

## Christmas Activities Risk Assessment

<b>Visit to: Holt Hall</b>	<b>Group Size: 36 students (max)</b>	<b>Age: KS2/KS3</b>
<b>Leader: Holt Hall Teaching Staff</b>	<b>Activities Include:</b> Christmas Customs, Natural Decorations, Decorating the Dining Room, Christmas Crackers, Recycled Paper and Christmas Cards, Insect Homes and Bird Cakes. <b>NB: Christmas Cookies has a separate risk assessment.</b>	
<b>Hazard</b>	<b>How To Manage It</b> - What procedures will be in place (controlled measures)	
<u>Woodland</u> <ul style="list-style-type: none"> <li>• Falling trees/branches</li>   <li>• Injuries from twigs/bramble/stumps</li> </ul> <u>Natural Materials</u> <ul style="list-style-type: none"> <li>• Poisoning</li>   <li>• Allergies</li>   <li>• Cuts, scratches and splinters</li> <li>• Eye pokers</li> </ul> <u>Equipment/Resources</u> <ul style="list-style-type: none"> <li>• Secateurs</li> </ul>	<ul style="list-style-type: none"> <li>• Outside areas used during Christmas activities are regularly inspected as part of the Holt Hall Tree Policy.</li> <li>• Young people asked not to linger under trees marked with red and white tape.</li> <li>• Activities not to take place in woodland in very windy/wet conditions.</li>   <li>• Ensure appropriate staff: student ratios (See Educational Visits and Journeys folder).</li> <li>• First aid kit should be available.</li> <li>• Staff to ensure young people are wearing appropriate clothing i.e. legs and arms should be covered.</li> <li>• Young people told to move carefully in the woodland.</li>   <li>• Young people may not eat anything during these sessions.</li> <li>• Young people told not to put hands in their mouth</li> <li>• Young people told not to eat anything they find in the woodland even if it may look edible, such as fungi, berries and nuts, as some are poisonous.</li> <li>• Young people should not collect yew, fungi or berries</li> <li>• Hands must be washed at the end of the lesson or before food is consumed.</li>   <li>• Holt Hall staff must check the nominal roll for allergies and make appropriate arrangements.</li> <li>• Peanuts are not to be used when making bird cakes.</li>   <li>• Young people told to follow all instructions and handle materials carefully</li> <li>• Young people told to be especially careful when handling/carrying vegetation during the decorating the dining room activity – to be aware of those around them, not to wave bunches of vegetation in the air, holly leaves are prickly, so to keep pieces of holly pointing towards the floor wherever possible</li>   <li>• Only adults are allowed to use secateurs.</li> </ul>	

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<ul style="list-style-type: none"><li>• Scissors</li><li>• PVA glue</li> <li>• Lard</li> <li>• Empty Tin Cans</li><li>• Spray paint (flammable and toxic fumes)</li><li>• Ladder</li></ul>	<ul style="list-style-type: none"><li>• Young people reminded how to handle scissors safely.</li><li>• Young people should be told to avoid getting glue on their hands and to wash their hands with soap and warm water when they have finished.</li><li>• Hot lard to be added to bird cakes by Holt Hall staff. Young people told to take care and not to run if transporting bird cakes before the lard is set.</li> <li>• Young people told to handle tins carefully as some edges may be sharp.</li><li>• Spray paint must only be used by Holt Hall staff outside.</li> <li>• Only Holt Hall staff, who have read section 25 of Children's Services Health and Safety Manual 'Use of Ladders and Access Equipment' may use a ladder or climb on a table to fix high decorations or for any other reason.</li></ul>
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### Reference to Generic Risk Assessments/Polices and Operation Procedures:

General Risk Assessment – Holt Hall Field Studies Centre (available via our website [www.holthall.norfolkedunet.gov.uk](http://www.holthall.norfolkedunet.gov.uk))  
Educational Visits and Journeys, Procedures and Guidance, Norfolk County Council 2004 (updated 2008). A copy of this document is available at [www.schools.norfolk.gov.uk](http://www.schools.norfolk.gov.uk). Navigate to Educational Visits and Journeys from A-Z menu.

### Alternative Plans:

### Review:

Ongoing/Dynamic Risk Assessments undertaken during visit

Assessment made by \_\_\_\_\_

Signed \_\_\_\_\_

Date Reviewed:

Reviewed by S Woodhouse  
Reviewed by J Mumford-Smith  
Reviewed by S Woodhouse  
Reviewed by S Woodhouse  
Reviewed by J Dennis

Date: 31.08.06  
Date: 13.02.08  
Date: 28.02.08  
Date: 12.12.08  
Date: 21.12.10

Reviewed by S Woodhouse

Date: 21.01.11