



New Leaf Triangle Forest Schools Risk Assessment (Changes shown in blue)

Address: Goadby Lane, Chadwell, Melton Mowbray, LE14 4LP

ASSESSOR/JOB TITLE: Director
Name: Troy Shaw

DATE 31.11.17

REVIEW DATE: 04.04.19 Troy Shaw, 28/04/21 Carly Steel PREVIOUS REVIEW DUE APRIL 23
 21/08/23 Laura Jackson NEXT REVIEW DUE AUGUST 2025

KEY RISK MATRIX Risk = Probability (Frequency) x Consequence (Severity)

CONSEQUENCE (Severity)

	Severe (3)	Moderate (2)	Minor (1)
Frequent (3)	9	6	3
Occasional (2)	6	4	2
Rare (1)	3	2	1

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Context

New Leaf Triangle is an outdoor learning centre for individuals with a range of disabilities, autism and mental health conditions. The main activities at New Leaf Triangle take place at the 2 main sites situated on Goadby Road, Chadwell, Melton Mowbray, LE14 4LP (site 1) and Eastwell Road Site 2). The sites are 2 and a half acres and 5 and a half acres of undulating ridge and furrow grassland with a 20 X 40m sand, fibre and rubber menage at site one and 20 X 40m sand and rubber ménage at site two.

Site 1 Buildings:

9M x 8M steel barn, with steel anti condensation roof, containing 4 internal stables with a 3M wide roller shutter door. Stable partitions are steel framed with wooden panelling and steel grills. The barn is lined with 1.2cm ply board to 2.5M height. Means of escape – 3M wide roller shutter door

Two 3.6M x 3.6 M wooden stables adjoined. Means of escape - standard stable doors in each

3M x 3M wooden tool/feed shed. Means of escape – standard full wooden door.

5M X 3M log cabin, consisting of a single room. Means of escape – 2 French style doors opening outwards 1.5M

6M X 3M log cabin consisting of a single room. Means of escape – 2 French style doors opening outwards 1.5M

Goat pen with 2 small goats sheds

3 small wooden chicken coops - located in the top paddock near small cabins.

1 larger wooden goose house, located next to the chicken coops.

There is a designated fenced off air rifle shooting area undercover shelter.

There is a garden plot, containing large wooden planters near the shooting shelter.

Two 2.5M x 3.5M log cabins in the small paddock next to the air rifle shooting area. Means of escape – 2 French style doors opening outwards 1.2M

1M x 2M metal tool shed located near the muck heap in the car park.

5M x 5M large wooden hay store located in the car park beside the muck heap. No doors, means of escape through the front opening.

New Leaf uses woodland areas for Forest School activities

ACTION PLAN

FURTHER ACTION REQUIRED	BY WHOM	TARGET DATE	COMPLETED

REVIEWED			

Forest School

NUMBER	HAZARD/POSSIBLE OUTCOME	GROUPS	RISK RATING	CONTROLS
1	Control of access to the forest area	Staff/Students/Animals	3	Entrance to be locked EOD. Entrance to be unlocked upon the first activity of the day. Flag control at the entrance of the wood; Red = do not enter, Green = Safe- Enter. If entering in a large group staff must conduct a headcount and familiarise themselves with students involved. Ensure the group is briefed before they go into the woods "1,2,3 back to me!" . Ensure all students are aware of the flag system, even if they are not planning to use the woodland during the session.

2	Child running away in the wood	Student	4	<p>Ensure the correct staffing level is provided dependant on the groups individual capability. In term time there must be a 1:1 ratio of staff to students. In non- term time staff are to dynamically risk assess the groups and utilise parents/volunteers to support.</p> <p>Whilst in the woods ensure there is a staff member at the back of the group. Clearly defined walk ways. Ensure the group is briefed before they go into the woods.</p>
3	Risk of burn from fire	Staff/Students	3	<p>Manage fire area ensuring no student is left unattended with a fire. Ensure clean water is available to submerge a burn injury. Burns First aid pack to be carried into the woods at all times when conducting a fire activity. All fire-starting equipment to be stored in a locked box. Fires are only to be lit with agreement of the NLT management team. No fires are to be built where the flames are greater than 50cm high. Water buckets must be in place before a fire is started. Fires must only be set in a fire square and be clear of vegetation. No accelerants should be used at any time when lighting a fire and must not be taken into the woods. Fires must not be left unattended at any time or left with an untrained person to manage. Whomever is the agreed fire person and is in charge of the fire, must remain at the fire from start to extinguishment.</p> <p>All fires must be fully extinguished once they have served their purpose.</p> <p>Staff must ensure that they follow the rules set out by the forest school leader and continuously listen to safety instructions. Staff are responsible for the safety of their own 1-1 student at all times and their focus should remain on them.</p> <p>The forest school leader will go through all rules at the start. Entrance and exits to the fire area should be discussed. Individuals must sit around the outside of the circle and not stand up (including staff). Individuals can stand and come to the fire only once they have asked the forest school leader and this has been agreed. They must then be in the respect position to increase their stability.</p>

