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Hazard I.D	WORK PROCEDURE	Who is at risk?	HAZARDS	RISK RATING	CONTROLS	FURTHER ACTION
<p>SCHOOL OR GROUP VISITS/GUIDED WALKS</p> <p><i>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.</i></p> <p><i>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.</i></p>						

<p>RED 001</p>	<p>SCHOOL OR GROUP WORK/ GUIDED WALK – GENERAL/ GENERAL USE OF TRUST LAND FOR EDUCATION</p>    	<ul style="list-style-type: none"> • Staff • Volunteers • Participants <p>For zoonoses in particular, the risk is greater to under 7s, the elderly or anyone with a compromised immune system (e.g. organ transplant, HIV etc.).</p>	<p>Access problems for ambulance</p>	<p>MEDIUM</p>	<ul style="list-style-type: none"> • 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. 	<p>Ongoing assessment</p>
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			Getting lost / running away	MEDIUM	<p>Trust led where other adults not present - added words</p> <ul style="list-style-type: none"> • Regular head counts. • Supervision ratio of adults to children appropriate to age, ability and activity. • Warn participants not to wander off and rope boundaries may be set. • 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. <p>Trust led for schools and groups</p> <ul style="list-style-type: none"> - Participants to remain the responsibility of leaders at all times. - Trust staff not included in adult: child ratios. 	Ongoing assessment
			Injury to participant due to inappropriate clothing/footwear	MEDIUM	<ul style="list-style-type: none"> • Written instruction to schools or groups about correct clothing/footwear for activity or weather. • Visitors or volunteers 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 and repair

			Uneven/slippery ground/trip hazards	MEDIUM	<ul style="list-style-type: none"> • Verbal instruction to look out for obstacles and not to run - explain risks. • Encourage participants to wear suitable footwear. • Where appropriate, move any significant hazards on regularly used paths. • On boardwalk, verbal instruction to walk in center 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 or health 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
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			Contact with faeces (dog and other animal)	MEDIUM	<ul style="list-style-type: none"> • 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. • No eating or drinking in fields during BMT-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.) 	
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			<p>Contraction of zoonoses, particularly E. coli infection from sheep and cattle, plus cryptosporidium (higher risk with lambs up to around 11 weeks), salmonella etc.</p> <p>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).</p>	MEDIUM	<ul style="list-style-type: none"> • 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. • 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. • Advise that long trousers should be worn to minimise exposure to ticks. 	Ongoing assessment
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					<ul style="list-style-type: none">• 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.	Ongoing assessment
			Sun burn/dehydration	MEDIUM	<ul style="list-style-type: none">• 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.	

			<p>Asthma/Hay fever</p> <p>Allergic reactions (pollen, bee stings, latex, peanuts or other food allergens, cleaning materials)</p>	<p>MEDIUM</p>	<ul style="list-style-type: none"> • Advise visiting staff/leaders regarding any potential allergies prior to visit. • 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 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 beehives away from main Education and Community areas. • COSHH assessments completed. • If food stuffs are included as part of an activity, advise of this before visit and display/have available information on potential allergens. 	<p>Ongoing assessment</p>
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			Touching or eating berries/fungi	MEDIUM	<ul style="list-style-type: none"> • 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. • Identify berries/fungi to assess risks. 	Ongoing assessment
			General injuries or ill-health	LOW	<ul style="list-style-type: none"> • BMT staff are trained in first aid and use of defibrillator. • Defibrillators are available in Old Barn, Gadespring 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. 	

			Hypothermia	LOW	<ul style="list-style-type: none"> • 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. • 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
			Falling trees or falling branches	LOW	<ul style="list-style-type: none"> • 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 'unofficial' dens or shelters built in the woods. 	Ongoing assessment of site and weather

			Visiting staff being alone with class or group at lunch time	LOW	<ul style="list-style-type: none"> • 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. • 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. 	<p>Ongoing assessment of site and weather</p> <p>Ongoing assessment</p>
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			<p>Night or dusk walks/activities (e.g. bats, badgers or other guided walk) - increased risk of slips, trips, falls, getting lost, anxiety, phobia</p>	<p>LOW</p>	<ul style="list-style-type: none"> • 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. • Under 18s wear high visibility vests. • 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 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 	<p>Ongoing assessment</p>
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					<div>directions to identified routes back to the car park.</div> <div>• BMT staff/volunteers to be fully aware of any identified risks so they can inform visiting group.</div>	
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			<p>Risk of injury due to use infant slings or carriers by visitors. Non-fatal injuries generally caused by dropping or falling, deaths caused by positional asphyxiation (where the baby's body position blocks their breathing and they suffocate if this goes unnoticed) or falling. At the BMT there is the potential due to uneven surfaces, mud, ice etc. which could result in slips, trips and falls which could be made worse being in a remote location from medical assistance.</p> 	<p>LOW</p>	<ul style="list-style-type: none"> • Use of infant slings is at visitor's own risk – for Education run activities, BMT staff will advise mothers/carers with slings of the risk and to take particular care over uneven ground, wet, icy or otherwise slippery or steep areas where there is a greater risk of slips and trips. • 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. • Anyone using slings/carriers will be expected to take all due care and attention for their safety and to follow manufacturer instructions and guidelines at all times as well as maintaining slings/carriers in good condition. • If BMT staff have any concerns these will politely be raised with the mother/carers. • If mother/carers becomes unwell, staff may assist taking the baby from the sling and hold the baby but will not use slings or carriers themselves. All EAC Staff are DBS checked. • BMT staff trained in first aid. • First aid equipment is available in BMT staff rucksacks, in Old Barn and at BMT Centre. • All BMT staff to have mobiles switched on with sufficient charge. • Emergency Procedure for Schools and Visiting Groups to be followed if necessary. 	<p>Ongoing assessment</p>
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					<ul style="list-style-type: none"> • For all members of the public simply visiting the BMT Land outside of organised activities (including attending Events), the BMT accepts no responsibilities should mothers/carers use such equipment. 	
			'Stranger Danger'	LOW	<ul style="list-style-type: none"> • 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 all times. 	
			Risk of injury from approaching dogs	LOW	<ul style="list-style-type: none"> • 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. • Authorised commercial dog walkers are under license. 	

