

# Outdoor Studios

## RISK ASSESSMENT RECORD FOR WALKS/WORKSHOPS

<b>PROJECT:</b> OS <i>Educational day visit</i> with XXXX (group/school name)	<b>LOCATION:</b> King's Wood
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**DATE/S:**

<b>ASSESSMENT COMPLETED BY Outdoor Studios member:</b> <b>School/Group Assessor</b> (group/school contact here)
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### ACTIVITIES:

Eg; Supervised walk/walk and workshop from car park around the sculpture trail. Return to car park at end of day.

### HAZARDS: (see overleaf for hazard control analysis)

Slips and trips in forest environment; uneven stony pathways  
Forest Operations  
Forest vehicles and other users  
Adverse weather  
Germs, infectious and poisonous substances  
Snakes  
Cuts and grazes from handling forest materials  
Breaches to General health and safety

### NUMBER OF PERSONS AT RISK:

**OS TEAM:**

**PARTICIPANTS:** (number of students and/or adults)

### EXISTING CONTROLS:

Written instructions for groups visiting the forest, including Group Supervisor's responsibilities, are sent in advance of the visit  
A qualified First Aider must accompany the visiting group  
A First Aid Kit and antiseptic wipes are provided  
Groups are given a 'behaviour and safety' talk before starting the walk  
Groups are accompanied at all times  
The OS artist has Health & Safety training and conducts Risk Assessments in advance  
OS monitors Health & Safety and Risk throughout the visit  
Activities are halted when hazards present themselves or if controls are ignored  
Health & Safety concerns or incidents are reported, recorded and filed by OS

<b>Hazard</b>	<b>Level of risk</b>	<b>Control</b>
Slips and Trips	low	Group Supervisors advised prior to visit that participants must wear appropriate clothing & footwear. Talk by OS at start of walk includes a warning about hazards, H & S and appropriate behaviour to avoid injury.
Forest Operations	low	OS will draw attention to FC signs and boundary markers where displayed. Participants are informed to obey all instructions, verbal and written, whilst in the forest.
Forest vehicles and other users	low	OS will consult the FC site warden for advice and permission prior to each visit. Participants are informed at the start of the walk and given instructions for safety on the roads and in the car park.
Adverse weather	medium	Full instructions of possible forest hazards, including changes in the weather conditions, are sent to Group Supervisors in advance of their visit. Emphasis is placed on the need to have appropriate clothing for the season. Special attention is drawn to waterproof footwear and jackets, removable layers of clothing and heat protection.
Germs, infectious and poisonous substances. Snakes	low	Warnings of possible sources of 'contamination', including dangerous fungi, are sent to Group Supervisors in advance of their visit. Participants are warned that there are snakes in the forest. OS carries the number of the nearest hospital with A&E and snake serum. OS informs participants of these hazards at the start of the walk and continues to inform as hazards are identified. Hypo-allergic hand-wipes are supplied by OS – compulsory before handling food or drink.
Cuts and Grazes	medium	Group Supervisors are advised prior to the visit that participants will be handling forest materials and that there may be minor injuries. The visiting organisation is advised that they must include a qualified First Aider among their supervisors.
Breaches to general health and safety	low	OS monitors Health and Safety throughout the visit. If a situation arises which OS considers places the group in danger, activities will be suspended and the group will be returned to the car park. Activities will be halted temporarily when hazards present themselves or if controls are ignored.

<b>Monitoring</b>
<b>Forestry Commission:</b> Permission to take groups into the forest will be sought by OS as far in advance of the visit as possible. Copies of Risk Assessments will be forwarded by OS to FC.
<b>Outdoor Studios:</b> Current controls to be monitored by OS Directors School/group to monitor in accordance with their own H&S policy. Health and Safety policy and practice to be reviewed at least annually or sooner if necessary

**Signed for Outdoor Studios:**

**date:**

**Signed for Group:**

**date:**