

Specific Risk Assessments for Visits and Activities Sherwood Forest Education Centre

NB: These Specific Risk Assessments must be read in conjunction with the Nottinghamshire County Council Local Authority, Children, Families and Cultural Services – Generic Risk Assessments For Visits and Activities (September 2021)

These generic risk assessments are intended for use on all applicable events for a range of activities delivered on behalf of the Children, Families and Cultural Services. They should be consulted as the foundation for all the specific risk assessments within this document.

Authors: Katie Ward
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Specific Risk Assessments For Visits and Activities
Sherwood Forest Education Centre

June 2023

SH 1	Field studies / All walks and activities on site (including Traditional Tales, Habitat studies, Medieval Life)
SH 2	Woodland Walks / Sensory Activities
SH 3	Conservation Work
SH 4	Outdoor and Adventurous Activities (General)
SH 5	Outdoor and Adventurous Activities (Team Challenges)
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SH 8	Forest Orienteering & Robin Hood Course
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SH15	Combat Demonstrations
SH 16	Soft Archery

Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire
County Council

NUMBER SH1 Field studies / All walks and activities on site (including Traditional Tales, Habitat studies, Medieval Life)

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when generic controls applied
All walks and Activities around site	All participants Poisoning	<ul style="list-style-type: none"> Safety talk on fungi / berries given before Leaving centre. Including steps to take if a Fungus is touched accidentally. Hands to be washed before eating after all activities. Carry hand sanitiser on all walks. 	All groups to refer to the Nottinghamshire Generic Risk Assessments	Yes	Low
	All participants Slipping / Tripping	<ul style="list-style-type: none"> Route to be assessed prior to visit if appropriate. At all times children not to lead walk into unassessed areas. All participants to wear appropriate footwear. 	Clothing worn is responsibility of parents / school visitors, some available at the Centre	Yes	Low
	All participants Puncture / Wounds	<ul style="list-style-type: none"> Suitable clothing to be worn covering body. Low branches to be avoided or removed if possible. 	School to brief children on suitable clothing	Yes	Low
	All participants Insect Bites	<ul style="list-style-type: none"> Avoidance of areas known to have large numbers of stinging insects. Classroom to be checked daily for sign of bees on end wing. Any insects bite allergies to be known to first aiders. First Aid kit to be always carried . 	School first aiders must check children's details prior to visit	Yes	Low
	All participants Unaware of the Code of Practice	<ul style="list-style-type: none"> Copies of all relevant codes to be handed out to all parents / helper with school groups each day to ensure best practice and awareness of all adults. 	Could be laminated to prevent waste	Yes	Low
	All participants Vehicles	<ul style="list-style-type: none"> Car Park is busy all year round and groups must be well supervised and walk in carefully controlled lines. Extra adults must be used when crossing the Zebra crossing from the coach park to the classroom. If possible, adults to use fluorescent vests for the crossing. 	Walk on paths where possible and use zebra crossing when moving from coach park to classroom.	Yes	Low / Med
	All participants Out of Control Dogs	<ul style="list-style-type: none"> All visitors with groups informed on how to act around unleashed dogs. If possible, dogs will be avoided when walking. Include giving dogs space when passing on pathways. 	Temperament of dogs always unknown	Yes	Low

These are Specific risk assessments identifying key hazards and control measures associated with visits or activities.

Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire
County Council

NUMBER SH1 Field studies / All walks and activities on site (including Traditional Tales, Habitat studies, Medieval Life)

