Woodland Xperiences will minimise risks associated with this activity by using an appropriately competent staff to lead the activity. The staff will use this risk assessment and other associated paperwork as the basis for the safe delivery of the activity. Woodland Xperiences recognises the need to have a dynamic approach to risk assessment and therefore the staff will continually assess the activity as it develops and put into place the necessary actions.

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| --- | --- | --- | --- | --- | --- |
| **(1)**  **Activity /**  **Area of Concern** | **(2)**  **Hazards Identified** | **(3)**  **Persons at Risk** | **(4)**  **Current Risk Factor**  (high, medium or low) | **(5)**  **Actions to be taken to minimize each risk** | **(6)**  **New Risk Factor**  (high, medium or low) |
| Trees | Falling branches, twigs  and trees | All Participants | High | All participants briefed to keep an eye on wind conditions and actions on hi wind levels. (move to Stoller Building under staff supervision)  Weather forecast monitored prior and during camp.  Manage/monitor wind conditions utilising Beaufort scale | Med |
| Low branches and trees | Banging head poking eyes. Areas are chosen to avoid sites with eye height branches. Safety goggles can be worn | All Participants | Low | Participants to attend camp welcome briefing covering awareness of any dangers these hazards may pose | Low |
| Fire | Burns | All Participants | Med | Participants to attend camp welcome briefing covering actions on fire in wood and assembly points.  No smoking in tents.  No cooking in or near tents  Camp fire not left unattended | Low |
| Cooking | Fire | All Participants | High | All participants to be briefed on how to use and operate cooking equipment, tools & gloves.  Member of staff to be present at fire at all times.  Staff to be present and supervise cooking.  Participants briefed on rules to include, no cooking in or near tents, no games or running around tent area Participants to be given safety briefing on open fire cooking. | Low |
| Roots, Branches,  Rocks,  Fallen trees,  Uneven ground | Slip, trip, fall | All Participants | Med | Participants to attend camp welcome briefing covering description of woodland, boundaries and parent supervision of children. | Low |
| Carrying sticks and poles | Banging head poking eyes | All Participants | Low | Show children how to carry sticks or poles safely, No running. Warn children to watch for other people when moving around | Low |
| Tents | Slips and trips | All Participants | Med | Participants to be recommended that they should not run around near tents/tarps.  Warnings about Guy ropes and locations.  Participants recommended carrying and using a torch at night.  Staff to carry or have access to a suitable first aid kit | Low |
| Ticks | Removal & Lyme disease | All Participants | Med | Participants to attend camp welcome briefing covering Tick awareness and removal.  Removal kit supplied at camp centre for parents to use | Low |
| Water | Poisoning | All Participants | High | Participants to be advised of water and Hygiene issues.  Water to be carried in from a known clean source. | Low |
| Outside activities | Damage, Slips, Trips and fall | All Participants | Low | Participants to attend camp welcome briefing covering not to use any activities outside of camp boundaries at any time. | Low |
| Toilet/shower Facilities | Illness & Legionella | All Participants | Low | All participants briefed on location of toilets and showers. Hand sanitiser available.  Toilets marked vacant/occupied outside to show in use or not.  Go in pairs and one stand outside to inform others toilet/washroom in use.  Areas touched wiped down after each use with ant bacterial wipes.  Children under 8 to be supervised by parent | Low |
| Parking | Tree fall  Car collision | All Participants | Low | All participants read T&C and signed consent forms.  Participants to attend camp welcome briefing covering parking at own risk. | Low |
| Attendance  Discipline | Straying from activity/camp area | All Participants | Low | Attendance and discipline remain the responsibility of the individual and supervising staff/teachers/careers/parents/legal guardians of all individuals attending.  Supervising staff etc must be present/in attendance of all activities including any down time/breaks and night time routine.  Night time routine could consist of supervising staff being awake and present throughout the silent hours as a point of watch and contact. | Low |
| Mental Health | All Activities | All Participants | Med | All beneficiaries to agree and sign consent/contract.  During centre location ensure MH consultant or Member of Location staff present during activities.  All Staff to get to know beneficiaries and triggers if possible.  During remote locations off site utilise consultant.  Sit/Stop Radio for assistance.  All eventualities to be documented. | Low |
| Covid19 | Cross contamination | All Participants | High | Participants and Staff to wear face mask and or gloves where safely possible.  Safe distancing of 2m when safely possible. | Med |

**Assessment prepared by: Adrian Martin Signature: A. Martin Date: May 2023**