



Fir Tree Farm, Ashley, Nr Dover, Kent, CT15 5HY  
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## Risk Assessment: For visitors and visiting groups.

Clear communication by staff, dynamic risk assessment and reduction of risk ensure visitor safety. This form is provided to help with this assessment and identifies precautions which are taken by Fir Tree Forest School which significantly reduces the identified risks.

Name of site: Fir Tree Forest School, Fir Tree Farm/Nunnery Hay Woods, Ashley, Dover, Kent, CT15 5HY  
 Date of assessment 1<sup>st</sup> June 2015

Description of Hazard and Risk	Who is at risk and from what?	Control measures in place to reduce risk	Further action required, by who and when to be completed
<b>Vehicle movement including farm machinery</b> turning and manoeuvring in car park/farmyard	<b>Public including children, staff and volunteers</b> are at risk if they are struck by a moving vehicle	<ul style="list-style-type: none"> <li>• Accompanying adults are encouraged to be vigilant in farm yard and drop-off point.</li> <li>• 'Slow' signs located upon entrance to farm yard.</li> <li>• Accompanying adults warned of risk in confirmation email prior to visit.</li> <li>• Farm workers to be made aware of visiting group and to limit the amount of time spent using farm machinery during session.</li> <li>• Farm workers to drive slowly at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Slow signs to be replaced if needed.</li> </ul>
<b>Trips, slips and falls</b>	<b>Public including children staff and volunteers</b> are at risk of tripping over hazards or slipping on wet surfaces.	<ul style="list-style-type: none"> <li>• Encourage children to walk, not run when on site</li> <li>• Staff report potential hazards as part of the daily grounds inspection</li> <li>• Walkways and group work areas kept clear</li> </ul>	

		<ul style="list-style-type: none"> <li>• Education equipment is kept with the group in clear sight and away from pathways</li> <li>• Careful supervision of children by parents/guardians and staff</li> <li>• Visitors to be warned of the dangers of the forest, both underfoot and at eye level, during the safety briefing prior to entering the woodland site.</li> <li>• Advise visitors of the importance of sensible footwear prior to visit.</li> </ul>	
<b>Condition of signs</b> , barriers, benches, steps and tables	<b>Public including children, staff and volunteers</b> are at risk of injury	<ul style="list-style-type: none"> <li>• Check on a regular basis and repair or replace as necessary.</li> </ul>	
<b>Accidents or illness</b> requiring first aid treatment	<b>Public including children, staff and volunteers</b>	<ul style="list-style-type: none"> <li>• Staff to have specialist outdoor first aid qualifications</li> <li>• First aid kit and burns kit within easy reach for staff</li> <li>• First aid kit to be carried with staff in ruc-sac when walking around the woodland.</li> <li>• Accident/incident book kept in first aid kit.</li> <li>• Staff to carry a fully charged mobile phone at all times and to dial 112 NOT 999 in an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to monitor first aid qualifications for validity</li> </ul>
<b>Medication</b>	<b>Public including children, staff and volunteers</b>	<ul style="list-style-type: none"> <li>• Staff to be made aware upon arrival of any visitors with medical conditions and those requiring medication whilst visiting. <ul style="list-style-type: none"> <li>• Those suffering from food allergies are to provide their own food.</li> <li>• Any medication for a child to be kept in a ruc sac and with an accompanying adult at all times. Medication must be clearly labelled with the patient's name and dosage requirements.</li> <li>• Epi-pen users to be made aware of the risks of visiting a site which is not easily accessible by emergency services and that staff are</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Staff to undertake Epi-pen training course as soon as possible.</li> </ul>