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when generic controls applied
	All participants Person attack	<ul style="list-style-type: none"> School parties should always be well supervised. Children not to go off alone or out of sight of adults except in groups and when location of children is known. Adults preferably in pairs in woods and given personal alarms or whistles. Safety talk given to all at start of day about 'stranger danger' – general awareness of all hazards. 	Adhere to guidelines for supervision ratios.	Yes	Low
All walks and Activities around site	All participants Pre-existing Medical Condition (Epilepsy, asthma, allergy diabetes etc)	<ul style="list-style-type: none"> First aiders should know all pre-existing medical conditions. Booking forms must be consulted prior to a visit to make any medical conditions known to the lead tutor. Allergy relief to be carried in a sensible manner i.e. by person at risk, or by person allocated to be with allergy sufferer. Same system may be used for very young children with asthma. Asthma medication to be carried by person with condition. Appropriate medication should be brought on the visit with suitably qualified persons to administer. 	Centre staff cannot be responsible for medication carrying or take responsibility for attacks when condition is not known to them.	Yes	Low
	All participants Forestry Activities	<ul style="list-style-type: none"> Check prior to visit for any proposed work and adhere to any special circumstances of, warning notices. New route should be used to avoid any forest work by rangers. 	Center staff to check with RSPB rangers weekly on proposed work.	Yes	Low
	All participants Weather (injury, sunburn, extreme cold)	<ul style="list-style-type: none"> Centre staff or visiting teacher to obtain daily forecast & assess ongoing changes for danger. Suitable clothing for weather conditions worn i.e. warm and waterproof for cold and wet conditions, full light body cover, sun cream and hat for hot weather. RSPB will advise if wind speed is too high to safely run school sessions. Tutor on the day will liaise with RSPB and the school. 	<p>On occasion conditions may be unsuitable i.e. high winds extreme cold.</p> <p>Some clothing may be available at classroom, ask for details.</p>	Yes	Low
<p>Ticks- All participants at risk from tick bites and exposure to Lymes disease. Reference should be made to Tick bite risks and prevention of Lyme disease: resources - GOV.UK (www.gov.uk) and all visiting schools to be made aware of the risks in the general safety brief. Posters and leaflets are displayed in the classroom.</p> <p>Risk MEDIUM.</p>					

These are Specific risk assessments identifying key hazards and control measures associated with visits or activities.

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**



**NUMBER SH1 Field studies / All walks and activities on site
(including Traditional Tales, Habitat studies, Medieval Life)**

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when generic controls applied
<p align="center">Follow activity guidelines in the Day Centre Codes of Practice publication.</p>					

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward 	Date: June 24
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Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire
County Council

NUMBER SH2 Woodland Walks / Sensory Activities

Hazards <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls applied
<u>Blindfold Activities</u>					
	All participants Trip / Fall / Bump / Puncture Injury incl eyes.	<ul style="list-style-type: none"> • Trail / game area checked for underfoot and head height hazard avoiding very rough ground and low tree braches • Groups supervised correctly by school staff / helpers. • Clear instructions given to all participants. • Remove glasses before wearing blindfold • All persons leading a blindfolded member of the group have been fully briefed on how to look out for hazards to their partner. Only use blindfolds when Age appropriate. Adult with any groups that may need additional support. Accidents to be reported by school staff to NCC Tutor. Accident book to be completed and any accidents that result in offsite medical treatment/hospital visits MUST be logged on NCC Well worker. 	<p>First Aid kit to be always carried with snappable ice packs available for bumps.</p> <p>Monitor behaviour of participants to provide an ongoing risk assessment and remove anyone no conforming to activity rules.</p> <p>All supervising adults have access to risk assessment and activity guidelines.</p>	Yes	Low-Med
Find my Tree(Get to know a tree)	Blindfold person. Bumping head on tree trunk	<ul style="list-style-type: none"> • Trail / game area checked for underfoot and head height hazard avoiding very rough ground and low tree braches • Groups supervised correctly by school staff / helpers. • Clear instructions given to all participants. • Remove glasses before wearing blindfold • All persons leading a blindfolded member of the group have been fully briefed on how to look out for hazards to their partner. 	Blindfolded person must have a team member leading them at all times.	Yes	Low / Med (depends on behaviour of group)
<u>Non Blindfold Activities</u>					
Mirror Walking	All participants Trip / Fall / Bump / Puncture Injury	<ul style="list-style-type: none"> • Clear instructions given on how to use mirror and watch the ground. • Ground chosen with not too many exposed roots and divots. • Choose area of trees with high branches. 	All supervising adults have access to risk assessment and activity guidelines.	Yes	Low

These are Specific risk assessments identifying key hazards and control measures associated with visits or activities.

