



Risk assessment form (H&S)

Name of assessor(s)	Carly Kew	Group / Establishment:	Great Wood / SSE
Date	January 2019		

What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed	How was the assessment done? e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	Next review date:
		January 2020
Shelter building, wood collecting, Environmental art – These activities are either done off-site or materials are collected off-site and then brought back to complete sessions. Areas to use are set out in agreement with the Forestry Commission and a permit is purchased by GWT.	Site visit, in consultation & agreement with instructors, Forestry Commission and GWT	Mobile reception / nearest landline
		Poor-varied Main office

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done
		S	L	S x L				
Instructors & participants Slips, trips & falls	<ul style="list-style-type: none"> Safety/activity brief given for all Constant monitoring of participants throughout session Potential hazards pointed out, branches, logs, uneven ground etc Walking expected always 	2	2	4				
Instructors & participants Public right of way through Great Wood Camp	<ul style="list-style-type: none"> Safety brief for all Expect public to stay to allocated path, not to roam around camp (gate to gate) Instructors/visiting staff to be aware or made aware of any persons using footpath 	2	1	2				

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		S	L	S x L				
Instructors & participants Collecting elements off-site	<ul style="list-style-type: none"> Safety/activity brief given to all participants Crossing road/ various vehicles using forestry tracks Slips, trips, falls, branches, logs pointed out Instructed on what to and what not to collect Small bundles Correct method for carrying large objects, whilst walking demonstrated to all Stay as a group Constant monitoring of participants 	2	2	4				
Instructors & participants Building shelters, falling branches	<ul style="list-style-type: none"> Safety/activity brief given to all participants Participants not to be inside structure whilst more materials being added Staff may assist if needed Constant monitoring of all participants 	2	2	4				
Instructors & participants Walking into or having branches flicked into eyes	<ul style="list-style-type: none"> Safety/ activity brief given to all participants Explained to all how this may happen and how to avoid it Area checked for lower branches prior to session, removed if necessary 	3	1	3				
Instructor & participants Bitten by snake	<ul style="list-style-type: none"> Safety/activity brief given to all participants Constant monitoring throughout session Participants briefed on habitat of the area being used Time of year considered Don't try to touch or pick up snakes Instruct participants to inform adult/instructor if they see or find a snake 	4	1	4				
Instructor & participants Extreme weather	<ul style="list-style-type: none"> Weather forecast to be checked prior to departure Cancel session if weather becomes too severe Monitor bad conditions throughout the session 	2	2	4				

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		S	L	S x L				
Instructors & participants Other insects & animals	<ul style="list-style-type: none"> Safety/activity brief given to all participants Brief participants about ticks & wood ants Explain to avoid disturbing nests of wood ants, tread carefully Long sleeves & trousers to be worn to minimise ticks attaching Check for ticks on return to camp Increased amounts of insects are found in summer months 	2	2	4				
Instructors & participants splinters	<ul style="list-style-type: none"> Safety/ activity brief given to all participants Participants briefed on carry wooden objects or sharp plastic objects Participants instructed not to slide hands along wooden objects or ropes Extra care to be taken in wet conditions 	2	2	4				

* [Click here](#) for guidance in calculating Risk Rating. Rate the **severity** of the potential harm (between 1-5, where 5 is fatal) and the **likelihood** of the harm occurring (again 1-5 where 5 is very likely). Guidance is at [HS 004](#).

Please now pass this assessment to your manager for approval				
Name of assessor's manager:	Daniel Moncrieff	Date:	01.02.2019	Manager's comments
Signature:				