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Hazard I.D	WORK PROCEDURE	Who is at risk?	HAZARDS	RISK RATING	CONTROLS	FURTHER ACTION
SCHOOL OR GROUP VISITS/GUIDED WALKS ***Visiting teachers or group leaders should ensure that they carry out their own Risk Assessments as they know who will be present.*** ***However, this Risk Assessment may be used to inform those decisions.***						
Where Box Moor Trust Method Statements exist for Education and Community activities, these should be adhered to, in addition to the measures required by these Risk Assessments.						
RED 001	**SCHOOL OR GROUP WORK/ GUIDED WALK – GENERAL/ GENERAL USE OF TRUST LAND FOR EDUCATION** 	• **Staff** • **Volunteers** • **Participants** **For zoonoses in particular, the risk is greater to under 7's, the elderly or anyone with a compromised immune system (e.g. organ transplant, HIV etc.).**	**Access problems for ambulance**	**MEDIUM**	• **Give all BMT staff, volunteers and visiting staff/leaders a Grid Reference (TL028055), Postcode HP1 2RG and the GPS coordinates (51.738935, -0.512184) for Old Barn Education Centre.** • **Give all BMT staff, volunteers and visiting staff/leaders a Grid Reference (TL032060), Postcode (HP1 2RE) and the GPS coordinates (51.743601, -0.506546) for BMT Centre.** • **Give all BMT staff, volunteers and visiting staff/leaders a Grid Reference (TL039061), Postcode HP1 2BL and the GPS coordinates (51.744566, -0.496344) for Gadespring (watercress beds).** • **Give all BMT staff, volunteers and visiting staff/leaders a Grid Reference (TL034060), Postcode (HP1 2RE) and the GPS coordinates (51.742886, -0.503482) for Snook's End (livestock visits).** • **Give all BMT staff, volunteers and visiting staff/leaders a Grid Reference (TL007031), Postcode (HP3 0LA) and the GPS coordinates (51.717704, -0.543166) for Bovingdon Brickworks.** • **Designate task of guiding ambulance to specified person.** • **All BMT staff to have mobiles switched on with sufficient charge.** • **Emergency Procedure for Schools and Visiting Groups to be followed if necessary.**	**Ongoing assessment**

			Getting lost	**MEDIUM**	• **Regular head counts.** • **Supervision ratio of adults to children appropriate to age, ability and activity.** • **Check correct adult to child supervision ratio at start of visit.** • **Check participants aware of assigned groups.** • **Warn participants not to wander off and rope boundaries may be set.** • **Use pre-arranged whistle signal to bring groups back together, where necessary.** • **Move around site together in groups and keep BMT staff in sight.** • **For dusk/night visits, all children to wear high visibility vests.** • **Lost Child/Vulnerable Adult Procedure to be followed, where necessary.**	**Ongoing assessment**
			Injury to participant due to inappropriate clothing/footwear	**MEDIUM**	• **Written instruction to schools or groups about correct clothing/footwear for activity or weather. Noted at start of visit.** • **Visitors wearing inappropriate attire may be prevented from participating.** • **BMT staff trained in first aid.** • **First aid equipment is available in BMT staff rucksacks, in Old Barn and at BMT Centre.**	**Ongoing assessment**

			Uneven/slippery ground/trip hazards	**MEDIUM**	• **Verbal instruction to look out for obstacles and not to run - explain risks.** • **Encourage participants to wear suitable shoes.** • **Where appropriate, move any significant hazards on regularly used paths.** • **On boardwalk, verbal instruction to walk in centre on non-slip wire surface, maximum of two abreast. Any damage to wire to be reported to Estate Manager for repair as soon as possible.** • **BMT staff to be advised in advance of participants with particular mobility problems.** • **Routine checks on boardwalk and regular routes and areas of concern reported to Estate Manager for action e.g. rabbit holes, tree roots etc.**	**Ongoing assessment and repair**
			Contact with faeces (dog and other animal)	**MEDIUM**	• **Verbal instruction not to touch faeces and to have minimal face/hand contact.** • **Clean hands thoroughly. Use soap and warm running water facilities as soon as possible. Dry hands with paper towels. Hand wipes or waterless hand sanitiser to be used immediately where water is not available but hands to be washed at earliest opportunity and before eating or drinking. Not to be used as a substitute for proper hand washing.** • **Notices posted for dog owners to reduce fouling and dog waste bins provided.** • **Remove faeces, if feasible; otherwise note position to allow this to be avoided.** • **COSHH assessments completed.** • **Specific area in Barnfield fenced off to provide faeces-free location for play and teaching.** • **Disinfect gates, fencing etc. in key areas e.g. Snook's End Barn, pond dipping area if fouled.** • **No eating or drinking in fields during BMT-**	**Ongoing assessment**

					organised visits (Unless authorised e.g. due to weather or health conditions when specific precautions taken such as using hand sanitiser etc. Avoid cross contamination.)	
			Contraction of zoonoses, particularly E. coli infection from sheep and cattle, plus cryptosporidium (higher risk with lambs up to around 11 weeks), salmonella etc. **Contraction of Lyme Disease (Although not strictly a zoonoses - can be contracted from ticks on sheep or deer. Tick falls off into grass and then bites a human (look for red bite with red ring around it akin to a bull's eye but note this does not always occur).**	**MEDIUM**	• **Verbal instruction to have minimal face/hand contact.** • **Minimise participant contact with gates and railings where possible and disinfect if appropriate periodically (e.g. Snook's End).** • **Supervision ratio of adults to children appropriate to age, ability and activity.** • **Directions to hand washing stations and 'Have You Washed Your Hands?' signs (setting out hand washing technique) displayed.** • **Verbal instruction on hand washing technique and duration immediately prior to hand washing.** • **Supervision of hand washing.** • **Clean hands thoroughly. Use soap and warm running water facilities as soon as possible. Dry hands with paper towels. Hand wipes or waterless hand sanitiser to be used immediately where water is not available but hands to be washed at earliest opportunity and before eating or drinking. Not to be used as a substitute for proper hand washing.** • **Inform visiting staff/leaders of specific safety issues regarding zoonoses.** • **See COSHH assessments for further detail on zoonoses control.** • **No eating or drinking in fields during BMT-organised trips (Unless authorised e.g. due to weather or health conditions when specific precautions taken such as using hand sanitiser etc. Avoid cross contamination etc.)** • **Specific area in Barnfield fenced off to provide faeces-free location for play and teaching.** • **Livestock withdrawal for at least 21 days**	**Ongoing assessment**

					would be in effect before using new areas for education/play etc. • Advise that long trousers should be worn to minimise exposure to ticks. • BMT staff awareness. • Inform visiting groups of risk of ticks and Lyme Disease and request feedback on any tick bites to BMT. • Display information in Old Barn and Gadespring building on tick bites. • Give card on tick bite removal and Lyme Disease symptoms to anyone finding a tick (kept in BMT staff rucksacks). • BMT staff and volunteers should not remove any ticks found. Instead, participants should be advised to visit their GP. Children to be sent direct to school medical staff or to parents and GP for immediate tick removal.	
			Sun burn/dehydration	MEDIUM	• Written instruction to schools or groups to bring and wear sun block and suitable clothing. • Remind to re-apply. • Where possible, provide water to drink and remind to drink. • Try to provide/seek shelter where possible.	Ongoing assessment
			Asthma/Hay fever Allergic reactions (pollen, bee stings, latex, peanuts or other food allergens, cleaning materials)	MEDIUM	• Query in writing to visiting staff/leaders regarding any potential allergies prior to visit. • Check visiting staff/leaders come with participant's prescribed inhalers/medication/adrenalin, where necessary. • Ensure medications are taken with the correct group and the person responsible remains with the participant requiring treatment at all times. • Confirm with visiting staff/leaders that the person responsible may NOT leave the participant in their care for any reason. If necessary, the participant must go with them or medications passed to another trained	Ongoing assessment

					person who will remain with the participant. Ensure all are aware of this changeover. • If participant has severe attacks, BMT staff to be advised in advance. • BMT staff are trained in first aid. • BMT staff to remind participants of the risk and to advise against unnecessary touching of grass or rubbing of eyes. Stay to shorter areas of grass where activity allows this. • Where BMT staff advised of severe allergy, substitute activity to avoid unnecessary exposure. • Suitable siting of any bee hives away from main Education and Community areas. • COSHH assessments carried out for hand sanitisers, non-latex powderless gloves, wipes etc. • If food stuffs are included as part of an activity, advise of this before visit and display/have available information on potential allergens.	
			Touching or eating berries/fungi	MEDIUM	• Verbal instruction not to touch or put near mouths or to put hands near mouths - in particular, warn children of risks. Sufficient adult / pupil supervision numbers based on age, ability of group. • Identify fungi or berries to be avoided at specific locations. • Clean hands thoroughly. Use soap and warm running water facilities as soon as possible. Dry hands with paper towels. Hand wipes or waterless hand sanitiser to be used immediately where water is not available but hands to be washed at earliest opportunity and before eating or drinking. Not to be used as a substitute for proper hand washing. • COSHH assessments completed which include poisonous plants, berries and fungi. • Removal at sites where fungi or berries thought to pose a risk.	Ongoing assessment

