	Brambles, stinging nettles, bracken	Cuts/ stings/ grazes/infection	Medium	All parents to be provided with a kit list for forest school including long sleeves and trousers to reduce the chances of children/staff getting stung/cut. Bush Craft instructor to take first aid kit to each session. To clean affected area following First Aid procedures for imbedded items as necessary. Reducing the chance of infection.	Low
	Tick bites/ insect bites and stings.	Transmission of tick born disease, allergic reaction to bites, stings	Medium	With the increase in prevalence of tick born infection the Bush Craft instructor provides the school with parental permission forms to remove ticks and splinters without delay and also to request parents provide children with appropriate clothing (long sleeves and trousers). Staff to ensure children are aware that they must not climb the trees in the orchard and to be mindful of the bee/wasp traps. Children and staff should be encouraged to look where they are playing and NOT disturb any nests. Bush Craft Teacher to ensure the First Aid kit comes to every session, with a mobile phone for emergencies. In the case of a child being stung by a bee/wasp the child will be taken to the office.	Low
	Hawthorne Bush	Children could cut themselves on the thorns whilst climbing through	Medium	Children are permitted to play and hide in the hedging surrounding all areas of the orchard, excluding the hedging running from the pond down to the bottom track which is a common Hawthorne bush.	Low

	Ivy	the hedging Mildly poisonous when ingested and can cause dermatitis when handled.	Low	There is ivy growing along the hedge line from the potting shed to the bottom corner and some woven in with the Hawthorne bush running alongside the carpark. Children should be encouraged not to climb in these areas and only to use Ivy for craft activities if wearing protective gloves and washing hands after.		Low
	Climbing trees in the Orchard.	Children could fall from the trees causing serious head/spine injuries	Medium	Children are permitted to climb to the third branch on the large Beech tree in the outdoor music area only. This will reduce the risk of serious injury.		Low
	Bee/wasp catchers and hives	Children may be stung by a wasp/bee/hornet if they come into close contact with a catcher, a hive, nest and may receive stings resulting in anaphylaxis.	Medium	The Bee and wasp catchers sited in the trees, bee hives/wasps nests in the potting shed and bottom must be avoided by children and staff. Any children with a bee/wasp allergy must always come prepared with their epi pen, parental permission for administration of medicine and emergency contact details. All children made aware that they must not disturb the bees, wasps on site at any time.		Low
Sticks and Stones	Poked into eyes, thrown	Cause eye injury, cuts.	Medium	Ensure children know how to safely carry sticks and not to wave them around. Discourage children from throwing items.		Low
Weather conditions	Storms, medium and high winds, ice, snow	High winds can cause branches/trees to fall increasing risk of head injury. Ice and snowy weather increases risk of slipping and falling causing head injury, bone breaks and sprains	Medium	Bush Craft instructor to keep an eye on weather conditions, before and during the sessions. Sessions to move to a safe open location during heavy wind and may be cancelled or moved inside during extreme circumstances.		Low

<p>Maintenance work and other site users.</p>	<p>Maintenance to the orchard takes place during the school day and other groups visit the orchard.</p>	<p>Children and staff could come across other site users or maintenance work using power tools and dangerous equipment causing serious injury. Children could pose a threat to other groups whilst using tools and equipment.</p>	<p>Medium</p>	<p>All staff to pay due care and attention when entering the Orchard. The Forest School Assistant will wait at the entrance to the site with the children, completing a head count/register and discussing the plan for the session whilst the Bush Craft Teacher completes a visual risk assessment of the site, taking note of any changes or potential Hazards that have not already been documented in this assessment and acknowledging other site users. The Bush Craft instructor will pass on any control actions to staff and where appropriate children.</p>		<p>Low</p>
<p>Covid – 19</p>	<p><i>Covid – 19 is a highly contagious virus prevalent in the UK with devastating short- and long-term effects to the health and wellbeing of millions of people.</i></p>	<p><i>This is particularly concerning for vulnerable children and adults, as well as the elderly. Nevertheless, this poses risk to all children, adults and families that participate in group activities.</i></p>	<p>High</p>	<p>To reduce the risk of serious harm to health, only children under the age of 12 years will be able to book a Wigwam Forest School Session. Any children, staff or families who have a health condition that could be exacerbated by contracting covid-19 will have an individual risk assessment completed to evaluate if the benefits outweigh the risks of attendance and how risk can be reduced, if it is reasonably practicable to do so. To reduce the risk of cross contamination and the spread of infection. Wigwam Forest School Ltd will require parents to agree to Wigwam Forest School's Terms and Conditions of booking. This includes information regarding parental responsibility for risk reduction prior to and during their child/childrens attendance at Wigwam Forest School. This will include links to government guidance and legislation, advice on when to self-isolate and to cancel attendance and when attendance will not be permitted. All parents will be required to leave their details including emergency contact details in the event that their children need to return home at short notice, in the event that there is a confirmed case of covid 19 at the club. Parents will be asked to agree to socially distance whilst on the school site and Wigwam Forest School Ltd advises that parents should wherever possible not arrange lift sharing. At the beginning and at the end of the school day the school gates will be left open and parents will be asked to leave their children's bags in the Orchard for staff to place in the library. In accordance with school risk assessments staff will be required to wear face coverings when walking through hallways and in the school toilets.</p>		<p>Medium</p>

<p>Ongoing Assessment <i>(to be completed by any member of staff in the event of a change to this risk assessment)</i></p>				<p>Toilets will be cleaned after use. Any areas or equipment that has been frequently used will be cleaned. Wigwam Forest School operate from the outdoor space at Dunannie. In the event of poor weather, we will use the Library with windows kept open. Staff will not be required to wear face coverings in the school hall but social distancing measures with other members of staff will be in force.</p>		
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