			Risk from poisonous or harmful plants, including nettles	LOW	<ul style="list-style-type: none"> • 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. 	<p>Ongoing assessment</p> <p>Ongoing assessment</p> <p>Ongoing assessment</p>
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			Paper cut from worksheet etc.	LOW	<ul style="list-style-type: none">• Have first aid kit available.• Use plaster if needed e.g. for pond dipping or other activity where risk of bacteria entering.	Ongoing assessment
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			<p>Contact with cleaning chemicals</p>	<p>LOW</p>	<ul style="list-style-type: none"> • 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 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. 	<p>Ongoing assessment</p>
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RED 002	<p>POND DIPPING</p>   	<ul style="list-style-type: none"> • Staff • Volunteers • Participants 	<p>Drowning (including dry drowning or secondary drowning)</p> <p>Standing on clay bottom - could become stuck</p>	MEDIUM	<ul style="list-style-type: none"> • Two available pond dipping stations: Old Barn 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 to stay at assigned location during dipping. Kneeling only at Gadespring pond. Keep participants out of the water. Rescue pole at Gadespring. • 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). • Safety rails and pond surround at pond dipping platforms maintained. • Ensure school or group staff member present with group, not just parent helpers. 	Ongoing assessment
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			Falling/slipping/tripping	MEDIUM	<ul style="list-style-type: none"> • 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. Non-slip surface at Old Barn pond. • Improved pathway and surface at Old Barn to reduce slips and trips. 	Ongoing assessment
			Weil's Disease and any other water-borne infections, blue-green algae etc.	MEDIUM	<ul style="list-style-type: none"> • 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. • COSHH assessments completed. 	Ongoing assessment



			Bite from water fauna such as dragonfly larvae or water boatmen	MEDIUM	<ul style="list-style-type: none"> Warn participant of biting animals within the water. 	Ongoing assessment Ongoing assessment
			Skin allergy to gloves	LOW	<ul style="list-style-type: none"> Use vinyl powderless gloves not latex. 	
			Being poked by end of net	LOW	<ul style="list-style-type: none"> Correct use of all equipment to be demonstrated and risks explained. Limit number of dippers on platform to reduce risk. 	Ongoing assessment
			Injury to knee from kneeling on non-slip wire, wire causing trip hazard.	LOW	<ul style="list-style-type: none"> Use kneelers to protect knees. Maintain the wire to reduce trip hazards. Raised pond at Old Barn has eliminated risk at this location. 	Ongoing assessment
			Splinters from work benches		<ul style="list-style-type: none"> Inspect work surfaces and renew wood as required. 	Ongoing assessment
RED 003	WOODLAND MINI-BEAST HUNT/ GRASSLAND SWEEP/ TREE SHAKE	<ul style="list-style-type: none"> Staff Volunteers Participants 	Splinters	LOW	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> • 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 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. 	Ongoing assessment
			Injuries from flying seeds/dirt when shaking trees or sweeping grass	LOW	<ul style="list-style-type: none"> • Verbal instruction to stand well back, look down and shade eyes. 	Ongoing assessment
			Participants going out of sight	LOW	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

			<p>Allergic reaction to plants / pollen or insects – particularly during meadow sweep as this will raise pollen and move insects and during mini-beast hunting</p> <p>Contact with nettles, brambles, hazardous plants (hogweed)</p>	MEDIUM	<ul style="list-style-type: none"> • Query in writing to visiting staff/leaders regarding any potential allergies prior to visit. • We would request that visiting staff/leaders come with participant's prescribed inhalers/medication/adrenalin, where necessary. • 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. • 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. 	Ongoing assessment
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			Contact with fungi on logs	MEDIUM	<ul style="list-style-type: none"> • 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. • Replace logs with large amount of fungi. 	Ongoing assessment
			Contact with faeces underneath trees during tree shake	LOW	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Verbal instruction not to collect flying insects - warn of risk. • First aiders and first aid kit. 	

			Log or stone squashing foot/hand or cutting hand, manual handling injury	LOW	<ul style="list-style-type: none"> • Participants prevented from doing any heavy lifting. • 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. 	<p>Ongoing assessment</p> <p>Ongoing assessment</p>
			Cross contamination from mouthpiece of pooter	LOW	<ul style="list-style-type: none"> • Verbal instruction that pooters should not be shared. • Pooters and mouthpieces to be disinfected with Milton fluid after use. • COSHH assessment completed. 	Ongoing assessment
			Ticks from long grass or woodland - Lyme Disease	LOW	<ul style="list-style-type: none"> • 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  	<ul style="list-style-type: none"> • Staff • Volunteers • Participants 	Access problems for ambulance	MEDIUM	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

			<p>Drowning (including dry drowning or secondary drowning) Getting stuck in river e.g. river bed, falling over</p>	MEDIUM	<ul style="list-style-type: none"> • 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. • 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). 	Ongoing assessment
			<p>Falling or slipping whilst in river</p>	MEDIUM	<ul style="list-style-type: none"> • River work only to be undertaken in summer term due to excessive vegetation growth. • Safety talk to highlight risks. • 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. • Emergency Plan for Work Near Water to be followed if necessary. 	Ongoing assessment
			<p>Cuts/abrasion from object on river bed</p>	LOW	<ul style="list-style-type: none"> • Verbal instruction to highlight risk. • Use gloves. 	