					• Identify berries/fungi to assess risks.	
			General injuries or ill-health	LOW	• BMT staff are trained in first aid and use of defibrillator. • Defibrillators are available in Old Barn and BMT Centre (can be taken with group for any high risk person if needed). • First aid equipment is available in BMT staff rucksacks, in Old Barn and at BMT Centre. • First aid kits checked annually and replenished after items are used. • Visiting staff/leaders asked to bring first aid kit on visit. • Recommendation to BMT staff and volunteers to keep tetanus immunisation up to date. • Emergency Procedure for Schools and Visiting Groups to be followed if necessary.	Ongoing assessment
			Hypothermia	LOW	• Ensure heating on in Old Barn if necessary. • Written instruction to schools or groups that we will be outside in all weathers and to wear appropriate clothing. • Have spare clothing available. • Keep group on the move. • Where appropriate, give participant a warm drink – encourage schools or groups to bring warm drinks in cold weather. • Foil blanket available in first aid kits.	Ongoing assessment of site and weather
			Falling trees or falling branches	LOW	• Do not work in woods in extreme winds - if storms or gusting winds forecasted to be in excess of 30mph or there is any concern by staff (use Met Office and check with Estate Manager for his advice). • Inform Estate Manager as soon as possible if any problems with trees or hanging branches etc. are identified. • Comprehensive tree safety management plan in place for the whole estate which should reduce the risk occurring. • Do not allow participants to enter any	Ongoing assessment of site and weather

					'unofficial' dens or shelters built in the woods.	
			Visiting staff being alone with class or group at lunch time	**LOW**	• **Visiting staff/leaders asked to bring mobile phone and first aid kit.** • **BMT Centre can be contacted on 01442 253300.** • **Emergency Action Plan (displayed in Old Barn) shows routes to BMT Centre, information for emergency services, BMT contact numbers and information on local hospitals and medical services** • **Emergency Action Plan (displayed at Gadespring) shows information for emergency services, BMT contact numbers and information on local hospitals and medical services.** • **At Boxmoor Guide Hut, visiting staff/leaders given BMT Centre contact details, information for emergency services and information on/route to local hospitals and medical services.** • **Telephone at reception at Westbrook Hay School available in term time (for Old Barn).** • **Old Barn first aid kit and emergency information pointed out to visiting staff.**	**Ongoing assessment**
			Night or dusk walks/activities (e.g. bats, badgers or other guided walk) - increased risk of slips, trips, falls, getting lost, anxiety, phobia	**LOW**	• **Select route to avoid hazards that might be unseen in dark/dusk or highlight the hazard with a torch and verbal instruction.** • **Torches used by BMT staff/volunteers and advised for participants in the walk.** • **Advise use of insect repellent at dusk.** • **Advise parents/guardians to ensure their children stay with them at all times and that they are responsible for them.** • **Under 16s must be accompanied by a responsible adult.** • **Abandon walk/activity if weather is poor at start or during walk.** • **A member of BMT staff or volunteer to lead group and to act as back marker while the**	**Ongoing assessment**

					group is on the move to reduce the risk of participants becoming lost. • Charged mobile phone and emergency procedures in place, first aid kit carried by BMT staff. • Limit attendance to a safe number based on risk assessment, weather, terrain and ability of group. • Recommend that people wear suitably warm and weatherproof clothing and shoes, and that they bring a torch. • It is recommended there is a maximum of two children per responsible adult for night walks/activities for public bat walks, unless agreed otherwise. • Before setting off, remind people that it will be getting dark and that those with children should ensure that they know where they are at all times. Inform people that they can leave early if they wish to and give clear directions to identified routes back to the car park. • BMT staff/volunteers to be fully aware of any identified risks so they can inform visiting group.	Ongoing assessment
			Risk of injury due to use infant slings by visitors	LOW	• Use of infant slings is at visitor's own risk - this should be made clear to visitor. • Advice on conditions, e.g. slippery or sloping ground to be given. It is then up to the individual visitor using the sling to decide whether they wish to proceed. • Also take into account the presence of any other small children in the care of that visitor and the impact that sling wearing may have on the supervision of those children. • BMT staff or volunteers should not attach any slings or assist with this.	Ongoing assessment
			'Stranger Danger'	LOW	• Verbal instruction not to talk to strangers. • Staff and volunteers CRB/DBS checked. • Ensure BMT staff, visiting staff/leaders and participants are within sight of each other at	Ongoing assessment

					all times.	
			Risk of injury from approaching dogs	LOW	• Verbal instruction to participants, particularly children, plus demonstration, of correct behaviour if dog approaches. • Notices posted for dog owners to keep dogs under 'close control' (legal requirement that they do so anyway). • BMT is working on dog policies to educate and inform dog walkers.	Ongoing assessment
			Risk from poisonous or harmful plants, including nettles	LOW	• Verbal instruction to warn of risks. • Identify plants to be avoided at specific locations (e.g. nettles, hemlock, giant hogweed, ragwort, woody nightshade) and advise participants not to touch a plant unless they have been asked to do so. First aiders and first aid kit. • Written instruction to schools or groups advising that long trousers should be worn. • Cut vegetation back from paths, where appropriate. • Clean hands thoroughly. Use soap and warm running water facilities as soon as possible. Dry hands with paper towels. Hand wipes or waterless hand sanitiser to be used immediately where water is not available but hands to be washed at earliest opportunity and before eating or drinking. Not to be used as a substitute for proper hand washing. • COSHH assessments completed.	Ongoing assessment
			Paper cut from worksheet etc.	LOW	• Have first aid kit available. • Use plaster if needed e.g. for pond dipping or other activity where risk of bacteria entering.	Ongoing assessment
			Contact with cleaning chemicals	LOW	• Use and storage of cleaning chemicals in accordance with Old Barn Cleaning Method Statement, Gadespring Cleaning Method Statement and Livestock Barns Cleaning Method Statement. • Chemicals kept in locked storage cupboard at	Ongoing assessment

					Old Barn, in lidded box in rear storage room at Gadespring (out of bounds for visitors) and in lidded box with catches at Livestock Barns (not easily opened by children). • Cleaning materials used appropriately and according to correct dilution. • No mixing of chemicals. • COSHH assessment completed. • Wear gloves during cleaning and wash hands afterwards. • Wear eye protection when spraying cleaning materials. • Surface wipes available at Old Barn and Gadespring as alternative cleaning method not requiring eye protection. To be used in classroom and by visitors to clean lunch tables. Gloves still to be used if using wipes to clean toilet block.	
RED 002	POND DIPPING 	• Staff • Volunteers • Participants	Drowning (including dry drowning or secondary drowning) Standing on clay bottom - could become stuck	MEDIUM	• Three available pond dipping stations: Old Barn, Hay Wood and Gadespring. Depth depends on weather but max of 2-3 feet. Only staff would enter the ponds for conservation, clearing etc. wearing waders and being aware of clay bottom (no lone working.) New pond dipping station at the Old Barn is a raised pond to reduce risk of falling in, with better ergonomics and disability access. • Groups to be supervised at all times. • Site check by BMT staff immediately prior to visit. • Verbal instruction to stay back from water's edge and not to stand at edge – kneeling only. Keep participants out of the water. • Demonstrate correct procedure and warn of risks. • Emergency Plan for Work Near Water to be followed if necessary. • Give card on Drowning and symptoms to anyone falling into water (kept in BMT staff rucksacks and relevant resource boxes).	Ongoing assessment

					• Safety rails at pond dipping platforms maintained. • Ensure school or group staff member present with group, not just parent helpers.	Ongoing assessment
			Falling/slipping/tripping	MEDIUM	• Written instruction to schools or groups to wear sensible clothing and shoes. • Safety talk to highlight risks. • Do not allow running around pond area. • Stop activity if any participant misbehaves. • Careful placement of kneeling pads and nets to reduce slips and trips and maintain vigilance through the session. • Pond dipping platforms are level, relatively non-slip and maintained to reduce slips/trips as far as possible. Wire mesh on wooden boards provides a non-slip surface and is kept maintained.	Rotten wood on pond dipping platform at Hay Wood to be replaced
			Weil's Disease and any other water-borne infections, blue-green algae etc.	MEDIUM	• Wear gloves during pond dipping and when handling equipment that has been in contact with pond water. • Cover up any large cuts or open wounds. • Clean hands thoroughly. Use soap and warm running water facilities as soon as possible. Dry hands with paper towels. Hand wipes or waterless hand sanitiser to be used immediately where water is not available but hands to be washed at earliest opportunity and before eating or drinking. Not to be used as a substitute for proper hand washing. • Verbal instruction to keep face/hand contact to a minimum. • Safety talk, prior to activity, warning of risks. • Ensure visiting staff/leaders know symptoms if anyone falls into water. • Give card on Weil's Disease and symptoms to anyone falling into water (kept in BMT staff rucksacks and relevant resource boxes). • Do not use water if blue green algae present or other visible contamination.	Ongoing assessment

					• COSHH assessments completed.	
			Bite from water fauna such as dragonfly larvae or water boatmen	MEDIUM	• Wear gloves to protect against bites and other injuries.	Ongoing assessment
			Skin allergy to gloves	LOW	• Use vinyl powderless gloves not latex.	Ongoing assessment
			Being poked by end of net	LOW	• Correct use of all equipment to be demonstrated and risks explained. • Limit number of dippers on platform to 20 or less.	Ongoing assessment
			Injury to knee from kneeling on non-slip wire, wire causing trip hazard.	LOW	• Use kneelers to protect knees. • Maintain the wire to reduce trip hazards.	Ongoing assessment
			Splinters from work benches		• Inspect work surfaces and renew wood as required.	Ongoing assessment
RED 003	WOODLAND MINI-BEAST HUNT/ GRASSLAND SWEEP/ TREE SHAKE	• Staff • Volunteers • Participants	Splinters	LOW	• Verbal instruction on risks. • First aid if needed.	Ongoing assessment
			Low branches - risk to eyes/faces/heads Hitting others with sweep nets / equipment etc.	LOW	• In well-used areas, cut branches that pose a risk. In most areas, verbal instruction on risks. • During tree shake, verbal instruction to be aware of others when shaking branches and to look down and shade eyes. • Not to run with sweep nets and to work 2 metres away from the next person.	Ongoing assessment
			Digging in earth, compost (dust, tetanus, bacteria, debris flicking up into eyes, mouth, faeces from wildlife, livestock, zoonoses)	LOW	• Verbal instruction, plus demonstration of good technique, to avoid material flying up. • Provide trowels and forks in compost bin so participants do not have to get too close. • Warn of risks. • Clean hands thoroughly. Use soap and warm running water facilities as soon as possible. Dry hands with paper towels. Hand wipes or waterless hand sanitiser to be used immediately where water is not available but	Ongoing assessment

