

RISK ASSESSMENT FOR WALKS / WORKSHOPS

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| GROUP/ PROJECT: | DATE: | Number of persons at risk: |
| LOCATION: | | OS TEAM: |
| | | PARTICIPANTS: |
| ASSESSMENT COMPLETED BY Outdoor Studios Member: | | |
| GROUP Assessor: | | |

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| ACTIVITIES: Supervised walks and creative workshops with school and community groups in forest and outdoor environments |
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COVID-19 RISK ASSESSMENT

| Hazard | Who is at Risk? | Level | Controls | Further Actions |
|---|--|--------|--|---|
| contracting/ spreading Covid-19 through inadequate or lack of hand washing | OS Members participants teachers, carers, parents | medium | encourage and provide facilities for regular hand washing/ hand sanitising, including before and after activities and before and after using toilet/washroom facilities | provide hand sanitiser for occasions when people are unable to wash their hands |
| contracting/ spreading Covid-19 in busy areas including toilet and washroom facilities and communal areas | OS Members participants teachers, carers, parents | medium | limit the number of participants who can use toilet or washroom facilities at one time if 'tippy taps' are available, encourage usage for hands free washing | create 2m markings in queuing area |
| contracting/ spreading Covid-19 in work station areas with shared equipment | OS Members participants teachers, carers, parents | medium | provide adequately spaced work stations sterilise all creative materials before and after the session whenever possible minimise sharing of materials and equipment clean work surfaces regularly provide bins | create monitoring and supervision systems for OS Members provide clear instructions regarding cleaning schedules, precautions and responsibilities |

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| contracting/ spreading Covid-19 through lack of social distancing | OS Members participants teachers, carers, parents | medium | keep participants in small, consistent groups, ensuring numbers are kept within current government guidelines schedule activities encouraging independent practice, reducing the time an OS Member would need to spend within a participant's 1m personal space only allow groups from one school at a time, avoid mixing year groups or classes create participant 'bubbles' when necessary | monitor distancing and hygiene measures at all times |
| contracting/ spreading Covid-19 through participants being collected from workshop locations individually | OS Members participants teachers, carers, parents | low | school groups must arrange their own, collective travel to and from the location, to avoid additional people congregating on site | |

STANDARD RISK ASSESSMENT

| Hazard | Who is at Risk? | Level | Controls | Further Actions |
|---------------------------------------|--|--------|--|-----------------|
| Adverse weather | OS Members participants teachers, carers, parents | medium | Full instructions of possible site hazards including changes in weather conditions sent to Group Supervisors in advance Emphasis placed on the necessity of appropriate clothing for the season: special attention drawn to waterproof footwear, jackets, removable layers of clothing, and heat protection | |
| Breaches to general health and safety | OS Members participants teachers, carers, parents | low | OS monitors Health & Safety throughout the visit. If a situation arises which OS considers places the group in danger, activities will be suspended and the group returned to the car park Activities will be halted temporarily if hazards occur or if controls are ignored | |

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| Cuts and Grazes | participants teachers, carers, parents | medium | Group Supervisors are advised prior to the visit that participants will be handling natural materials and that there may be minor injuries The visiting organisation is advised to include a qualified First Aider among their supervisors | |
| Falling objects | OS Members participants teachers, carers, parents | low | OS site visit scheduled to check canopy for hanging branches with special attention paid to beech areas Workspace will be situated in a safe area Forest staff will be informed | any potential hazards pointed out prior to activity |
| Germs, infectious and poisonous substances. Snakes, ticks | OS Members participants teachers, carers, parents | low | Warnings of possible sources of 'contamination', including dangerous fungi, sent to Group Supervisors in advance of visit Participants warned there may be snakes and ticks. OS carries the number of the nearest hospital with A&E and snake serum. Ticks and Lyme disease symptoms/information sent to group supervisor in advance of visit OS informs participants of these hazards at the start of the session and continues to inform as potential hazards occur Hypo-allergic hand-wipes supplied by OS: compulsory before handling food or drink | |
| Operations | participants teachers, carers, parents | low | OS will draw attention to signs and boundary markers where displayed. Participants are informed to obey all instructions, verbal and written, whilst on location | |
| Slips and Trips | OS Members participants teachers, carers, parents | low | Group Supervisors advised prior to visit that participants must wear appropriate clothing & footwear. Talk by OS at start of visit includes a warning about hazards, H&S and appropriate behaviour to avoid injury | |

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| Stranger Danger | OS Members participants teachers, carers, parents | low | OS will provide providing signage and recognition that dogs could be off a lead if a public footpath runs through the workshop area | workshop area clearly marked |
| Tool Use | participants teachers, carers, parents | medium | A comprehensive tool talk will be given to the group before use of the tools begins. Activities will be halted temporarily when hazards present themselves or if controls are ignored | |
| Vehicles and other users | OS Members participants teachers, carers, parents | low | OS will consult the site warden for advice and permission prior to visits. Participants are informed at the start of the walk and given instructions for safety on the roads and in the car park. | |

EXISTING CONTROLS:

- Written instructions for groups visiting the park, including Group Supervisor's responsibilities, are sent in advance of the visit
- A qualified First Aider must accompany the visiting group
- First Aid Kit and antiseptic wipes are provided
- Groups are given a 'behaviour and safety' talk before starting the visit
- Groups are accompanied at all times
- The OS artist leader receives 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

MONITORING:

LOCATION

- Permission to take groups into the location will be sought by OS as far in advance of the visit as possible
- Copies of Risk Assessments will be forwarded by OS to the appropriate contacts at the location

OUTDOOR STUDIOS

- Current controls to be monitored by OS Directors
- Group to monitor in accordance with their own H&S policy
- Health & Safety policy and practice to be reviewed at least annually or sooner if necessary

Signed for Outdoor Studios:

date:

Signed for Group:

date: