

DENBUILDING/WINTER SURVIVAL RISK ASSESSMENT

ESTABLISHMENT: Holt Hall

PROPOSED ACTIVITY / ENVIRONMENT: Denbuilding/Winter Survival

Hazards <i>List significant hazards that may result in serious harm</i>	Risk <i>Indicate the level of risk</i>	Who might be harmed? <i>List groups of people who are at risk</i>	Is the risk adequately controlled? <i>List existing controls or note where information may be found. (e.g. information, instruction training, systems or procedures)</i>	What further actions are needed to control the risk? <i>List the risks that are not adequately controlled and propose actions that are needed to reduce or eliminate the risks.</i>	Outcome
Site of the woods & general considerations:	MEDIUM	Young people and adults	Ensure site of den-building is appropriate: <ul style="list-style-type: none"> • Only use designated areas, i.e. cinder path and woods behind walled garden • Woods must be risk assessed on the day of the den building to ensure that they are safe to use. In the summer and autumn the area should be checked for wasps nests. If a wasps nest is founded that area should be avoided and the gardening team made aware of its location at the earliest opportunity CONSIDERATIONS: <ul style="list-style-type: none"> • Clothing –ensure young people are wearing suitable outdoor clothing for the weather, for example, waterproofs or sun hats • Ensure first aid bag is situated in easily accessible location known to adults • Ensure young people have any medicines they may require on them, for example, asthma inhalers • Ensure appropriate ratio of staff:students. 	Ensure leader is experienced in this area of activity and that a ‘supervisor’ in the group has a first aid qualification and knows where the first aid bag is situated On very windy days, this activity may be cancelled All staff clear on their roles and responsibilities in terms of supervising groups. Depending on staff numbers it may be best to allocate staff to groups	LOW

Collecting of wood & woodland materials: <ul style="list-style-type: none"> • Eye pokers • Scratches (from bramble or sticks) • Cuts from bracken • Foot injury • Splinters • Nettles • Wandering off 	MEDIUM	Young people and adults collecting materials	<ul style="list-style-type: none"> • Ensure young people know where agreed boundaries are and stress the importance of working as a team • Show young people bramble, bracken & nettles, warn of cuts, scratches & stings & ask young people to avoid touching these plants • Young people must behave appropriately • Young people must be told not to eat anything that they find in the woods, even if it looks edible, for instance, nuts, berries & fungi • Centre staff must check nominal roll for any nut allergies and make necessary arrangements with young people and visiting staff • Remind young people to walk in the woods & pick up their feet to minimise tripping • Any stick longer than 1.5m (child's height) needs to be carried by 2 young people, one at each end • Care must be taken to prop sticks safely when making the framework for the den to avoid the possibility of the den collapsing • Branches may not be broken at ground level .This is to avoid leaving sharp spikes. 	<ul style="list-style-type: none"> • Adult supervision and modelling of behaviours. • Adults to observe young people & help with moving of wood if necessary • Adults to know location of first aid bag & which staff are first aid qualified (all teachers at Holt Hall have current first aid qualifications) 	LOW
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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) 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. Navigate to Educational Visits and Journeys from A-Z menu.
 Quality Safety & Sustainability, NAFSO (Copy held by Holt Hall Field Studies Centre)

Alternative Plans:

Review:
 Ongoing/Dynamic Risk Assessments undertaken during visit

Assessment made by _____

Signed _____

Date Reviewed:

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| Reviewed by S Woodhouse | Date: 31/08/06 |
| Reviewed by J Armstrong | Date: 29/08/07 |
| Reviewed by J Mumford-Smith | Date: 27/11/07 |
| Reviewed by S Woodhouse | Date: 25/02/08 |
| Reviewed by J Dennis | Date: 30/11/10 |
| Reviewed by S Woodhouse | Date: 22/12/10 |