			Falling or slipping on river bank	MEDIUM	<ul style="list-style-type: none"> • Safety talk to highlight risks. • Provide sitting area well back from river edge. • 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 plants in river or on bank	MEDIUM	<ul style="list-style-type: none"> • Verbal instruction to warn of risks. • 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


			<p>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</p>	<p>MEDIUM</p>	<ul style="list-style-type: none"> • 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). • 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 riverbank 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 	<p>Ongoing assessment</p>
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					sent direct to school medical staff or to parents and GP for immediate tick removal.	
			Bite from water fauna	MEDIUM	<ul style="list-style-type: none"> Inform participants the water may contain biting animals 	
			Injury from grazing livestock	MEDIUM	<ul style="list-style-type: none"> 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. 	
			<p>Walking beside the canal and falling in</p> <p>Drowning, dry drowning, secondary drowning</p> <p>Weil's Disease</p>	MEDIUM	<ul style="list-style-type: none"> 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 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. 	<p>Ongoing assessment</p> <p>Ongoing assessment</p> <p>Ongoing assessment</p>

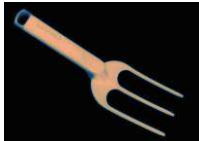
			<p>Danger from walking by the side of, on or across a road or around moving vehicles</p> <p>Road traffic accident, collision with vehicle</p> <p>Motor vehicles, bikes, cycles, horses</p>	MEDIUM	<ul style="list-style-type: none"> • Verbal instruction to walk in a line no more than two abreast. • Adults 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. • New workplace transport risk assessment for BMT Centre 	Ongoing assessment
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			<p>Hypothermia or sunburn/dehydration due to no indoor facilities or extensive shelter at river sites</p>	<p>MEDIUM</p>	<ul style="list-style-type: none">• 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 sitting on riverbank.• Use of Gadespring. Use of Guide Hut if pre-booked.	<p>Ongoing assessment</p>
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			Contact with water quality testing chemicals	MEDIUM	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Staff • Volunteers 	Injury from twigs/splinters	MEDIUM	<ul style="list-style-type: none"> • Verbal reminder, adult supervision. 	Ongoing assessment

	 <p>E.g. Colour Hunt and Texture Hunt</p>	<ul style="list-style-type: none"> • Participants 	<p>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</p>	MEDIUM	<ul style="list-style-type: none"> • 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). 	Ongoing assessment
			Tripping and falling while using pencils	LOW	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Wear gloves. • Use trowels. • Close adult supervision. 	

			Mud sculptures	LOW	<ul style="list-style-type: none"> • 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 Ongoing assessment
RED 006	CRAFT ACTIVITIES 	<ul style="list-style-type: none"> • Staff • Volunteers • Participants 	Cutting or piercing from scissor or knife blade	MEDIUM	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Have first aid kit available. • Good quality paper used to reduce risk of cuts. 	Ongoing assessment
RED 007	GENERAL TOOL USE BY CHILDREN 	<ul style="list-style-type: none"> • Staff • Volunteers • Participants 	Injury from use of tools	MEDIUM	<ul style="list-style-type: none"> • 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

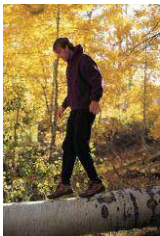
NB. Livestock Risk Assessment (RED 008) below is also included in the Notice to Teachers that must be completed and returned before a course involving a visit to the Livestock Barns takes place. Any changes to this Risk Assessment must be copied across to that document.

RED 008	<p>SCHOOL OR GROUP WORK/ GUIDED WALK, INVOLVING LIVESTOCK</p> 	<ul style="list-style-type: none"> • Staff • Volunteers • Participants 	<p>Contraction of zoonoses, including E. Coli, cryptosporidium, Q fever, salmonella, campylobacter etc.</p> <p>Lyme Disease from tick bites</p>	<p>BEFORE CONTROL MEASURE S</p> <p>HIGH</p>	<ul style="list-style-type: none"> • Written instruction to schools or groups prior to visit on specific safety issues regarding zoonoses. • No petting of or direct contact with animals by unauthorised persons. • Only authorised BMT staff and volunteers have access to animals areas. • 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. 	Ongoing assessment
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				<p>AFTER CONTROL MEASURE S</p> <p>MEDIUM</p>	<ul style="list-style-type: none"> • 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. • 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 	
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					<p>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.</p> <ul style="list-style-type: none"> • 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. • 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. 	
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			Trampling/butting causing bruises, cuts and grazes	MEDIUM	<ul style="list-style-type: none"> • Ensure animals are securely penned (or haltered where appropriate) at the Livestock Barns. • Supervision ratio for children and adults with additional support needs appropriate to age, ability and activity. • Participants to stay together in a group. • No feeding or approaching livestock. • No access to fields and barn areas where animals are kept. • Instruct participants to walk calmly at all times, even if concerned. 	Ongoing assessment
			Miscarriage or ill health in pregnant women	<p>BEFORE CONTROL MEASURES HIGH</p> <p>AFTER CONTROL MEASURES MEDIUM</p>	<ul style="list-style-type: none"> • If lambing ewes are involved, ensure that pregnant women do not come into contact with livestock. Pregnant women are advised to have no 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. 	Ongoing assessment
RED 09	WORKING IN GREEN CROFT 	<ul style="list-style-type: none"> • Staff • Volunteers • Participants 	Crossing driveway	LOW	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Rope off dell hole where appropriate and explain risks. 	Ongoing assessment
			Being hit by golf ball	LOW	<ul style="list-style-type: none"> • 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 position of greens/flags on the course. 	Ongoing assessment
RED 010	FOREST SCHOOL ACTIVITIES 	<ul style="list-style-type: none"> • Staff • Volunteers • Participants 	<p>Lost child – higher risk than normal groups due to more autonomous activities</p>	MEDIUM	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Ensure children are carefully and 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. 	Ongoing assessment
			Use of extended area to site	LOW	<ul style="list-style-type: none"> • 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


