

Charlotte's Forest School



Risk Assessment Policy

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1. Introduction

- 1.1 This policy contains a check list for Charlotte's Forest School staff to utilise. The templates have been developed for courses commonly delivered by this Centre.
- 1.2 Each venue and course has its own hazards and must be risk assessed by staff on the day.
- 1.3 Charlotte's Forest School will require supporting rationale if a decision is made not to deliver training to customers on health and safety grounds.
- 1.4 This document is designed to summarise issues for the Charlotte's Forest School trainer visiting new educational premises for perhaps the first time for the delivery of Forest School Leader training or other outdoor qualifications.

2 Risk Assessments

- 2.1 Risk Assessment for delivering Forest School Leader or other outdoor learning qualification at a novel training venue

Hazard	Person(s) at risk	Risk Rating Low Med High	Control measures
Venue The working environment	Trainers and course members	Low	Existing workplaces should be following Health Safety and Welfare Regulations. Firstly liaise with course organiser / venue representative. Ultimate decision as to whether course is delivered is with Charlotte's Forest School representative.
Candidate Behaviour Suitability of training for individual	Trainers and course members	Low	Pre course information and booking conditions
Practical skills sessions Repetitive kneeling Bending Stretching Pulling (e.g. ropes)	Course members	Low	Provide kneeling mats if needed Verbal warning
Outdoor environment Weather, e.g. extreme cold, heat, wind, rain, etc. Hazards associated with features of the site Hazards that could change on a daily basis (e.g. slippery surfaces) Car Parks	Trainers & course members Trainers & course members Trainers & course members Trainers & course members	Low – medium Low - medium Low - medium Low - medium	Suitable clothing Regular intervals for rearming and refreshments. Monitor conditions and go inside if conditions deteriorate. Refer to site risk assessment Carry out daily site check prior to each session and warn course members of hazards Never work in active car parks

2.2 Activity Risk Benefit Assessments (RBAs)

Activity RBAs are carried out for any activities that involving hazards. On the Level 3 Forest School Leader training, the following RBAs are followed:

- a) Cooking and food hygiene
- b) Collecting
- c) Coppicing
- d) Drills
- e) Fire
- f) Mallet making
- g) Kelly Kettle
- h) Loppers and Secateurs
- i) Ropes and string
- j) Sawing
- k) Woodland games
- l) Whittling
- m) Shelter building

The RBAs also refer to a number of tool procedures:

- a) Campfire cooking (and FH) procedure
- b) Campfire procedure
- c) Kelly Kettle procedure
- d) Billhook procedure
- e) Bowsaw procedure
- f) Drill Procedure
- g) Fixed blade knife procedure
- h) Froe procedure
- i) Loppers procedure
- j) Mallet procedure
- k) Peeler procedure
- l) Pull saw procedure
- m) Secateurs procedure
- n) Spade procedure

Tutor/ assessors involved in training on other outdoor learning courses, e.g. Outdoor Food Safety or Bushcraft, should carry out and review risk-benefit assessments for any activities that involve hazards, e.g. tool use, fires or cooking.

3 Continual improvement

3.1 This is a dynamic document subject to constant upgrade by Charlotte's Forest School. Whenever a tutor discovers or is made aware of a new hazard this should be forwarded to Charlotte's Forest School.

This policy will be reviewed annually for each qualification however if any urgent issues arise it will be updated as required.

3.2 Relevant training and updates will be offered to tutors and staff consistent with Charlotte's Forest School quality assurance procedures.