					hands to be washed at earliest opportunity and before eating or drinking. Not to be used as a substitute for proper hand washing. • Cover cuts / abrasions with gloves / plasters. • COSHH assessments completed.	
			Injuries from flying seeds/dirt when shaking trees or sweeping grass	LOW	• Verbal instruction to stand well back, look down and shade eyes.	Ongoing assessment
			Participants going out of sight	LOW	• Advise of boundary for activity. • BMT and visiting staff/leaders to be vigilant. • Adequate supervision ratios. • Use pre-arranged whistle signal to bring groups back together where necessary.	Ongoing assessment
			Slips, trips	LOW	• Stress no running on slopes (particularly Barnfield) especially during grassland sweep. • No running with pencils. • Wet grass, mud, tree stumps - warn of the risk. • Stress uneven ground to children.	Ongoing assessment
			Allergic reaction to plants / pollen or insects – particularly during meadow sweep as this will raise pollen and move insects and during mini-beast hunting Contact with nettles, brambles, hazardous plants (hogweed)	MEDIUM	• Query in writing to visiting staff/leaders regarding any potential allergies prior to visit. • Check visiting staff/leaders come with participant's prescribed inhalers/medication/adrenalin, where necessary. • Ensure medications are taken with the correct group and the person responsible remains with the participant requiring treatment at all times. • Confirm with visiting staff/leaders that the person responsible may NOT leave the participant in their care for any reason. If necessary, the participant must go with them or medications passed to another trained person who will remain with participant. Ensure all are aware of this changeover. • If participant has severe attacks, BMT staff to be advised in advance. • BMT staff are trained in first aid.	Ongoing assessment

					• BMT staff to remind participants of the risk and to advise against unnecessary touching of grass or rubbing of eyes. Stay to shorter areas of grass where activity allows this. • Where BMT staff advised of severe allergy, substitute activity to avoid unnecessary exposure. • Follow Grassland Sweep Method Statement.	
			Contact with fungi on logs	MEDIUM	• Verbal instruction not to touch or put hands near mouths - in particular, warn children of risks. • Identify fungi to be avoided at specific locations. • Clean hands thoroughly. Use soap and warm running water facilities as soon as possible. Dry hands with paper towels. Hand wipes or waterless hand sanitiser to be used immediately where water is not available but hands to be washed at earliest opportunity and before eating or drinking. Not to be used as a substitute for proper hand washing. • COSHH assessments completed which include fungi. • Replace logs with large amount of fungi.	Ongoing assessment
			Contact with faeces underneath trees during tree shake	LOW	• Avoid using trees with large amounts of faeces underneath. • Follow Tree Shake Method Statement. • Clean hands thoroughly. Use soap and warm running water facilities as soon as possible. Dry hands with paper towels. Hand wipes or waterless hand sanitiser to be used immediately where water is not available but hands to be washed at earliest opportunity and before eating or drinking. Not to be used as a substitute for proper hand washing.	Ongoing assessment
			Stings or bites from flying insects – allergy / anaphylaxis.	LOW	• Verbal instruction not to collect flying insects - warn of risk. • First aiders and first aid kit.	Ongoing assessment
			Log or stone squashing foot/hand or cutting hand,	LOW	• Participants prevented from doing any heavy lifting.	Ongoing assessment

			manual handling injury		• **Verbal instruction, plus demonstration, on how to move smaller logs (adults and older children (KS3+) only). Bend knees, straight back, check feet are away from potential rolling area, avoid twisting.** • **Staff are trained in manual handling.** • **Verbal instruction not to move large, heavy logs.**	
			Cross contamination from mouthpiece of pooter	**LOW**	• **Verbal instruction that pooters should not be shared.** • **Pooters and mouthpieces to be disinfected with Milton fluid after use.** • **COSHH assessment competed.**	**Ongoing assessment**
			Ticks from long grass or woodland - Lyme Disease	**LOW**	• **Advise that long trousers should be worn during grassland sweep sessions to minimise exposure to ticks.** • **BMT staff awareness.** • **Inform visiting groups of risk of ticks and Lyme Disease and request feedback on any ticks to BMT.** • **Display information in Old Barn and Gadespring building on tick bites.** • **Give card on tick bite removal and Lyme Disease symptoms to anyone finding a tick (kept in BMT staff rucksacks).** • **BMT staff and volunteers should not remove any ticks found. Instead, participants should be advised to visit their GP. Children to be sent direct to school medical staff or to parents and GP for immediate tick removal.**	**Ongoing assessment**
NB. River Work Risk Assessment (RED 004) below is also included in the Notice to Teachers that must be completed and returned before the River Studies course takes place. Any changes to this Risk Assessment must be copied across to that document.						

RED 004	**RIVER WORK** 	• **Staff** • **Volunteers** • **Participants**	**Access problems for ambulance**	**MEDIUM**	• **Give all visiting staff/leaders a Grid Reference (TL039061), Postcode (HP1 2BN) and the GPS coordinates (51.744259, -0.496800) for the Old Fishery site. Location is end of Old Fishery Lane, off Chaulden Lane, Hemel Hempstead. Site is on the right hand side, over the hump-backed bridge.** • **Give all visiting staff/leaders a Grid Reference (TL039061), Postcode HP1 2BL and the GPS coordinates (51.744566, -0.496344) for Gadespring (watercress beds). Location is end of Old Fishery Lane, off Chaulden Lane, Hemel Hempstead. Gadespring is on the right hand side, just before the hump-backed bridge.** • **Give all visiting staff/leaders a Grid Reference (TL043062), Postcode (HP1 1NW) and the GPS coordinates (51.744666, -0.490882) for Boxmoor Guide Hut (if used). Location is up the passageway leading from Fishery Inn car park, off Fishery Road, Hemel Hempstead. Guide Hut is through gate in fence on right hand side.** • **Designate task of guiding ambulance to specified person.** • **All BMT staff to have mobiles switched on with sufficient charge.** • **Emergency Procedure for Schools and Visiting Groups to be followed if necessary.**	**Ongoing assessment**
			River water too fast flowing or deep for safe working	**MEDIUM**	• **River work only to be undertaken in summer term due to water levels.** • **BMT staff to assess beforehand.** • **If water deemed to be too deep or fast flowing, work will be confined to river bank, alternative area or trip cancelled.**	**Ongoing assessment**
			Drowning (including dry drowning or secondary drowning) **Getting stuck in river e.g. river bed, falling over**	**MEDIUM**	• **Groups to be supervised at all times by sufficient adult to pupil ratio based on age and ability. River bed is relatively stable under foot, e.g. shingle, rather than clay/silt etc.**	**Ongoing assessment**

					• BMT staff trained in first aid. • First aid equipment is available in BMT staff rucksacks. • Verbal instruction to stay back from river edge and to take care when in river itself. • Emergency Plan for Work Near Water to be followed if necessary. • Give card on Drowning and symptoms to anyone falling into water (kept in BMT staff rucksacks and relevant resource boxes).	
			Falling or slipping whilst in river	**MEDIUM**	• River work only to be undertaken in summer term due to excessive vegetation growth. • Safety talk to highlight risks. • Children under Year 4 not permitted to undertake river work or visitors who are vulnerable in physical or mental capacity. • Indicate boundary of river area where work is allowed (takes depth of river into account). • Stop activity if any participant misbehaves. • River bed is relatively stable under foot, e.g. shingle, rather than clay/silt etc. • Written instruction to schools or groups to wear wellingtons. No participant to be allowed in river without them. • Emergency Plan for Work Near Water to be followed if necessary.	**Ongoing assessment**
			Cuts/abrasion from object on river bed	**LOW**	• Verbal instruction to highlight risk. • Use gloves. • Wellingtons must be worn by participants, volunteers and BMT staff.	**Ongoing assessment**
			Falling or slipping on river bank	**MEDIUM**	• Safety talk to highlight risks. • Provide sitting area well back from river edge. • Participants to sit when not immediately involved. • Stop activity if any participant misbehaves. • If river dipping from edge, stay low. • Emergency Plan for Work Near Water to be followed if necessary.	**Ongoing assessment**
			Poisonous or harmful	**MEDIUM**	• Verbal instruction to warn of risks.	

