

### Risk Assessment

Location: Lesnes Abbey		Session Orienteering/Geocaching and Map Making		Assessor: Stephanie Johnson		Assessment Date: 08/01/20	
Hazard	Severity of Injury (1-5)	Risk Likelihood (1-5)	Total Risk Level	Measures to Reduce Risk	Severity of Injury (1-5)	New Risk Likelihood (1-5)	New Total Risk Level
Injury from falling tree branches	5	3	15	Trees subject to on-going management and maintenance. Site will be inspected beforehand and any dead hanging branches if deemed potentially hazardous and if possible, to do so will be removed. Trip will be postponed if on the day there are strong winds/storms.	5	1	5
Worsening of injury through slow emergency response	4	3	12	First aid kit to be brought on site by member of school and a first aider to be present on site with each class. Entrance to site will be kept clear of obstructions to allow for emergency service vehicle access.	2	1	2
Injury caused by slips, trips and falls	5	4	20	Inspect site for hazards and inform and or point out/mark hazards to all members of staff and children. Before start of session give a briefing to the school instructing them in the correct behaviour for the site e.g do not run in the woods and what hazards they need to look out for. If possible, safely remove hazards from site. All staff and children to stick to designated paths through woodland. All staff and children encouraged to wear appropriate clothes and footwear. Lesnes Abbey Staff to wear steel toe cap boots if working with heavy equipment or tools. Correctly store equipment/tools on site to prevent trips.	4	1	4
Injury from collecting materials for map making	2	4	8	Children briefed not to wave sticks around and anyone seen doing this will be excluded from participating in the activity any further. Children will be divided into groups with a member of staff to supervise them. Children will be briefed on what materials they can and cannot pick	2	1	2

				<p>up e.g. do not pick up litter, prickly plants etc...</p> <p>Children will use large plastic trays to collect materials and anything larger than the tray will be rejected and not taken back to classroom area.</p>			
Hyperthermia/hypothermia caused by weather	5	3	15	<p>Weather to be monitored before session and if necessary, the session postponed/cancelled/changed if conditions considered hazardous.</p> <p>All staff and children to dress appropriately for the weather conditions.</p> <p>Stop the session if anyone falls ill, provide first aid and if necessary, call ambulance.</p>	2	1	2
Injury caused by dogs	5	4	20	<p>All staff and children to be briefed on correct behaviour when approached by dogs on site. They will be told not to touch or run away from a dog but to place their arms across their chest 'x factor' and to tell a member of staff.</p> <p>Children will be encouraged to stick together and to remain calm during session and if possible, owners will be asked to put their dogs on leads when passing through session area.</p>	4	2	8
Distress caused by becoming lost	3	4	12	<p>During briefing all staff and children will be advised to stay with a member of staff at all times.</p> <p>All staff and children to stick to designated paths through woodland. If anyone needs to leave the session they must do so in the company of a member of staff and let the session leader know.</p> <p>School staff will be responsible for ensuring all children are present throughout the session.</p> <p>During geocaching and orienteering, all children must stick with their groups and be accompanied by their supervising adult at all times.</p>	2	1	3
Stranger Danger	5	3	15	<p>No one is to be left on their own whilst on site and children must be accompanied by a member of staff at all times.</p> <p>During briefing all staff and children will be advised not to talk to strangers and to tell a teacher or member of staff if a stranger tries to talk to them.</p> <p>All members of Lesnes Abbey education staff have been DBS checked.</p>	5	1	5
Hazardous	3	5	15	Walking route will be checked for litter/hazardous waste and if safe	3	1	3

waste/litter/animal poo				<p>to do so removed. Lesnes Abbey is litter picked regularly. During briefing all staff and children will be told not to pick up any litter or animal poo whilst on site but to warn those around them and to let a member of staff know.</p> <p>All staff and children will be advised if there is hazardous waste, litter or animal poo. If possible, it will be safely removed from the working area and disposed of. If not possible then its location will be highlighted to all staff and children for them to avoid.</p>			
Injury from vegetation	5	4	20	<p>All staff and children to be briefed on any low hanging vegetation or vegetation that might be hazardous if they encounter it e.g. stinging nettles, holly, brambles.</p> <p>If there are any hazardous plants on site, the children and staff will be told of its location and encouraged to stay away from area.</p>	2	2	4
Injury/sickness from medical conditions/allergies	5	3	15	<p>Members of school staff to be aware of any medical conditions/allergies and to bring appropriate treatments/medicines if possible, e.g. asthma inhalers, epi pens.</p> <p>Members of Lesnes Abbey staff to be informed of any medical conditions/allergies that might be relevant to the session planned e.g. allergic to wasp stings.</p> <p>Where possible the session will be adapted to take into account any medical conditions/allergies e.g. go slowly up steep hills and take breaks for asthma sufferers.</p>	5	1	5
Injury from fire	5	5	25	<p>All staff and children to be briefed on what to do if they hear the fire alarm whilst inside building. They will be told to quickly and calmly leave the building and to make their way to the fire assembly point (mulberry tree) with their teachers. No one should try to take their belongings with them or re enter the building.</p> <p>Lesnes Abbey staff will be last to leave classroom and will check storerooms and disabled toilet for any children/members of staff.</p> <p>At the fire assembly point teachers will perform a register/head count of their staff and children.</p> <p>All fire exits will be kept clear to enable a safe evacuation and the shutters will always be open over the fire exits. Fire extinguishers are located at each fire exit to be used if necessary and are the responsibility of Bexley Borough Council along with the fire alarms.</p> <p>Fire doors will be kept shut at all times.</p>	5	1	5

<b>Nearest Hospital:</b>	Darent Valley Hospital, Darent Wood Road, Dartford, DA2 8DA
<b>First Aider:</b>	Stephanie Johnson
<b>Mobile Numbers:</b>	07714920321