



# Risk assessment form (H&S)

<b>Name of assessor(s)</b>	Carly Kew	<b>Group / Establishment:</b>	SSE Outdoors / Great Wood
<b>Date</b>	January 2025		

<b>What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed:</b>	<b>How was the assessment done?</b> e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	<b>Next review date:</b> January 2026
<b>Shelter building, wood collecting, Environmental art</b> – These activities are either done off-site or materials are collected off-site and then brought back to complete sessions. Areas to use are set out in agreement with Forestry England.	Site visit, in consultation & agreement with instructors, GWT and FE	<b>Is the assessment 'generic' or specific to the situation?</b> S

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done	Residual Risk Rating Severity x Likelihood		
		S	L	S x L					S	L	S x L
<b>Instructors &amp; participants</b> Slips, trips & falls	<ul style="list-style-type: none"> <li>Safety activity brief given for all</li> <li>Constant monitoring of participants throughout session</li> <li>Potential hazards pointed out, branches, logs, uneven ground etc.</li> <li>Walking expected always</li> <li>Correct footwear to be worn</li> </ul>	2	2	4							


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		S	L	S x L					S	L	S x L
<b>Instructors &amp; participants</b> Collecting elements off-site	<ul style="list-style-type: none"> <li>Safety activity brief given to all participants</li> <li>Crossing road/ various vehicles using forestry tracks</li> <li>Slips, trips, falls, branches, logs pointed out</li> <li>Instructed on what to and what not to collect</li> <li>Small bundles</li> <li>Correct method for carrying large objects, whilst walking demonstrated to all</li> <li>Stay as a group</li> <li>Constant monitoring of participants</li> <li>Regular head counts</li> </ul>	2	2	4							
<b>Instructors &amp; participants</b> Building shelters, falling branches	<ul style="list-style-type: none"> <li>Safety activity brief given to all participants</li> <li>Participants not to be inside structure whilst more materials being added</li> <li>Staff may assist if needed</li> <li>Constant monitoring of all participants</li> <li>Take down all shelters at the end of each session</li> </ul>	2	2	4							
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		S	L	S x L					S	L	S x L
	<ul style="list-style-type: none"> <li>Constant monitoring of all participants</li> <li>Take down all shelters at the end of each session</li> </ul>										
<b>Instructors &amp; participants</b> Walking into or having branches flicked into eyes	<ul style="list-style-type: none"> <li>Safety activity brief given to all participants</li> <li>Explained to all how this may happen and how to avoid it</li> <li>Area checked for lower branches prior to session, removed if necessary</li> <li>Walking throughout the session</li> </ul>	3	1	3							
<b>Instructor &amp; participants</b> Bitten by snake	<ul style="list-style-type: none"> <li>Safety activity brief given to all participants</li> <li>Constant monitoring throughout session</li> <li>Participants briefed on habitat of the area being used</li> <li>Time of year considered</li> <li>Don't try to touch or pick up snakes</li> <li>Instruct participants to inform adult/instructor if they see or find a snake</li> </ul>	3	1	3							
<b>Instructor &amp; participants</b> Extreme weather	<ul style="list-style-type: none"> <li>Weather forecast to be checked prior to departure</li> <li>Cancel session if weather becomes too severe</li> <li>Monitor bad conditions throughout the session</li> </ul>	2	2	4							

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		S	L	S x L					S	L	S x L
<b>Instructors &amp; participants</b> Other insects & animals	<ul style="list-style-type: none"> <li>Safety brief given to all participants</li> <li>Brief participants about ticks &amp; wood ants</li> <li>Explain to avoid disturbing nests of wood ants, tread carefully</li> <li>Long sleeves &amp; trousers to be worn to minimize ticks attaching</li> <li>Check for ticks on return to camp</li> <li>Increased amounts of insects are found in summer months</li> </ul>	2	2	4							
<b>Instructors &amp; participants</b> splinters	<ul style="list-style-type: none"> <li>Safety brief given to all participants</li> <li>Participants briefed how to carry wooden objects carefully</li> <li>Participants instructed not to slide hands along wooden objects or ropes</li> <li>Extra care to be taken in wet conditions</li> </ul>	2	2	4							

\* Please refer to the risk rating matrix below. Further guidance on how to calculate a risk rating from the matrix is on the [Risk Assessment policy HS 004](#).

Please now pass this assessment to your manager for approval

<b>Name of assessor's manager:</b>	Ack Moore	<b>Date:</b>	27/01/25	<b>Manager's comments</b>
<b>Signature:</b>				

		15-25	10-12	5-9	1-4	Insignificant	Minor	Moderate	Major	Catastrophic
						<ul style="list-style-type: none"> <li>Near Miss.</li> <li>No treatment required.</li> </ul>	<ul style="list-style-type: none"> <li>First-Aid treatment (e.g. minor cuts, bruises, bumps)</li> </ul>	<ul style="list-style-type: none"> <li>Medical treatment</li> <li>Lost time of &gt;3 working days.</li> </ul>	<ul style="list-style-type: none"> <li>Serious injury/ medical treatment.</li> <li>Hospitalisation.</li> <li>Lost time (RIDDOR)</li> </ul>	<ul style="list-style-type: none"> <li>Loss of life.</li> <li>Permanent disability.</li> </ul>
		Likelihood Descriptor		Consequence Descriptor						
Likelihood (Probability/Chance)	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.	5.	Almost Certain	M-5	H-10	VH-15	VH-20	VH-25		
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.	4.	Likely	L-4	M-8	H-12	VH-16	VH-20		
	The event has occurred before or could again. Between 35% - 65% chance of occurring.	3.	Possible	L-3	M-6	M-9	H-12	VH-15		
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.	2.	Unlikely	L-2	L-4	M-6	M-8	H-10		
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.	1.	Rare	L-1	L-2	L-3	L-4	M-5		