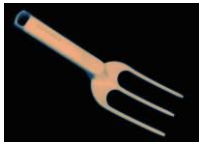
			plants in river or on bank		• **Identify plants to be avoided at specific locations (e.g. nettles, hemlock, ragwort, woody nightshade) and advise participants not to touch plants unless they have been asked to do so.** • **Written instruction to schools or groups advising that long trousers should be worn.** • **Clean hands thoroughly. Use soap and warm running water facilities as soon as possible. Dry hands with paper towels. Hand wipes or waterless hand sanitiser to be used immediately where water is not available but hands to be washed at earliest opportunity and before eating or drinking. Not to be used as a substitute for proper hand washing.** • **Keep grass length at working areas and routes to them reasonably low.** • **COSHH assessments completed.**	**Ongoing assessment**
			Weil's Disease and any other water-borne infections, blue-green algae etc. – zoonoses from wildlife or grazing livestock or Lyme Disease from tick bites	**MEDIUM**	• **Wear gloves when in river or handling equipment that has been in contact with river water.** • **Cover up any large cuts or open wounds.** • **Clean hands thoroughly. Use soap and warm running water facilities as soon as possible. Dry hands with paper towels. Hand wipes or waterless hand sanitiser to be used immediately where water is not available but hands to be washed at earliest opportunity and before eating or drinking. Not to be used as a substitute for proper hand washing.** • **Use of Gadespring or Guide Hut if pre-booked.** • **Verbal instruction to keep face/hand contact to a minimum.** • **Safety talk, prior to activity, warning of risks.** • **Ensure visiting staff/leaders know symptoms if anyone falls into water.** • **Give card on Weil's Disease and symptoms to anyone falling into river (kept in BMT staff rucksacks and relevant resource boxes).**	**Ongoing assessment**

					• Do not use river site if blue green algae present or other visible contamination. • COSHH assessments completed. • Advise that long trousers should be worn for visits to river bank to minimise exposure to ticks. • BMT staff awareness. • Inform visiting groups of risk of ticks and Lyme Disease and request feedback on any ticks to BMT. • Display information in Gadespring building on tick bites. • Give card on tick bite removal and Lyme Disease symptoms to anyone finding a tick (kept in BMT staff rucksacks). • BMT staff and volunteers should not remove any ticks found. Instead, participants should be advised to visit their GP. Children to be sent direct to school medical staff or to parents and GP for immediate tick removal.	
			Bite from water fauna	MEDIUM	• Wear gloves to protect against bites and other injuries.	Ongoing assessment
			Injury from grazing livestock	MEDIUM	• Do not use areas with livestock for river studies courses. • Verbal instruction to leave any livestock alone. • If livestock approach too closely, move away to safe distance and wait for animals to leave.	Ongoing assessment
			Walking beside the canal and falling in Drowning, dry drowning, secondary drowning Weil's Disease	MEDIUM	• Verbal instruction to walk on towpath of canal in a line no more than two abreast and away from canal edge. • Adults to be positioned at front, at back and along the line with adequate number for supervision of group. • If stopping by the canal, stand away from edge, in a line. • Be vigilant for other towpath users (particularly with bicycles or dogs). To allow these to pass, stand in a line, away from the	Ongoing assessment

					canal edge. • Be vigilant for fishermen and equipment, and equipment from barges, creating a trip hazard across the tow path. • Emergency Plan for Work Near Water to be followed if necessary. • BMT staff to carry throw rope for work involving walks by the canal. • BMT staff to be trained in use of throw rope.	
			Danger from walking beside, on or across a road or around moving vehicles Road traffic accident, collision with vehicle Motor vehicles, bikes, cycles, horses	MEDIUM	• Verbal instruction to walk in a line no more than two abreast. • Adults to be positioned at front, at back and along the line with adequate number for supervision of the particular group. • Remind participants they are on or close to a road and of associated risks. • Verbal instruction on safe crossing given to group before reaching a road. • Group instructed to wait a safe distance back from the road edge. • When crossing Fishery Road, high visibility clothing to be worn by BMT staff member(s). Stop the traffic using hand signals and then instruct the group to cross. Staff member(s) will then cross and allow the traffic to proceed. • Follow Use of Boxmoor Guide Hut Method Statement for crossing Fishery Road. • New workplace transport risk assessment for Trust Centre	Ongoing assessment Issue delivery plan to visiting groups
			Hypothermia or sunburn/dehydration due to no indoor facilities or extensive shelter at river sites	MEDIUM	• Written instruction to schools or groups prior to visit that there is a limited indoor facility and no extensive shelter at river sites. • Emphasise need to bring appropriate clothing, footwear, drinks, hats and sunscreen. • If weather likely to be very bad or unsuitable, trip to be cancelled. • In summer, when necessary, erect temporary canvas to provide shade or shelter when	Ongoing assessment

					sitting on riverbank. • Use of Gadespring. Use of Guide Hut if pre-booked.	
			Contact with water quality testing chemicals	MEDIUM	• Use test strips that minimise chemical quantities/exposure where possible. • Only BMT staff members to handle liquid chemicals. • Use liquid chemicals low down, not above participants' heads. • Use test tubes with lids. Fit lids and place entire apparatus into zip-lock bag before shaking. • Shake equipment away from faces. Wear gloves. • Place apparatus in large zip-lock bag after experiment, until cleaning. • Wash out apparatus with water and dispose of any contaminated bags. • Follow River Quality Physical & Chemical Measurement Method Statement. • COSHH assessment carried out. • Information on hazards and precautions to be taken with chemical testing kit kept with apparatus. Test strips sufficiently low risk to not require a Material Safety Data Sheet. • Eye wash kept in staff rucksack. If using liquid chemicals, also available in river studies box.	Ongoing assessment
			Visiting staff being alone with class or group at lunch time	LOW	• Visiting staff/leaders asked to bring mobile phone and first aid kit. • BMT Centre can be contacted on 01442 253300. • Information for emergency services available to visiting staff and should be included in school/group risk assessment.	Ongoing assessment
RED 005	NATURAL ARTS AND CRAFTS	• Staff • Volunteers	Injury from twigs/splinters	MEDIUM	• Verbal reminder, adult supervision.	Ongoing assessment

	 E.g. Colour Hunt and Texture Hunt	• **Participants**	**Collecting natural materials (e.g. vegetation risk of picking up inappropriate materials such as dead or living animals, faeces, hazardous plants) /touching soil/berries, causing germs to pass to mouth/cuts** **Allergen, phobia, anxiety, hazardous substance** **Slips or trips** **Weather**	**MEDIUM**	• **Cover cuts or abrasions (gloves or plaster).** • **Verbal instruction to have minimal face/hand contact.** • **Verbal instruction about specific items not to be collected. Follow Colour Hunt and Texture Hunt Method Statements.** • **Clean hands thoroughly. Use soap and warm running water facilities as soon as possible. Dry hands with paper towels. Hand wipes or waterless hand sanitiser to be used immediately where water is not available but hands to be washed at earliest opportunity and before eating or drinking. Not to be used as a substitute for proper hand washing.** • **COSHH assessments completed.** • **First aiders aware of symptoms of anaphylaxis / allergy.** • **Suitable clothing to be worn.** • **Do not use areas that have had grazing livestock (withdrawal period of 21 days).**	
			Tripping and falling while using pencils	**LOW**	• **Sensible footwear to be worn.** • **Care to be taken and point out the risks of uneven or slippery surfaces.** • **Not to run with pencils.**	**Ongoing assessment**
			Using and moulding found clay - cuts from hidden flint	**LOW**	• **Wear gloves.** • **Use trowels.** • **Close adult supervision.**	**Ongoing assessment**
			Mud sculptures	**LOW**	• **Where existing cut exists, provide vinyl powderless gloves.** • **Clean hands thoroughly. Use soap and warm running water facilities as soon as possible. Dry hands with paper towels. Hand wipes or waterless hand sanitiser to be used immediately where water is not available but hands to be washed at earliest opportunity and before eating or drinking. Not to be used as a substitute for proper hand washing.** • **Advise participants to be careful not to flick mud.**	**Ongoing assessment**

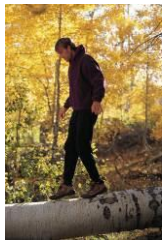
RED 006	**CRAFT ACTIVITIES** 	• Staff • Volunteers • Participants	**Cutting or piercing from scissor or knife blade**	**MEDIUM**	• Close adult supervision. • Staff awareness that scissors or sharp implements are not to be left unattended. • If to be used by younger children or vulnerable adults, use special children's scissors only. • Give instruction on safe use according to age, ability and activity. • Verbal instruction that participants should not run around with sharp objects and to store them safely.	**Ongoing assessment**
			General use of craft items	**LOW**	• Suitable craft tools and equipment selected according to age and ability of participants. • All items to be checked for safety before use and after use. Any damaged equipment to be removed. • Instructions (verbal or written) given to participants.	**Ongoing assessment**
			Use of paints, pens and glues	**LOW**	• Paint, pens and glues to be generally non-toxic and low solvent/odour. • COSHH assessments completed • Adult supervision provided.	**Ongoing assessment**
			Paper cut from worksheet etc.	**LOW**	• Have first aid kit available. • Good quality paper used to reduce risk of cuts.	**Ongoing assessment**
RED 007	**GENERAL TOOL USE BY CHILDREN** 	• Staff • Volunteers • Participants	**Injury from use of tools**	**MEDIUM**	• For general courses, age limits or ability may apply to tool use. • Children to have close adult supervision, with a ratio dependent on their age, ability and the tool being used. • Adhere to correct Method Statements on tool use. • Before using any tools, give full verbal instruction and demonstration. • Carefully supervise a child when tool is first used. • Tools to be removed from children if behaviour is not sensible. • Safe storage of tools.	**Ongoing assessment**

NB. Livestock Risk Assessment (RED 008) below is also included in the Notice to Teachers that must be completed and returned before a course involving a visit to the Livestock Barns takes place. Any changes to this Risk Assessment must be copied across to that document.						
RED 008	**SCHOOL OR GROUP WORK/ GUIDED WALK, INVOLVING LIVESTOCK**	• **Staff** • **Volunteers** • **Participants**	**Contraction of zoonoses, including E. Coli, cryptosporidium, Q fever, salmonella, campylobacter etc.** **Lyme Disease from tick bites**	**BEFORE CONTROL MEASURES** **HIGH**	• **Written instruction to schools or groups prior to visit on specific safety issues regarding zoonoses.** • **Wear wellington boots or other similar footwear that can be washed with disinfectant in the boot washer on leaving the Livestock Barns area and dipped for biosafety reasons before entering the Livestock Barns area.** • **Standing area by Livestock Barns and route to minibus to be swept clean prior to visit.** • **Hard standing to reduce puddling.** • **No prams or wheelchairs to enter the Livestock Barns.** • **Disinfectant spray to be used to clean wheels of wheelchairs or prams following visit.** • **Gloves to be worn when cleaning/emptying bootwasher.**	**Ongoing assessment**