			<p>Balancing logs - slips, trips, falls. Log moving when being climbed on, fungi, bacteria, splinters.</p> <p>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.</p>	MEDIUM	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Rope boundary. • Sufficient adult to child ratio. • Area is made as naturally safe as possible and any natural hazards are pointed out. • Wash hands before eating, drinking. 	Ongoing assessment
			Log circle – slips, trips, falls. Fungi, bacteria	LOW	<ul style="list-style-type: none"> • Area is checked before use. • Instruction given to children. • Suitable adult to child ratio. 	Ongoing assessment

			Fire - burns, smoke, fire spread	MEDIUM	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Staff • Volunteers • Participants 	Cut or injury from potato peeler or knife	MEDIUM	<ul style="list-style-type: none"> • 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 adhering to correct Method Statement. 	Ongoing assessment
			Cut or injury from using saw	MEDIUM	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Staff • Volunteers • Participants 	Parents attending fire session	MEDIUM	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 removed before placing on heat. • Ensure burns kit and water available. • Trained first aider on site. 	Ongoing assessment
			Risk of fire spreading	MEDIUM	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Staff • Volunteers • Participants 	Contraction of blood carried diseases, e.g. HIV, hepatitis strains or other bodily fluids	MEDIUM	<ul style="list-style-type: none"> • 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 	Ongoing training

					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 assessment
			Violence/aggression from patient or accusation of mistreatment or inappropriate behaviour e.g. some illness can cause aggression or delusion/mental confusion	HIGH	<ul style="list-style-type: none"> • 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. 	
			Anxiety, phobia, mental health, PTSD	MEDIUM	<ul style="list-style-type: none"> • 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. • Defibrillator and full first aid kits are available so there is every item of equipment to provide best treatment possible. 	Ongoing assessment Ongoing assessment
			Danger from initial problem, e.g. electrocution, fire etc.	HIGH	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Staff • Volunteers • Participants • Road users 	Vehicles striking pedestrians, objects or buildings	MEDIUM	<ul style="list-style-type: none"> • 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. 	Ongoing assessment BMT Education vehicle to be replaced due to ongoing

	<p>crossing roads to go to Snook's End, Boxmoor Guide Hut or other areas of the BMT estate)</p> 				<ul style="list-style-type: none"> • 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) 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 BMT Centre and Transport Plan for visitors. 	<p>battery problems.</p> <p>The BMT Transport Plan should be used for new/existing bookings.</p>
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			Road traffic accident	MEDIUM	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 vehicles. • If using track outside Old Barn for lunchtime play or teaching activity, position adults at either end and place cones. 	<p>Ongoing assessment</p> <p>The BMT Transport Plan should be used for new/existing bookings.</p> <p>Keep vegetation low to ensure adequate visibility of children.</p>

					<ul style="list-style-type: none"> • 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 BMT Centre and Transport Plan for visitors. 	
RED 015	PUBLIC ACCESS INDEPENDENT USE OF LAND BY PUBLIC 	<ul style="list-style-type: none"> • Independent visitors 	Uneven/slippy ground/trip hazards	MEDIUM	<ul style="list-style-type: none"> • 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 [Jo Robinson is documenting risk assessment for specific routes]
			Falling trees or falling branches	LOW	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Cut vegetation back from paths, where appropriate. 	Ongoing assessment
			Access problems for ambulance (for calls from the general public)	MEDIUM	<ul style="list-style-type: none"> • 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 Trumper		<ul style="list-style-type: none"> • Staff awareness and training. • Before Trumper use, Education or Community bookings at Old Barn to be 	Ongoing assessment

					<p>checked in diary and Education and Community staff to be consulted before firm booking made.</p> <ul style="list-style-type: none"> • 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. 	
RED 016	<p>BEING OUTSIDE</p>  	<ul style="list-style-type: none"> • Staff • Volunteers • Participants 	<p>Adverse weather Ultra-violet radiation (skin burns, skin cancer) Extremes of temperature Dehydration</p>	MEDIUM	<ul style="list-style-type: none"> • 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. 	<p>Ongoing assessment</p>
		<ul style="list-style-type: none"> • Staff • Volunteers • Participants 	<p>Pollen, dust Bee or wasp stings Irritant plants, weeds Allergies, phobias, anaphylaxis</p>	MEDIUM	<ul style="list-style-type: none"> • Anyone suffering hay fever to take antihistamines as prescribed by their doctor. • Health questionnaire for new staff and request information from volunteers. • COSHH assessments completed. • Up to date on tetanus. 	<p>Ongoing assessment</p> <p>Consider wasp traps outside</p>