		currently not trained to administer medication using an Epi-pen.	
<p><b>Campfire and campfire cooking</b> – a fire will be burning throughout the visit and will be used to cook food.</p>	<p><b>Public including children, staff and volunteers</b> are at risk of burns from fire and hot food as well as food poisoning</p>	<ul style="list-style-type: none"> <li>• Campfires will only take place in the designated campfire area</li> <li>• Smoke inhalation will be reduced by using dead wood, those in smoky areas will be encouraged to move to less smoky areas.</li> <li>• 2 meter fire exclusion zone around campfire</li> <li>• Staff to stay vigilant at all times when fire is alight</li> <li>• No running near the fire</li> <li>• Public including children are only allowed to feed the fire if authorised to do so by staff.</li> <li>• Long hair and loose clothing to be tied back before entering the fire zone</li> <li>• Public and staff to tend fire/toast food on one knee to allow for a steady platform and easy retreat</li> <li>• Maximum 4 people around the fire within the fire zone</li> <li>• Yew wood not to be burned on fire</li> <li>• Fire blanket and fire extinguisher within easy reach</li> <li>• Bright orange bucket of cold water easily accessible to staff and public in case of a burn</li> <li>• Fire to be completely extinguished before leaving site</li> <li>• Public and especially children to be warned that food, in particular marshmallows are very hot once warmed over the fire and to take care when eating</li> <li>• Staff to ensure that all food preparation conforms as closely as possible (given the nature of cooking outdoors) to the current food standard regulations as outlined in the level 2 Food Hygiene course</li> <li>• Everyone to wash hands with antibacterial soap prior</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to attend food hygiene course and monitor validity certificate</li> </ul>

		<p>to preparing and/or eating food</p> <ul style="list-style-type: none"> <li>• Clear verbal warnings given when eating hot food.</li> <li>• Public to be given a fire safety briefing prior to entering woodland site</li> <li>• Emergency muster point to be made clear to public prior to entering site</li> <li>• Trip hazards such as roots, branches, stones etc. to be removed from fire zone</li> <li>• Leaf litter, low level branches and all combustible material to be cleared from fire zone</li> <li>• Fire material (dead wood) to be stock piled and ready for use</li> </ul>	
<b>Children's activities</b>	<b>Public including children, staff and volunteers</b> are at risk of possible injury	<ul style="list-style-type: none"> <li>• Staff to give children clear instructions</li> <li>• Children to be supervised by staff and parents/guardians at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to ensure activities are achievable and age appropriate when at the planning stage</li> </ul>
<b>Lost persons</b> while in woodland	<b>Public including children, staff and volunteers</b> are at risk of becoming lost in the woodland	<ul style="list-style-type: none"> <li>• Staff must remain with groups at all times</li> <li>• Public to stay on designated path unless accompanied by a member of staff</li> <li>• Accompanying adults to ensure they have mobile phone charge, signal reception and staff contact number prior to leaving the base camp.</li> <li>• Conduct regular head counts</li> <li>• Instruct children to stay with the group</li> <li>• Stay in pairs and never wander off alone</li> <li>• Clear geographical boundaries given to public including children, should staff feel it appropriate for development of the children/group</li> </ul>	
<b>Adverse weather conditions</b>	<b>Public including children, staff and volunteers</b> are at risk from falling trees/lightning/extreme heat	<ul style="list-style-type: none"> <li>• The public are not permitted to enter the woodland during periods of high winds or lightning storms.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to familiarise themselves with the weather forecast for the day prior to the visit</li> </ul>

		<ul style="list-style-type: none"> <li>• Public to be advised prior to visit if extreme heat is expected, and asked to apply sun cream to children and ensure they have appropriate clothing</li> <li>• Staff to be trained in tree hazard awareness</li> <li>• Staff to conduct a pre-visit walk round to determine safety of trees and their limbs, particularly that of beech trees, removing any branches they feel could pose a risk</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to ensure they are aware of tree hazards through training and research</li> </ul>
<b>Poisonous plants</b> in the woodland	<b>Public and children</b> are at risk of poisoning	<ul style="list-style-type: none"> <li>• Staff to ensure public and children are aware of the poisonous plants in the forest and to warn of their dangers, the most common are “lords and ladies”, “fungi” and “poison ivy”</li> <li>• Public and children are to wash hands immediately should they come into contact with a poisonous plant and incident to be recorded in first aid record book</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to be trained, and conduct regular research into woodland plant properties and their dangers</li> </ul>
<b>Barbed Wire</b> borders all the fields along the route to the woodland	<b>Public including children, staff and volunteers</b> are at risk of injury from grabbing barbed wire	<ul style="list-style-type: none"> <li>• Staff to identify barbed wire once the group are near it</li> <li>• No running or “horseplay” near barbed wire</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to every visit, staff to ensure barbed wire is secure and not obstructing the route to the woodland</li> </ul>