				AFTER CONTROL MEASURES **MEDIUM**	• **Ensure participants, particularly children, only touch animals under close supervision in designated contact area/where animal is held by a member of BMT staff.** • **Supervision ratio for children and adults with additional support needs appropriate to age, ability and activity.** • **Minimise visitor contact with gates and railings where possible. Hold gates open and remind visitors to stay clear as they move through.** • **Where appropriate, use temporary barrier to keep participants, particularly children or vulnerable adults, away from fencing/pens.** • **Try to avoid puddles in paddock because of muck and urine present.** • **Verbal instruction to have minimal face/hand contact.** • **Requirement for hand washing at end of visit highlighted by notice.** • **Dedicated hand washing station suitable for children at Livestock Barns for livestock visits.** • **Directions to handwashing stations and 'Have You Washed Your Hands?' signs (setting out hand washing technique) displayed.** • **Verbal instruction on hand washing technique and duration immediately prior to hand washing.** • **Supervision of hand washing.** • **Clean hands thoroughly. Use soap and warm running water facilities as soon as possible. Dry with paper towels. Hand wipes or waterless hand sanitiser to be used immediately where water is not available but hands to be washed at earliest opportunity and before eating or drinking. Not to be used as a substitute for proper hand washing.**	

					• **Handwashing to be carried out after boot cleaning at end of visit.** • **COSHH assessments completed.** • **Cleaning of Livestock Barns handwashing facilities and toilets in line with Livestock Barns Toilets Cleaning Method Statement.** • **Written instruction to schools or groups prior to visit warning that new or expectant mothers are not to be involved in this activity. Warning reiterated at start of visit so they do not take part.** • **Follow Livestock Visits Method Statement.** • **Snook's End facilities upgraded substantially for safe livestock visits and facilities maintained in accordance in accordance with good practice.** • **Advise that long trousers should be worn when walking through sheep fields to minimise exposure to ticks.** • **BMT staff awareness.** • **Inform visiting groups of risk of ticks and Lyme Disease and request feedback on any ticks to BMT.** • **Display information in Old Barn on tick bites.** • **Give card on tick bite removal and Lyme Disease symptoms to anyone finding a tick (kept in BMT staff rucksacks).** • **BMT staff and volunteers should not remove any ticks found. Instead, participants should be advised to visit their GP. Children to be sent direct to school medical staff or to parents and GP for immediate tick removal.**	
			Trampling/butting causing bruises, cuts and grazes	**MEDIUM**	• **Ensure animals are securely penned (or haltered where appropriate) at the Livestock Barns.** • **In fields containing livestock, instruct group to walk quietly and calmly and not to approach the animals.** • **Supervision ratio for children and adults with additional support needs appropriate to age,**	**Ongoing assessment**

					ability and activity. • Participants to stay together in a group. • Discourage any approaches and feeding; circumnavigate livestock where appropriate. • Do not take carrier bags into fields with lambs. • Instruct participants to walk calmly at all times, even if concerned.	Ongoing assessment
			Miscarriage or ill health in pregnant women	BEFORE CONTROL MEASURES HIGH AFTER CONTROL MEASURES MEDIUM	• If lambing ewes are involved, ensure that pregnant women do not come into contact with livestock. Pregnant women are advised to limit direct contact with any livestock. • Written instruction to schools or groups prior to visit warning that new or expectant mothers not to be involved in this activity. Warning reiterated at start of visit so they do not take part.	
RED 09	WORKING IN GREEN CROFT 	• Staff • Volunteers • Participants	Crossing driveway	LOW	• Inform participants of risk. • Stop/look/listen. • Lead children across with adult. • Where appropriate, young children to hold hands with adult as far as possible or with child who is holding adult's hand.	Ongoing assessment
			Slipping on slope in wood	LOW	• Stop at small steep slope entering Greencroft. • Suggest using tree trunk for support if needed. • Remind participants to proceed carefully and slowly. • If Greencroft very slippery in winter, have wood chippings placed on path to keep it safe. • Sensible footwear to be worn.	Ongoing assessment
			Falling down dell hole	LOW	• Rope off dell hole where appropriate and explain risks.	Ongoing assessment
			Being hit by golf ball	LOW	• Keep participants in woods; do not venture onto golf course. • There should be a low risk of stray balls bearing in mind trajectory of play and	Ongoing assessment

					position of greens/flags on the course.	
RED 010	FOREST SCHOOL ACTIVITIES 	• Staff • Volunteers • Participants	Lost child – higher risk than normal groups due to more autonomous activities	MEDIUM	• All children to wear high visibility jackets. • Regular head counts, ratio of adults to children at least 1:5. • Ensure Forest School Leader has whistle so participants can hear. • Forest School Leader observes group during activities. • All adults to be aware of the whereabouts of children. • Teach recall game: '123 - Where Are You?' • Tie rope boundary (using visible colour of rope where possible) around main Forest School classroom; ensure participants understand that they should stay inside the boundary. • When using extended areas of woodland, ensure close adult supervision and point out natural boundaries, e.g. fallen log, ditches, specific trees.	Ongoing assessment
			Moving logs and sticks - children (manual handling, splinters, wildlife etc.)	MEDIUM	• Children to be instructed as to size constraints and safest methods of moving logs. Staff are trained in manual handling.	Ongoing assessment
			Using ropes - children	LOW	• Children to be shown correct knots and be supervised in small group to gain confidence. • Sensible exploration with logs on ropes encouraged. • Ropes can be used for pulleys.	Ongoing assessment
			Using blind folds - children	LOW	• Adult to supervise selection of area to be used. • Appropriate adult supervision of children using blindfold rope walk. • If partner is supporting, ensure they are sensibly helping the blindfolded person. • Encourage clear communication.	Ongoing assessment
			Tree climbing - children	MEDIUM	• Ensure children are carefully and	Ongoing

					appropriately supervised. • Before using trees, perform a visual check on suitable trees for this activity. • Ensure children know the risks and precautions to take. • Comprehensive tree safety management plan in place for the whole estate. • Height restrictions on climbing to match age and ability of children.	assessment
			Use of extended area to site	LOW	• Children to have adult supervision when moving to extended area. • Boundaries to be set. • Perform site check before any other area is to be used.	Ongoing assessment
			Balancing logs - slips, trips, falls. Log moving when being climbed on, fungi, bacteria, splinters. Children using balance beams to learn to balance, a skill they may not have fully developed. Because of this they may fall off at times.	MEDIUM	• The balancing logs are specifically selected. • Children are instructed to carefully stand on the balance log and keep themselves steady. • Balance beams are simple and do not require much instruction on how they are meant to be used. • This is a supervised activity. • BMT staff are trained in first aid. First aid equipment is available in BMT staff rucksacks. • Fall zone/area around the balance beams is kept clear of obstructions should a child fall. • The walking surface is only of low height (twelve-inch maximum for pre-school age children and sixteen-inch maximum for school-age children. The Critical Height must be the same height or taller). • The balance logs are chocked/secured where required to prevent movement and the support posts/chocks checked so these do not create a tripping hazard.	Ongoing assessment
			Outdoor classroom - slips, trips, falling objects/trees, bacteria, plants, lost child	LOW	• Rope boundary. • Sufficient adult to child ratio. • Area is made as naturally safe as possible and any natural hazards are pointed out.	Ongoing assessment

					• Wash hands before eating, drinking.	
			Log circle – slips, trips, falls. Fungi, bacteria	LOW	• Area is checked before use. • Instruction given to children. • Suitable adult to child ratio.	Ongoing assessment
			Fire - burns, smoke, fire spread	MEDIUM	• BMT fire circle rules followed. • Numbers around the fire to be limited and supervised at all times. • Ensure fire is always supervised by trained adult adhering to correct Method Statement. • Ensure burns kit and water available. • Trained first aider on site. • Light fire only in designated place away from over-hanging branches. • Keep equipment away from fire and have sand/water or fire beater available.	Ongoing assessment
			Building or using a shelter (particular due to risk of collapse, falling objects, low clearance etc.) Leaving rope used for hanging tarpaulin out (head or neck injury, falls, hanging)	LOW	• Instruction given to participants. • Always check a shelter before entry. • Ensure participants are aware of sensible behaviour around a shelter. • Participants not to be in shelter during construction. • Rope for hanging tarpaulins during shelter building must be untied after use.	Ongoing assessment
			General- being in the woods, walking around, falling trees/branches, zoonoses, wildlife, Lyme Disease, manual handling of Education items causing injury	LOW	• Sufficient adult to child ratio ensured. • Tree Safety Management Plan. • Method Statements for activities. • BMT staff are trained in first aid. First aid equipment is available in BMT staff rucksacks. • Education boxes for storage of goods are kept secure when not in use - reduce manual handling required.	Ongoing assessment
RED 011	USING SPECIALIST TOOLS	• Staff • Volunteers • Participants	Cut or injury from potato peeler or knife	MEDIUM	• Give instruction and demonstration on how to use peelers safely. • Children to be well supervised according to age and ability. • Only to be supervised by trained adult	Ongoing assessment

					adhering to correct Method Statement.	
			Cut or injury from using saw	MEDIUM	• Children to be well supervised according to age and ability. • Only to be supervised by trained adult adhering to correct Method Statement. • Saw only used as a tool for two people.	Ongoing assessment
			Cut or injury from using billhook	MEDIUM	• Children to be well supervised according to age and ability. • Only to be supervised by trained adult adhering to correct Method Statement. • Billhook only used as a tool for two people.	Ongoing assessment
			Cut or injury from using loppers	MEDIUM	• Children to be well supervised according to age and ability. • Only to be supervised by trained adult adhering to correct Method Statement.	Ongoing assessment
			Injury from using mallets	MEDIUM	• Children to be well supervised according to age and ability. • Only to be supervised by trained adult adhering to correct Method Statement.	Ongoing assessment
RED 012	USING A FIRE	• Staff • Volunteers • Participants	Parents attending fire session	MEDIUM	• Parents attending session are asked to pay attention to BMT fire circle rules when we recap these with children. • If numbers are large, special seating area to be arranged so they will be able to see all events. • Numbers around the fire to be limited but, if numbers are appropriate, adults will be invited to support children whilst cooking food on fire.	Ongoing assessment
			Risk of burns	MEDIUM	• Ensure fire or Kelly kettle is always supervised by trained adult adhering to correct Method Statement. • Ensure burns kit and water available. • Trained first aider on site.	Ongoing assessment
			Risk of scalding	MEDIUM	• Ensure fire or Kelly kettle is always supervised by trained adult adhering to correct Method Statement. • Ensure Kelly kettle is correctly positioned, pointing away from anyone and cork is	Ongoing assessment