RED 017	GENERAL EDUCATION AND COMMUNITY WORK (WHERE NOT COVERED ABOVE)	<ul style="list-style-type: none"> • Staff • Volunteers • Participants 	Slips, trips, falls	MEDIUM	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 contact 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 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. 	Consider health surveillance BMT Education vehicle to be replaced due to ongoing battery problems.
			Use of electricity (electric shock, burns, fire, overload, rodent attack or dampness)	LOW	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. 	Ongoing assessment

					<ul style="list-style-type: none"> • Damaged equipment taken out of service. 	
			Electro Magnetic Fields (EMF) Vulnerable groups e.g. pacemaker, defibrillator, body implants etc.	Low	<ul style="list-style-type: none"> • 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 groups or higher risk EMF exposure 	Jo Robinson is looking into EMF across the BMT
			Noise and vibration exposure (hearing damage, hinder communication/hand arm vibration/carpel tunnel syndrome, nerve damage)	LOW	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. 	Undertake regular fire evacuation drills

					<ul style="list-style-type: none"> • Fire alarm, smoke detectors, emergency lighting in BMT Centre and and Old Barn. 	
			Hazardous substances (fungi, berries, vegetation, insects, paints, glues, test-kits etc.)	LOW	<ul style="list-style-type: none"> • COSHH Assessments completed. • 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	<ul style="list-style-type: none"> • 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 Display Not Drinking water sign at Old Barn sink
			Stress, anxiety, mental fatigue, phobias, mental health (can lead to depression, heart disease and illness, working under influence of medications)	MEDIUM	<ul style="list-style-type: none"> • 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 NFU 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

			<p>Events (illness or accident to person at the event Sharing the land/buildings with other people, increased traffic on-site and in local area)</p>	MEDIUM	<ul style="list-style-type: none"> • 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
			<p>Use of machinery and equipment (entanglement, contact with moving parts, cuts, electric shock, burns, noise, dust, vibration, EMF etc.)</p>	MEDIUM	<ul style="list-style-type: none"> • 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. • 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. 	Ongoing assessment
			<p>Vulnerable workers (new or expectant mothers, under 18s, mental or physical health impairment, work experience students / adults)</p>	MEDIUM	<ul style="list-style-type: none"> • To be assessed on case by case basis. • Also see Young Volunteer section below. • 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 18s which includes contact details, any health issues which may affect them during work so that reasonable adjustments can be made, emergency contractor details. 	Ongoing assessment

					<ul style="list-style-type: none"> • Work experience under 18s 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. 	
			Abusive calls, bomb threats, break ins, terrorism, aggression etc.	LOW	<ul style="list-style-type: none"> • Controlled entry into the main BMT building and easy to see people arriving. • Lone and Remote Working Policy in place for Education work. 	<p>The BMT emergency procedures need to be progressed.</p> <p>BMT overall Lone Working policy to be implemented</p>
			Use of laminator Trapped finger, risk of burns, electric shock	LOW	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Staff • Volunteers • Participants 	Access into site	LOW	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 BMT Staff) if necessary. • Only essential vehicle movements during Education visits on site • Third party minibus permitted parking restricted to one specific area. 	Ongoing assessment
			Canal – drowning, deep water, steep sides, Weil’s Disease	MEDIUM	<ul style="list-style-type: none"> • 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. 	Ongoing assessment
			Canal boat landing points – slips, trips, falls, drowning Unauthorised access	MEDIUM	<ul style="list-style-type: none"> • There are two landing points for canal boats from the canal to enable local groups and schools this route of entry where requested. • Landing point upgraded to be flat and level with stable surface. • 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	<ul style="list-style-type: none"> • 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 	Ongoing assessment

					<p>site. Hide has key-coded lock so can only be access by authorised persons.</p> <ul style="list-style-type: none"> • 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. 	
			Pond dipping platform	LOW	<ul style="list-style-type: none"> • 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. Rescue pole kept on the platform. • Wheelchair accessible. • Area for equipment / teaching. • Platform width is around 1.5 metres. 	Ongoing assessment
			Building	LOW	<ul style="list-style-type: none"> • Safe access / egress into the building. • Electrical supply to the building is maintained to be safe (electrical condition report 03/04/2023 – 03/04/2028). • 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.
			Outdoor classroom	LOW	<ul style="list-style-type: none"> • Designated external teaching areas are sufficiently cleared and regularly checked to be suitable for use as outdoor classroom. 	Ongoing assessment and maintenance