4	Head injury due to low branches	Staff/Students	2	Remove spiky branches from eye level on walkways. Brief everyone before they enter the woods to look for low branches and to look where they are walking. Teach individuals to warn each other when there is an obstacle by passing the information back to the next person. Do not run in the woods and where possible avoid wearing hoods that obscure vision.
5	Eating plants/fungi in the wood.	Students	2	All students to be briefed about the risk of eating unknown plants/fungi before entering the woods. Install 'no pick no lick' rules and ensure hands are washed after visiting the woods.
6	Trip/fall due to undergrowth	Staff/Students	2	Manage walkways to remove trip hazards. Teach individuals to warn each other when there is an obstacle by passing the information back to the next person. Where possible avoid wearing hoods that obscure vision. Encourage individuals to familiarise themselves with the environment, encourage them to access the floor areas to step over roots or obstructions etc.
7	Falling dead trees	Staff/Students	3	Area to be checked for dangerous trees before each session and the area that will be used. Regular maintenance of the wooded area to remove dead foliage. To be recorded in the safety log when it was checked and by whom .
8	Falling branches during high wind	Staff/Students	2	Woods should not be used during high winds.
9	Risk of falling when climbing trees	Staff/Students	3	Remove low branches from trees that should not be climbed. Only climb specific trees identified as suitable to climb. Ensure trees are only climbed with a buddy system to ensure support is available to spot hand and foot holds for the climber and to be ready to support at low level. Group leader to assess each group before allowing any climbing. Group leader to instruct individuals not to climb anything smaller than the thickness of their forearm.

				Group leader to assess suitable abilities of each individual preparing to climb.
10	Risk of falling due to uneven ground	Staff/Students	3	Manage walkways to remove trip hazards. Teach individuals to warn each other when there is an obstacle by passing the information back to the next person. Where possible avoid wearing hoods that obscure vision.
11	Bite/sting from insect or plant	Staff/Students	2	Carry a first aid kit with each group going into the woods to clean area bitten/stung, although do not apply any creams to students in case of reactions. Should the student show symptoms of an allergic reaction such as excessive swelling, redness and heat coming from the bite/sting call 111 for advice and let parents/carers know. If a more serious reaction occurs, call 999 immediately. All students to be briefed about the risk of touching unknown plants/insects before entering the woods.
12	Risk of forest fire	Staff/Student/Animals/Environment	3	Fires are only to be lit by a trained member of the NLT team. Fires are only to be lit with agreement of the NLT management team. No fires are to be built where the flames are greater than 50cm high. Water buckets must be in place before a fire is started. Fires must only be set in a fire square and be clear of vegetation. No accelerants should be used at any time when lighting a fire and must not be taken into the woods. Fires must not be left unattended at any time or left with an untrained person to manage. All fires must be fully extinguished once they have served their purpose.
13	Cuts/grazes/stabs/amputations/death from tools	Staff/Student/Animals	3	Individuals must receive guidance on safe tool use by a forest school leader before completing the activity with tools. Staff should ensure that they feel confident to support the task safely and seek guidance if they need it. Staff are responsible for dynamic risk assessment during the session and they must ensure that they follow all rules set out by the forest school leader. Staff must maintain a high level of awareness of their own student's safety, making sure that the staff member does not become too focused on their own project rather than their student.

				<p>Tools must be maintained and checked regularly by Troy. Staff must visually inspect tools before and after use to check that they are fit for purpose and safe to use.</p> <p>Students should be supported/observed by a member of staff at all times when using tools and guided when necessary.</p> <p>Staff must ensure that tools are used in a safe area away from other students and animals. A student should be at least two arms and the tools length away from everyone except their supporting staff member/peer partner where agreed.</p> <p>Staff must ensure that students and staff wear the correct PPE dependent on the task, such as gloves, overalls, goggles and boots. For example, when hammering nails or sawing the student needs a glove on the hand holding the nail/wood, when drilling the student and staff need goggles.</p> <p>Tools should be stored in a locked tool box or the locked shed. When they are not directly being used but will be used again in that activity they should be put down in a designated safe space or the tool box, to keep the area tidy and safe. After the session, the area should be left tidy to ensure no trips/slips. Tools should be kept in the shed.</p> <p>Staff must not use billhooks, sheath knives or flint and steels without direct supervision from a forest school leader (Troy). Only tools owned and maintained by NLT can be used in the sessions.</p> <p>Students that are anxious/angry should be encouraged away from the area or complete a different task until they are calmer.</p> <p>Make sure animals are out of the way during tool activities.</p>
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13	Burns or grazes from rope	Staff/Student/visitors	1	When using rope for construction of play equipment or tug of war this may cause sore hands. Students to be checked upon during these activities and breaks given if needed. During tug of war knots are tied in the rope to avoid slipping.
14	Falls from temporary play equipment or hammocks	Staff/Students/visitors	3	Individuals must be trained and confident in knot tying when constructing play equipment such as rope bridges, hammocks and swings. This may include shadowing, participating in forest school sessions with the forest school leader or specific face to face training. Only forest school knots to be used in any hammock, swings etc. That would support a student's or person's weight. Knots must be strong and secure. Climbing rope should not be used for the bottom line of a rope bridge as it is too stretchy, blue polypropylene rope is preferred.
15	Rubbish causing death, illness and injury to wildlife	Wildlife	3	All individuals must ensure that the woodland is left as they found it. This includes removing all rubbish and equipment. Equipment must not be left in the woodland after a session.

I have read and understand the New Leaf Triangle Archery Risk Assessment above and agree to follow its guidelines

Staff Name	Signature	Date

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