					removed before placing on heat. • Ensure burns kit and water available. • Trained first aider on site.	
			Risk of fire spreading	MEDIUM	• Ensure fire or Kelly kettle is always supervised by trained adult adhering to correct Method Statement. • Light fire only in designated place away from over-hanging branches. • Keep equipment away from fire and have sand and water available.	Ongoing assessment
RED 013	FIRST AID TREATMENT 	• Staff • Volunteers • Participants	Contraction of blood carried diseases, e.g. HIV, hepatitis strains or other bodily fluids	MEDIUM	• Suitable equipment (gloves, waste bags etc.) in first aid kits. • Wear disposable gloves (vinyl powderless to minimise chance of allergic reaction or skin irritation from latex). • Dispose of non-infectious first aid waste (e.g. cleansing wipes) by double wrapping in plastic bags and then disposing of in the sanitary bin in the ladies' toilet in BMT Centre. • Dispose of known infectious waste by placing in yellow clinical waste bag. Contact specialist waste disposal service provider for disposal. • Disinfection of areas contaminated by bodily fluids using bodily waste disposal kit in rucksacks, Old Barn cleaning cupboard or at BMT Centre. Use Milton or other child-safe disinfectant (or, if unavailable, bleach, followed by rinsing with copious amounts of water).	Ongoing training
			Violence/aggression from patient or accusation of mistreatment or inappropriate behaviour e.g. some illness can cause aggression or delusion/mental confusion	HIGH	• First aid training and refresher. • CRB/DBS checks and safeguarding training. • First aid kit regularly topped up and not out of date. • Emergency Procedure for Schools and Visiting Groups to be followed.	Ongoing assessment

			Anxiety, phobia, mental health, PTSD	MEDIUM	• Dealing with serious first aid incidents can cause trauma to the first aider. • BMT staff are trained in first aid. • Staff would be supported post incident on a case by case basis if needed.	Ongoing assessment
			Danger from initial problem, e.g. electrocution, fire etc.	HIGH	• Ensure area is safe before administration of first aid. • First aid to be administered by a trained person only.	Ongoing assessment
RED 014	VEHICLE MOVEMENTS BMT vehicles, public vehicles, staff vehicles and general traffic on the roads (particularly when crossing roads to go to Snook's End, Boxmoor Guide Hut or other areas of the BMT estate) 	• Staff • Volunteers • Participants • Road users	Vehicles striking pedestrians, objects or buildings	MEDIUM	• Walks and visits away from traffic routes as far as possible. • Adult supervision of children. • Staff training. • Signs displayed for traffic control, speed limits, parking etc. where necessary, e.g. roadway, car parking. • Ample parking areas, liability disclaimer signs displayed. • Safe pedestrian routes provided as far as possible. • High visibility clothing worn as appropriate around moving vehicles. • Verbal instruction on safe crossing given to group before reaching a road. • Group instructed to wait a safe distance back from the road edge. • Staff member(s) will then cross and allow the traffic to proceed. • When crossing London Road by the BMT Centre, high visibility clothing to be worn by BMT staff member(s). At least two members of staff to find the most suitable place to cross away from the bend. Stop the traffic using hand signals and then instruct the group to cross, ensuring all participants stay between the two members of BMT staff. Staff member(s) will then cross and allow the traffic to proceed. • KS2 (9-11) groups and BMT Ranger (8-11)	Ongoing assessment The BMT Transport Plan should be used for new/existing bookings.

					groups to be supervised as above. Younger groups or vulnerable adults should be advised to use a minibus to reach Snook's End for livestock visits or will attend with parental/adult supervision for non-school groups. • New workplace transport risk assessment for the Trust Centre and Transport Plan for visitors.	
			Road traffic accident	MEDIUM	• Only carry passengers in suitable BMT vehicles which are covered by insurance for BMT activities (or use own vehicles). • Maintain BMT vehicles in roadworthy and safe state. • Maintain road systems. • Staff driving licences to be validated at least annually using the DVLA Share Driving Licence website and staff only to use vehicles as authorised. • Children to use age appropriate seating equipment, e.g. booster seats.	Ongoing assessment
			Car park and moving vehicles beside the Old Barn and BMT Centre	LOW	• Verbal instruction explaining that areas beside Old Barn and BMT Centres are car parks and that care should be taken. • Place sign at Old Barn so that drivers are aware children may be around. • At start of visit, class or group to be taken off car park area at BMT Centre. • Written instruction to schools and groups where parents are dropping children off independently that BMT should be advised of this in advance and that visiting staff/leader should complete risk assessment and be present to supervise well before any arrivals. • BMT staff and others (e.g. contractors) driving on tracks, particularly in teaching areas, to be aware of possibility of visitors and to drive accordingly. • Adults to be positioned at the start and end of groups to watch and listen for oncoming	Ongoing assessment The BMT Transport Plan should be used for new/existing bookings.

					vehicles. • If using track outside Old Barn for lunchtime play or teaching activity, position adults at either end and place cones. • Verbal instruction at end of visit, before descent to BMT Centre, that there is a car park at the bottom of the track and that an adult should head the group. • New workplace transport risk assessment for the Trust Centre and Transport Plan for visitors.	
RED 015	PUBLIC ACCESS INDEPENDENT USE OF LAND BY PUBLIC 	• Independent visitors	Uneven/slippery ground/trip hazards	MEDIUM	• Ensure suitable paths and clear of debris as far as possible. • Keep paths open and cut back vegetation. • Regular path and boardwalk checks and maintenance. • Wire on boardwalk. • Red, orange, green and blue walks – have a map / leaflet detailing some of the more significant risks e.g. chalk mine.	Ongoing assessment. [JC is documenting risk assessment for specific routes]
			Falling trees or falling branches	LOW	• Inform Estate Manager as soon as possible if any problems with trees or hanging branches etc. are identified. • Comprehensive tree safety management plan in place for the whole estate.	Ongoing assessment
			Risk from poisonous or harmful plants, including nettles	LOW	• Cut vegetation back from paths, where appropriate.	Ongoing assessment
			Access problems for ambulance (for calls from the general public)	MEDIUM	• Grid Reference (TL028055) and the GPS coordinates (51.738935, -0.512184) for Old Barn Education Centre in display board in shelter at Old Barn Education Centre. • Map of Westbrook Hay estate area in display board in shelter at Old Barn Education Centre. • BMT Centre contact details in display board in shelter at Old Barn Education Centre.	Ongoing assessment

			Use of Tramper		• **Staff awareness and training.** • **Before Tramper use, Education or Community bookings at Old Barn to be checked in diary and Education and Community staff to be consulted before firm booking made.** • **Training to be given to members of the public before Tramper use.** • **Tramper has specific risk assessment, map and documented instructions.** • **Policy on Tramper Use.**	**Ongoing assessment**
RED 016	**BEING OUTSIDE** 	• **Staff** • **Volunteers** • **Participants**	**Adverse weather** **Ultra-violet radiation (skin burns, skin cancer)** **Extremes of temperature** **Dehydration**	**MEDIUM**	• **Staff awareness and training.** • **Work arranged to avoid work outside during adverse weather.** • **Information to visiting school/group.** • **Wet/warm weather clothing.** • **Sensible non-slip footwear.** • **Adequate rest breaks and drinks.** • **Rest areas heated.** • **Wide brimmed hats advised during the summer.** • **Sun block to be used.**	**Ongoing assessment**
		• **Staff** • **Volunteers** • **Participants**	**Pollen, dust** **Bee or wasp stings** **Irritant plants, weeds** **Allergies, phobias, anaphylaxis**	**MEDIUM**	• **Anyone suffering hay fever to take antihistamines as prescribed by their doctor.** • **Health questionnaire for new staff and request information from volunteers.** • **COSHH assessments.** • **Up to date on tetanus.**	**Ongoing assessment** **Consider wasp traps outside**

RED 017	**GENERAL EDUCATION AND COMMUNITY WORK (WHERE NOT COVERED ABOVE)**	• Staff • Volunteers • Participants	**Slips, trips, falls**	**MEDIUM**	• Wear appropriate non-slip footwear appropriate for the work environment. • Staff to be aware of potential slips or trip hazards and, where possible, to work to eliminate these or highlight them. • Checks on boardwalk recorded. • Limited work at height – use steps or kick stool to reach shelves, cupboards etc. and check equipment before use. • Regular checks on housekeeping. • Adequate lighting. • Maintenance of floor surfaces. • Trailing cables to be avoided or made safe e.g. with cable covers. • Assessment of work site.	**Ongoing assessment**
			Manual handling, repetitive work	**MEDIUM**	• BMT staff have been formally trained in manual handling. • Volunteers, participants etc. to be given demonstration of safe handling techniques. • Avoid manual handling if possible, e.g. can use BMT vehicle. • Use backpack which spreads weight safely if carrying loads outside. • Use trolleys, sack trucks and team lifting where needed. • BMT staff aware that they should not lift beyond their capacity and to request help if needed. • Floors kept clean and clear. • Adequate lighting in work area. • In-house training is given for tasks. • Job rotation and rest breaks to control tasks.	**Consider health surveillance**
			Falling objects	**LOW**	• Safe storage on shelves, in cupboards. • Tree safety management across estate to reduce risk of falling branches/trees.	**Ongoing assessment**