					<ul style="list-style-type: none"> • Bridge to access the outdoor classroom area is maintained. Sufficiently wide and relatively non-slip surface with handrail. • Appropriate age ranges and adequate supervision ratios. • Documented lesson plans / method statements. • Advise of boundary for activity. Old pump house has been fenced off. • BMT and visiting staff/leaders to be vigilant. • Use pre-arranged whistle signal to bring groups back together where necessary. • Stress uneven ground to children. • 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 and medications are taken with the correct group. • BMT staff are trained in first aid. • BMT staff to remind participants of the risk of contact with plants 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. • After activity, 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 	
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					drinking. Not to be used as a substitute for proper hand washing.	
			Shelter and bird hide	LOW	<ul style="list-style-type: none"> • Structures erected to be safe. • Bird hide is secure so authorised access only. • Shelter is open at both ends to provide temporary protection from the weather. 	<p>Ongoing assessment and maintenance</p> <p>Monitor children climbing on the 'seats'.</p> <p>Alternative lower storage location for white board pens as on top encourages people to climb in the seat / perch.</p>
			Welfare facilities	LOW	<ul style="list-style-type: none"> • 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). 	Periodic testing of water quality

					<ul style="list-style-type: none"> • The Portaloo is regularly checked and emptied / cleaned by contractor. Spot cleaning and replenishing of supplies is undertaken by staff. • Sink outside for handwashing, tap labelled as not drinking water. 	
			Walkways, slips, trips	LOW	<ul style="list-style-type: none"> • 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. • 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. 	Ongoing assessment
			Falls from height	LOW	<ul style="list-style-type: none"> • 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 Alternative lower storage location for white board pens as on top encourages people to climb in the seat / perch.

			General	LOW	<ul style="list-style-type: none"> • 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 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. • Restricted access sign displayed to the higher risk end of Gadespring (Bed 25) so the Education activities do not go beyond this point. 	<p>The Open Day first aid kit should be mounted in the building.</p> <p>The barbed wire behind the pill boxes should be removed.</p>
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			Weather /being outdoors	LOW	<ul style="list-style-type: none"> • Appropriate clothing and footwear for the weather conditions is required. • New shelter area by bird hide and use of main Gadespring building. 	Ongoing assessment
			Wildlife – bites / stings / zoonoses. Tick bites – Lyme Disease	LOW	<ul style="list-style-type: none"> • 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. • 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
			Independent groups (Unsupervised by BMT staff or volunteers)	LOW	<ul style="list-style-type: none"> • 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. 	There is currently no disabled access into the building: consider a mobile ramp.

					<ul style="list-style-type: none"> • Adequate supervision of the group at all times is required on this site. • BMT 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. • 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. 	
		<ul style="list-style-type: none"> • Staff • Volunteers • Participants 	Ingestion of face paint	LOW	<ul style="list-style-type: none"> • 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. - remove section, not relevant 	Ongoing assessment
		<ul style="list-style-type: none"> • Staff • Volunteers • Participants 	Cross contamination of medical conditions (e.g. conjunctivitis, cold sores, open wounds)	LOW	<ul style="list-style-type: none"> • 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. 	Ongoing assessment

					<ul style="list-style-type: none"> • 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. 	
		<ul style="list-style-type: none"> • Staff • Volunteers • Participants 	Injury to eye from paint or paint brush	LOW	<ul style="list-style-type: none"> • 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. 	Ongoing assessment
RED 020	YOUTH VOLUNTEERS (Under 18s, work experience, DoE etc.)	<ul style="list-style-type: none"> • BMT Staff • Youth volunteer • Other volunteer • Public 	<p>Anyone under the age of 18 is classed as a child and would be deemed a youth volunteer.</p> <p>Hazards will be dependent on the voluntary roles undertaken. There is the potential to have an accident or become ill.</p> <p>Children have less experience of work, may not speak up, need training and may have less understanding of the safety or health risks</p>	LOW	<ul style="list-style-type: none"> • All youth volunteers are registered with Education prior to starting placement. • All youth volunteers complete the Youth Volunteer form with contact details, roles interested in, previous experience, health issues which may affect them, emergency contact details. • All BMT staff are DBS checked. The volunteer consent form is completed for GDPR processing. • Generally, youth volunteers from school placements are taken on in pairs. Should one volunteer fail to turn up the other may be refused unless otherwise agreed by the BMT. • All youth volunteers are supervised by at least one member of BMT staff at all times. 	Issue statement to school / uniform group asking if U18 has any vulnerabilities, health conditions or reasons why they cannot leave site unaccompanied at the end of the work day

			<p>Slips (wet floor / grass / mud / ice), trips (uneven ground, cables, objects on the floor) and falls</p> <p>Not following instructions, human error, distraction, inattention, being tired or a moments inattention, lacking confidence to speak up</p> <p>Using mobile phones or similar devices</p> <p>Physical or mental ill health, allergies</p> <p>Working around other people, including public</p> <p>Farm livestock / wildlife</p> <p>Moving vehicles</p> <p>Working outside – weather (sun, rain, ice, snow, wind),</p> <p>Water (ponds, river) and risk of drowning</p> <p>Manual handling injuries; falling objects</p> <p>Using hand tools</p>		<ul style="list-style-type: none"> • Where youth volunteers are with a lone member of staff (or adult volunteer) then the SoloProtect lone worker alarm to be carried. • Work would only be given within the physical and mental capacity of the youth volunteer and would always be under supervision. • On the spot risk assessments are undertaken with the youth volunteers for work tasks on the day (unless low risk office tasks). • Copy of the Volunteer Handbook is given as part of the volunteer induction pack. • Working as a Youth Volunteer (safe system of work) is read / verbally discussed and signed for by the youth volunteer. • All physical or mental health conditions would be assessed and reasonable adjustments / management controls implemented on case by case basis. • Full training given for tasks and only hand tools used (no machinery / equipment). • Youth volunteers will only ride in BMT vehicles with passenger seat and seat belt driving by trained BMT staff. • General risks and task risk are covered by the Estate / Education Risk Assessment and safe systems of work / method statements and key points documented in the Working as a Youth Volunteer document. • When working with the Estate Team steel toe capped shoes / boots should be worn and relevant PPE issued for the tasks undertaken • All youth volunteers are advised to wear clothing and sensible footwear appropriate for the weather conditions and tasks 	<p>and for these top be made known to BMT</p> <p>Ensure that any physical or mental ill health condition is assessed as part of the on the spot risk assessment or where needed a more detailed vulnerable worker risk assessment completed. Contact Jo Robinson.</p> <p>If working with a lone member of BMT Staff the solo protect lone worker alarm to be carried by the youth volunteer</p>
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			<p>Fire</p> <p>Hazardous substances (cleaning chemicals, bacteria / fungi / plants outside etc.).</p>		<p>undertaken (advice given on this by the BMT).</p>	<p>Issue the new Working Safely as a Youth Volunteer to all new youth volunteers</p>
<p>RED 021</p>	<p>VOLUNTEERS OVER THE AGE OF 18</p>	<ul style="list-style-type: none"> • BMT Staff • Youth volunteer • Other volunteers • Public 	<p>Hazards will be dependent on the voluntary roles undertaken. There is the potential to have an accident or become ill.</p> <p>Volunteers may have less experience of workplace or hazard / risk perception, may need training</p> <p>Not following instructions, human error, distraction, inattention, fatigue or a moments inattention</p> <p>Physical or mental ill health, allergies</p> <p>Slips (wet floor / grass / mud / ice), trips (uneven ground, cables, objects on the floor) and falls</p> <p>Falls from height</p>	<p>LOW</p>	<ul style="list-style-type: none"> • All volunteers should be registered with Education and on the Volunteer Database. • All volunteers complete the Staff / Volunteer form with contact details, emergency contact details, health issues which may affect them at work completed and checked. • All physical or mental health conditions would be assessed and reasonable adjustments / management controls implemented on case by case basis. • The volunteer consent form is completed for GDPR processing. • Copy of the Volunteer Handbook is given as part of the volunteer induction pack. • General risks and task risk are covered by the Estate / Education Risk Assessment and safe systems of work / method statements. • On the spot risk assessments are undertaken with the volunteers for work tasks on the day (unless low risk office tasks). • Full training given for tasks and machinery / equipment. • Work would only be given within the physical and mental capacity of the volunteer. Where there are any known vulnerabilities, a BMT mentor would be 	<p>Ensure that any physical or mental ill health condition is assessed as part of the on the spot risk assessment or where needed a more detailed vulnerable worker risk assessment completed. Contact Jo Robinson.</p> <p>Solo protect lone worker alarm to be carried by the</p>