			Lone or remote working (accident, sudden illness, contact with public)	**Medium**	• **Staff training and awareness.** • **Education & Community team has safe working procedures in place for lone or remote working and emergency procedures are documented.** • **Carry charged mobile phones with emergency contract numbers.** • **Know where BMT staff and volunteers are working and when they are expected back.** • **Staff are medically fit to work alone.** • **Only work suitable for lone or remote working undertaken or wait /call for assistance.**	**Consider health surveillance** **BMT overall Lone Working Policy to be implemented**
			Work near water	**MEDIUM**	• **Staff training and awareness.** • **Staff are medically fit to work.** • **Sensible non-slip footwear worn.** • **No lone working unless assessed safe to do so.** • **Throw rope available.**	**Consider health surveillance**
			Work on slopes, banks, ditches	**LOW**	• **Sensible footwear to be worn.** • **Kept clear as far as possible.** • **Staff aware of risks e.g. wet grassy bank will be slippery.** • **Mobile phones to be carried in case of emergency.**	**Ongoing assessment**
			Moving vehicles - risk of being run over	**MEDIUM**	• **High visibility clothing to be worn if necessary e.g. if directing traffic.** • **All internal roadways used by BMT staff vehicles to be driven at slow speeds.** • **Avoid using the school track at peak drop off and pick up times.**	**Ongoing assessment**
			Driving (running someone over, hitting a stationary object, road traffic accident, failure of vehicle, bad weather, physical or mental incapacity)	**MEDIUM**	• **Avoid use of vehicles if possible.** • **Vehicles are only to be driven by BMT staff with full driving licences which are validated with DVLA periodically.** • **Vehicles are insured, taxed (MOT where necessary), serviced and maintained.** • **Estate vehicles are checked and documented**	**Consider health surveillance**

					by staff. • BMT staff and passengers are insured. • Safety equipment carried (high visibility clothing, first aid kit, fire extinguisher etc. as needed). • Mobile phone carried but not used while driving unless hands-free and safe. • Seat belts worn in estate vehicles. • No smoking. • Any loads secured before driving off.	
			Use of electricity (electric shock, burns, fire, overload, rodent attack or dampness)	LOW	• Electrical testing on installations. • Checked and maintained by competent and vetted contractors. • IP55/IP56 (dust /waterproof) lighting and sockets rated as needed. • Miniature circuit breakers and 30mA RCD fitted in all work areas. • Covers on electrical cabinets. Keep sockets switched off when not in use. Avoid cobwebs around cabinets due to fire risk. • Visual checks by staff. • Vulnerable cables within conduits and armoured cabling used as needed.	Electrical condition report for each building to be kept on file and maintained every 3-5 years or as scheduled by the electrician
			Use of portable electric appliances (electric shock, burns, fire, overheating, trips on cables etc.)	LOW	• Staff training and awareness. • Low risk equipment in use such as office equipment, laminator etc. • PAT Testing carried out annually. • Equipment suitable for the work environment. Guarded, CE marked tools. • Visual checks by staff before use. • Damaged equipment taken out of service.	Ongoing assessment
			Electro Magnetic Fields (EMF) Vulnerable groups e.g. pacemaker, defibrillator, body implants etc.	Low	• Low risk normal type of exposure from Wi-Fi, LANS, mobile phones, electrical installation and CE marked portable electric office and general equipment. • Occupational health questionnaire issued on employment for new staff and volunteers are asked for any health conditions – not thought to be any particularly vulnerable	Jo Clements is looking into EMF across the BMT

					groups or higher risk EMF exposure	
			Noise and vibration exposure (hearing damage, hinder communication/hand arm vibration/carpel tunnel syndrome, nerve damage)	**LOW**	• **Limited exposure to noise or vibration at work.** • **Machinery/equipment only to be used for short periods of time only.** • **Noise can be high during children's play but for peak periods only and generally outside.** • **Use whistles for emergency and to get children's attention.**	**Consider health surveillance**
			Fire (smoke inhalation, loss of life, burns, building collapse etc.)	**MEDIUM**	• **Fire Risk Assessment in place.** • **Building fires for Education visits is subject to risk assessment and a full documented Method Statement which is followed.** • **Fire extinguishers maintained.** • **Staff training in fire safety.** • **Maintained electric tools.** • **Smoking prohibited.** • **Safe storage of flammables.** • **Safe storage of combustible materials.** • **Good housekeeping.** • **Emergency procedures in place.** • **Fire alarm, smoke detectors, emergency lighting in BMT Centre and and Old Barn.**	**Undertake regular fire evacuation drills**
			Hazardous substances (fungi, berries, vegetation, insects, paints, glues, test-kits etc.)	**LOW**	• **COSHH Assessments and full Method Statements to document use of hazardous substances.** • **First aid.** • **Staff training/awareness and part of Education Method Statements.** • **Keep substances used secure and use them safely.**	**Ongoing assessment**

			Housekeeping and welfare	**LOW**	• **Toilets and washing facilities at the BMT Centre and the Old Barn.** • **Welfare facilities include staff room and kitchen facilities, facilities to heat food and make drinks at BMT Centre.** • **Hot and cold running water at the Old Barn, Snook's Barn and BMT Centre. Only use waterless hand sanitisers for immediate use in areas away from buildings until proper handwashing can be undertaken.** • **Adequate rest breaks taken.** • **Good standards of housekeeping.** • **Use of the Guide Hut if pre-booked.**	**Ongoing assessment**
			Stress, anxiety, mental fatigue, phobias, mental health (can lead to depression, heart disease and illness, working under influence of medications)	**MEDIUM**	• **Education Team are supportive of all members and volunteers.** • **Management monitor staff within their work area and provide support to other managers at the BMT.** • **Issues are raised and dealt with on a case by case basis by management and Trustees.** • **Access to Jo Clements as H&S Consultant.** • **Health questionnaires completed by staff and volunteers on employment.** • **Medications to be notified to management.**	**Consider health surveillance** **Stress risk assessment and policy to be documented by BMT as a wider issue**
			Events (illness or accident to person at the event Sharing the land/buildings with other people, increased traffic on-site and in local area)	**MEDIUM**	• **Event management for all internally managed and external managed event.** • **Event risk assessments documented.** • **Emergency plans in place.** • **Terms and conditions in place.**	**Consider using the pre-event / visit checklist**
			Use of machinery and equipment (entanglement, contact with moving parts, cuts, electric shock, burns, noise, dust, vibration, EMF etc.)	**MEDIUM**	• **Staff training and awareness in machinery/equipment in use.** • **Low risk equipment in use such as office equipment, laminator etc. and these are guarded, CE marked and maintained to be safe.** • **PAT Testing carried out annually.** • **Equipment suitable for the work environment and used as intended.**	**Ongoing assessment**

					• **Visual checks by staff before use.** • **Damaged equipment taken out of service.** • **Risk assessment and Method Statements for equipment in use.** • **PPE would be worn as needed.**	
			Vulnerable workers (new or expectant mothers, under 18's, mental or physical health impairment, work experience students / adults)	**MEDIUM**	• **To be assessed on case by case basis.** • **Young Persons' Risk Assessments documented for any under 18's employed.** • **New or expectant mother risk assessment documented for any staff who fall pregnant or return to work.** • **Vulnerable workers risk assessments would be conducted on a case by case basis and appropriate controls implemented.** • **Reduce exposure to livestock where necessary (particularly lambing).** • **Work experience registration form completed for all under 18's which includes contact details, any health issues which may affect them during work so that reasonable adjustments can be made, emergency contractor details.** • **Work experience under 18's are either shadowing Education team and under supervision at all times, or with Estate Team where they must be in pairs on work experience while under supervision of the Estate Team.** • **Over 18 work experience would be given the volunteer registration form are given work appropriate to their ability after adequate safety instruction in the task following the normal BMT H&S documentation and volunteer procedures.**	**Ongoing assessment**

			Abusive calls, bomb threats, break ins, terrorism, aggression etc.	**LOW**	• **Controlled entry into the main BMT building and easy to see people arriving.** • **Lone and Remote Working Policy in place for Education work.**	**The BMT emergency procedures need to be progressed.** **BMT overall Lone Working policy to be implemented**
			Use of laminator Trapped finger, risk of burns, electric shock	**LOW**	• **Only BMT staff and volunteers permitted to use laminator.** • **BMT staff and volunteers to follow BMT Office Risk Assessment for electrical equipment.** • **Portable appliance testing.** • **Laminator is guarded to prevent access to dangerous parts** • **Signs for hot surfaces** • **Keep fingers away from danger areas and hot surfaces**	**Ongoing assessment**
RED 018	**USE OF GADESPRING IN EDUCATION**	• **Staff** • **Volunteers** • **Participants**	**Access into site**	**LOW**	• **There is direct road access from Old Fishery Lane via double gates which are secured by padlock when the site is not in use.** • **Note the Environment Agency has a wayleave from Old Fishery Lane to their gauging weir but their area is secured from general access.**	**Ongoing assessment**
			Vehicle movements and parking	**LOW**	• **Old Fishery Lane is not accessible to coaches so parking is at Camelot Rugby Club followed by walking to the site (see map).** • **Car parking through the front gate (for Trust Staff) if necessary.** • **No vehicle movements during Education visits on site.**	**Ongoing assessment**