			<p>Using mobile phones or similar devices</p> <p>Working around other people including public</p> <p>Farm livestock / wildlife</p> <p>Moving vehicles</p> <p>Working outside – weather (sun, rain, ice, snow, wind),</p> <p>Water (ponds, river) and risk of drowning</p> <p>Manual handling injuries; falling objects</p> <p>Using hand tools, machinery or equipment</p> <p>Driving estate vehicles</p> <p>Fire, explosion</p> <p>Lone or remote working</p> <p>Hazardous substances (cleaning chemicals, disinfectants, bacteria, fungi / plants, zoonotic disease etc.).</p>		<p>appointed. Volunteer work is under appropriate supervision – which could be long standing experience volunteers may be supervising others.</p> <ul style="list-style-type: none"> • Machinery and equipment may only be operated by trained volunteers on agreement with the volunteer supervisor. • If lone or remote working the SoloProtect lone worker alarm should be carried. • Where necessary steel toe capped shoes / boots should be worn and relevant PPE will be issued for the tasks undertaken • All volunteers are advised to wear clothing and sensible footwear appropriate for the weather conditions and tasks undertaken. 	volunteers if needed
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<p>RED 0 22</p>	<p>SHARED WORKPLACE</p>	<ul style="list-style-type: none"> • Staff • Volunteers • Visiting groups • Public 	<p>Education activities can take place in areas accessible by the public</p> <p>Licenced / permitted groups (e.g. Nordic walkers, ramblers, licenced dog walkers etc.) undertaking activities on BMT land which could impact education (particularly at Old Barn and parking)</p> <p>There is a shared workplace between education and estate staff / volunteers</p> <p>Vehicle movements – car parking, general moving vehicles.</p>	<p>LOW</p>	<ul style="list-style-type: none"> • Education and Community activities are subject to individual risk assessment, method statements, lesson plans and on the spot risk assessments which include general public access, e.g. roped-off teaching areas, Old Barn car parking may be closed to public in order to manage known risks. • Estate team activities covered by the Estate team risk assessment. • Communication between Estate Manager / Team and Education Manager / Team on shared issues such as use of fields for education activities / location of livestock etc., requests for mowing paths, maintenance etc. • Licenced / permitted groups should inform BMT of dates of large group visits to ensure parking / accessibility is managed. These groups do provide risk assessments. 	<p>Ensure that when new licences / permitted groups are registered they are requested to inform the BMT office / Education when necessary about when they are coming on to the BMT with groups to ensure there are no clashes with parking / education activities in the area for example.</p> <p>Workplace transport review of the Old Barn required. In particular to look at car park.</p>
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<p>RED 023</p>	<p>Use of Old Barn</p>	<ul style="list-style-type: none"> • Staff • Volunteers • Visiting groups • Public 	<p>Moving Vehicles (car park)</p> <p>Public area – dogs, dog mess, adults, stranger danger, confrontation etc.</p> <p>Slips, trips</p> <p>Fire</p> <p>Electric Shock</p> <p>More remote location for emergency services</p> <p>Pond dipping station – drowning, bacteria, blue green algae, wildlife etc.</p> <p>Zoonoses from grazing livestock / wildlife or pests (rats, mice, gliss gliss)</p> <p>Allergies, intolerance</p> <p>Manual handling</p> <p>Physical or mental ill health</p> <p>Inattention, distraction</p> <p>Cleaning materials</p> <p>Waste</p> <p>Pests</p>	<p>LOW</p>	<ul style="list-style-type: none"> • Only trained staff or volunteers have access into the Old Barn as the classroom and the welfare facilities are locked when not in use. • Gate access to the pond dipping station is for trained staff or volunteers only as gate is padlocked when not in use. New raised pond reduces risk of drowning and a supervised activity. • Improvements made to paths to reduce slip and trip hazards • Dog poo bin for public use to clear up after their own dogs on BMT land • Car park for public vehicles and school coaches etc. • Cupboards in the Old Barn for storage to reduce contamination from pests. • Constant monitoring for pests. • Toilet and handwashing facilities. • Emergency lighting provided. • Fire extinguishers in place are checked and maintained annually. • First aid and defibrillators checked and maintained. First aiders when in use that have been trained in paediatric first aid. • Staff have been DBS checked. • Waste bags / bins available. • A fully charged mobile phone available to summon assistance from emergency services if required when occupied. • Designated fenced grassed area outside for children to play safely with reduced risk of zoonoses as livestock not permitted in here. Groups bring their own pack lunches. • Fuel tank at rear of building is relatively inaccessible. 	<p>Emergency lighting to be checked monthly by tripping the electrics box in the toilets.</p> <p>Workplace transport risk assessment to be documented To look at marking out parking spaces etc.</p> <p>Record What3Words for the Old Barn location</p>
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					<ul style="list-style-type: none"> • Heating and lighting provided. • Electrics are maintained under an Electrical Condition Report by contractor. • Generally two members of staff / volunteers present or lone working policy followed. 	
RED 024	BBQ	<ul style="list-style-type: none"> • Staff • Volunteers • Visiting groups • Public 	<p>Gas cylinder – fire, explosion, manual handling</p> <p>Hot surfaces, burns, fire</p> <p>Food poisoning</p> <p>Allergies, intolerance</p> <p>Manual handling</p> <p>Slips, trips</p> <p>Position of BBQ</p> <p>Physical or mental ill health</p> <p>Inattention, distraction</p> <p>Cleaning materials</p> <p>Waste</p> <p>Pests</p>	LOW	<ul style="list-style-type: none"> • Only trained staff or volunteers will set up and operate the BBQ. • Site to locate BBQ is chosen to be a flat level surface and away from traffic routes and pedestrians with access limited to those suitably trained to operate. • Safe transport of BBQ and gas cylinder (gas cylinder not be transported in closed vehicle). • If necessary, suitable barrier positioned around BBQ to keep children and visitors away from hot surfaces. • Only designated people to light BBQ following manufacturer instructions. • Fire extinguisher or water bucket to be available close by. • Volunteers / helpers who man the BBQ not to engage in any activity which could result in danger to either themselves or others. • Follow all normal food hygiene procedures for storing, chilling, cross contamination and cooking to high temperatures. • All implements are thoroughly washed before and after the BBQ to ensure the risk of bacterial infection is sufficiently controlled. • Food to be thoroughly cooked before being served. Only enough food which can be cooked at any one time to be removed from cold storage. If available, a refrigerator to 	<p>Make sure the store where the 11kg propane cylinder for the BBQ is adequately ventilated and the cylinder is located away from ignition sources, heat and flammable substances. It may be worth displaying a sign on the door. To consider if an external cage is required for one cylinder.</p>

					<p>be used to store uncooked food. If not, then a cool bag/box with ice to be used to keep uncooked food chilled.</p> <ul style="list-style-type: none"> • Burgers and chicken must not be reheated. • Waste bags / bins available. Full waste bags tied up and disposed of in a secure waste bin. • Care to be taken to dispose of waste appropriately to minimise vermin. • Warning signs to alert people to stay clear of the BBQ. • BBQ to be thoroughly cleaned after use with appropriate cleaner. • Personnel provided with appropriate protection i.e., apron, gloves and, when cleaning, eye protection and apron. • Long hair and long sleeves tied back. • Oven gloves / mitts etc. provided to guard against contact with hot surfaces. • First aid box and first aider available in case of accidents. • A fully charged mobile phone available to summon assistance from emergency services if required. • Only designated persons permitted to have access to the cooking grill. • Allergen signs displayed for public. Awareness of allergies and intolerances with staff and volunteers. • Personal hygiene rules followed at all times (after using the toilet, eating and handling food products) to ensure that the risk of the BBQ bug (Campylobacter) amongst others is greatly reduced. • Drinking/eating discouraged by anyone using the BBQ. • Hand washing. 	
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					<ul style="list-style-type: none">• When not in use, BBQ is stored safely• When not in use, propane gas cylinder is stored inside – in the store in the courtyard on the ground at the BMT Centre which is secure and inaccessible to the public.	
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Individual activities will be risk assessed as and when required