			Canal – drowning, deep water, steep sides, Weil's Disease	**MEDIUM**	• **Much of the site has vegetation along the canal bank.** • **Some fencing in higher risk areas to the River Bulbourne/canal.** • **Canal is open in small areas.** • **No under 7's in groups for school visits.**	**Ongoing assessment**
			Canal boat landing points – slips, trips, falls, drowning **Unauthorised access**	**MEDIUM**	• **There are two new landing points for canal boats from the canal to enable local groups and schools this route of entry where requested. One is flat and level with hardcore to provide stable surface. The other has steps and fencing handrail (this will eventually be a ramp).** • **Life buoy/throw line installed.** • **New fencing erected.**	**Ongoing assessment**
			Cress beds / ponds / watercourses / river / weir - drowning, deep water, steep sides, Weil's Disease	**LOW**	• **Fencing alongside the pond and bird watching hide erected to segregate the site.** • **Hide is safe and secure with good quality fencing along the entire length of the pond with a gate to open to access the rest of the site. Hide has key-coded lock so can only be access by authorised persons.** • **Some of the cress beds are dry.** • **One area has deep water.** • **Bridges / steps to access the dry beds and nature areas are maintained – these have relatively non-slip surfaces.** • **Throw line to be used.**	**Ongoing assessment**
			Pond dipping platform	**LOW**	• **Fixed rails (top rail, toe-board and mid rail) around the entire pond dipping platform accessed directly from the path.** • **The depth of the pond for dipping is around 1.5m.** • **Wheelchair accessible.** • **Area for equipment / teaching.** • **Platform width is around 1.5 metres.**	**Ongoing assessment**

			Building	**LOW**	• **Safe access / egress into the building.** • **Electrical supply to the building is maintained to be safe (electrical condition report 03/04/2018 – 03/04/2023).** • **There is adequate lighting.** • **Fire extinguishers in the building.** • **Smoke detection in the building.** • **Hand washing sinks, including low level, provided with soap and hand towels. Hot water has thermostatic valve to keep water at a safe temperature for hand washing.** • **Sink outside for washing pond dipping equipment etc.**	**No disabled access into building. Replace the smoke detector with a 10 year sealed smoke detector and put one in the cupboard. Replace the sink outside.**
			Welfare facilities	**LOW**	• **There is no mains water supply or foul sewer so a Portaloo which includes hand sanitiser is available at the entrance. Hand washing is available in the building.** • **There is no potable drinking water on site so group visitors are advised to bring water for drinking.** • **The well water for handwashing has been tested by Veolia and is suitable for hand washing (but not drinking water).** • **The Portaloo is regularly checked and emptied / cleaned by contractor. Spot cleaning and replenishing of supplies is undertaken by staff.**	**Periodic testing of water quality**
			Walkways, slips, trips	**LOW**	• **There is a pathway along the entire length of the site, running parallel with the canal.** • **Suitable non-slip footwear required.** • **Pathway along the site is mown and maintained as far as possible to manage slip, trip and fall hazards, although narrow in places where there are unavoidable hazards of slips, trips and falls due to the nature and layout of the site (in particular long grass can pose trip hazards). Try to keep the edges clearly defined.**	**Ongoing assessment**

					• **Bridges / steps to access the dry beds and nature areas are maintained – these have relatively non-slip surfaces and hand holds in higher risk areas.**	
			Falls from height	**LOW**	• **There are some steeper areas of the site, including along the walkway. The edges of these are maintained to be visible but there remains a risk of slipping, tripping or falling unless care and attention is given, along with appropriate child supervision. These are mainly in the second half of the site. Children under the age of 7 are not generally advised in this area unless there are high levels of supervision (e.g. 1 adult:2 children).**	**Ongoing assessment**
			General	**LOW**	• **A mains gas pipeline crosses the site (north-south) close to the entrance gates but is not accessible.** • **The old chiller (which has asbestos) has been secured completely shut with no access.** • **There is an electrical supply to the building but no potable water supply.** • **Estate staff and volunteers carry out grounds maintenance e.g. mowing the track, managing vegetation, clearing waterways.** • **The site is open to authorised public to use the bird hide who have key access and combination door lock code to the hide but not during Education activities (they are informed and signs displayed).** • **The site is fenced in high risk areas to reduce the risk of unauthorised access and to reduce the risk of accident e.g. alongside the river.** • **The old wall along the frontage has been assessed for structural safety** • **Fencing alongside the pond and bird watching hide has been erected to segregate the site. Hide is safe and secure with good**	**The Open Day first aid kit should be mounted in the building.** **The barbed wire behind the pill boxes should be removed.** **Bed 25 – if this area is to be utilised for mini beast hunt moving forward to set up area as per the outdoor classroom in**

					quality fencing along the entire length of the pond with a gate to open to access the rest of the site. The hide has a key coded lock so can only be access by authorised persons. There is a key safe in the hide for authorised persons to have access to the rest of the site via the gate.	**the woods.** **Consider a gate / chain across after Bed 25 to restrict access to children. This could be a temporary barrier / chain / rope during Education activities if children are not to go beyond this point.**
			Weather /being outdoors	**LOW**	• **Appropriate clothing and footwear for the weather conditions is required.**	**Ongoing assessment**
			Wildlife – bites / stings / zoonoses. Tick bites – Lyme Disease	**LOW**	• **The site comprises a number of redundant watercress beds as wildlife and nature reserves, several small ponds.** • **Wide variety of birds and wildfowl – could leave fouling / contaminated surfaces.** • **Advise that long trousers should be worn during visits to Gadespring site to minimise exposure to ticks.** • **BMT staff awareness.** • **Inform visiting groups of risk of ticks and Lyme Disease and request feedback on any ticks to BMT.** • **Display information in Gadespring building on tick bites.**	**Ongoing assessment**

					• **Give card on tick bite removal and Lyme Disease symptoms to anyone finding a tick (kept in BMT staff rucksacks).** • **BMT staff and volunteers should not remove any ticks found. Instead, participants should be advised to visit their GP. Children to be sent direct to school medical staff or to parents and GP for immediate tick removal.**	
			Independent groups **(Unsupervised by BMT staff or volunteers)**	**LOW**	• **Inform BMT E&C team of independent booking to ensure no clashes with teaching and to allow visit administration and pre-visit.** • **All independent groups must conduct their own risk assessment and ensure there are adequate child to adult ratios for the age and demographic of children.** • **Independent groups need to bring their own first aid kit and ensure any medications required for their group.** • **Adequate supervision of the group at all times is required on this site.** • **Box Moor Trust Method Statements should be followed where these are provided.** • **Ensure suitable clothing for the weather and terrain is worn.** • **There is no potable water on site so drinking water must be brought.** • **A path is provided along the site – although narrow in places with unavoidable hazards of slips, trips and falls in places due to the nature and layout of the site.** • **Education of KS2 and above is encouraged by the Education team at this site. The site is deemed less suitable for education for younger children unless there is a sufficient number of adults to supervise children and those of appropriate ability to get to and use the dipping platform safely. Be aware of the open water (canal, ponds, river), linear teaching and narrow walkways in part plus ability for parking etc. for them to conduct**	**There is currently no disabled access into the building: consider a mobile ramp.**

					their risk assessment. • **Rodent control carried out in and around the building to control rats as far as possible to reduce risk of Weil's Disease - however due to open canal this risk remains present.**	
RED 19	**FACEPAINTING**	• **Staff** • **Volunteers** • **Participants**	**Allergy/adverse reaction to face paint**	**LOW**	• **Use only Snazaroo branded face paints (water-based, non-toxic, fragrance free, parabens free, suitable for sensitive skin, compliant with EU toy safety and cosmetic regulations), in accordance with manufacturer's recommendations.** • **Parent/carer verbal consent to be given before face painting commences. Ask this adult about any allergies/previous adverse reactions or skin sensitivity.** • **Display information on ingredients and any hazard information supplied with face paints for inspection by parents/carers.** • **Do not apply face paints to children with any allergies/previous adverse reactions or skin sensitivity or who appear to have existing skin conditions.** • **Do not apply face paints in immediate eye area as this is particularly sensitive.** • **Face painting not to be offered to children under 3 years (due to increased likelihood of skin sensitivity). Offer hand or arm painting as an alternative.** • **Parent/carer to remain with child during face painting.** • **Display a sign stating the requirement for parental consent/attendance, plus information on allergies, skin conditions, illness etc.** • **If a reaction occurs, wash with copious clean water.** • **BMT staff trained in first aid.** • **First aid equipment is available in BMT staff rucksacks.** • **At the end of each session, thoroughly clean**	**Ongoing assessment**

					and dry all face painting materials. Disinfect brushes. Store in a clean container. • **Once opened, store face painting materials in accordance with instructions. Dispose of opened face paints after 18 months, in accordance with manufacturer's recommendations - label painting set with date of first use/opening.**	
		• **Staff** • **Volunteers** • **Participants**	**Ingestion of face paint**	**LOW**	• **Do not apply face paints close to the mouth area to avoid ingestion.** • **Keep paints out of immediate reach of children and replace lids etc. when they are not being used.**	**Ongoing assessment**
		• **Staff** • **Volunteers** • **Participants**	**Cross contamination of medical conditions (e.g. conjunctivitis, cold sores, open wounds)**	**LOW**	• **Wash brushes with water between children.** • **Regularly change washing water.** • **No whole faces painted so sponge use is very limited. If a sponge is used, use a new sponge for each child.** • **Do not apply face paints to children who are reported to have or who appear to have existing skin conditions or other medical conditions (e.g. heavy cold). Offer hand or arm painting as an alternative.** • **Only the face painter should handle the face painting equipment.** • **At the end of each session, thoroughly clean and dry all face painting materials. Disinfect brushes. Store in a clean container.** • **Once opened, store face painting materials in accordance with instructions. Dispose of opened face paints after 18 months, in accordance with manufacturer's recommendations - label painting set with date of first use/opening.**	**Ongoing assessment**

		• **Staff** • **Volunteers** • **Participants**	**Injury to eye from paint or paint brush**	**LOW**	• **Warn children to sit still. If necessary, steady child's head under the chin to encourage them to stay still.** • **Parent/carer to remain with child during face painting.** • **Do not paint children under 3 years. Offer hand or arm painting as an alternative.** • **Avoid painting in immediate eye area.** • **Ask customers to form an orderly queue and maintain a clear area around the face painter to avoid crowding and knocking.**	**Ongoing assessment**

Individual activities will be risk assessed as and when required