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**



NUMBER SH2 Woodland Walks / Sensory Activities

Hazards <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls applied
Woodland Perfumes (Smelly cocktails)	All participants Poison	<ul style="list-style-type: none"> • Clear instructions given on not picking fungi. Clear guidance on not damaging trees or picking flowers. Search forest floor before removing living items. • No ingestion of 'perfumes' <p>Care must be taken when mixing the cocktails and disposing of the mixtures after. Hand sanitiser to be used after this activity. Wash hands washed when possible.</p>	Participants likely to put objects in their mouths need prior risk assessment by the visiting group and individual supervision or exclusion from activity.	Yes	Low (Med if participants have special needs relating to putting objects in the mouth)

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward 	Date: June 2024
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Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



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NUMBER SH3 Conservation Work

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Tree planting, heathland work etc	All participants Slip / Trip	<ul style="list-style-type: none"> All persons to wear required footwear and walk around in controlled manner. Unused spades to be stuck into ground not left lying flat. Groups to be suitably supervised by adults. Ground conditions to be assessed and warnings given. 	Teachers visiting need to be aware of risks and choose activities according to age and ability of children.	Yes	Low
	All participants Cuts to hands	<ul style="list-style-type: none"> Gloves and suitable body cover to be worn. Bracken must not be pulled with bare hands. Do not pull Bracken late July/August 		Yes	Low
	All participants Diseases	<ul style="list-style-type: none"> All cuts to be dealt with promptly. Cover all grazes and cuts with waterproof plasters / rubber gloves. Staff onsite, require up to date tetanus injections. Schools should have knowledge of children's (and parents' etc) tetanus immunization status. 			
Accidents with tools	All participants Injury	<ul style="list-style-type: none"> Tool safety talk to be given prior to starting activity. First Aid kit to be always carried . 		Yes	Low
Brash Fencing / Habitat pile construction	All participants Cuts to hands	<ul style="list-style-type: none"> All fencers to wear gloves. Care taken when handling sticks in accordance with safety instruction given on site. Correct supervision of group ie no running etc. All given correct instructions regarding lifting of large/long pieces of wood. 	<p>Teachers visiting to have seen Codes of Practice guidelines regarding conservation work.</p> <p>Instruction to be given to groups on site as appropriate</p>	Yes	Low

All groups to refer to SH1

Follow activity guidelines in the Day Centre Codes of Practice publication

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward	Date: June 2024
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These are Specific risk assessments identifying key hazards and control measures associated with visits or activities.

**Nottinghamshire County Council Specific Risk Assessment
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NUMBER SH4 Outdoor and Adventurous Activities (General)



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Slippery ground / logs etc....	All participants Trip / Fall / Bump	<ul style="list-style-type: none"> • Appropriate supervision of activities • Suitable supervision of pupils in light of protruding branches (eye wounds) etc. • All participants are suitably dressed for activities • Suitable clothing for activities • Suitable supervision of activities / appropriate clothing. • Pupils with asthma should carry own inhaler (if old enough) and staff should be aware of anyone at risk of an attack. Staff carry inhalers must stay with children. 	<p>Area of activities checked on day for avoidable hazards.</p> <p>Clothing worn dependent on parents / visiting teachers.</p> <p>Staff to follow pre-visit advice and safety talk at start of visit.</p> <p>Be aware that very cold temperatures and high pollen counts can aggravate asthma.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
Follow activity guidelines in the Day Centres Codes of Practice publication.					

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward		Date: June 2024
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Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire
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NUMBER SH5 Outdoor and Adventurous Activities (Team Challenges)

.Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Team challenges	All Participants Slips / Trips / Fall / Bump	<ul style="list-style-type: none"> • Appropriate clothing and footwear for the activity. • Appropriate adult supervision ratios. • Children are well supervised and under control. • Pupils, staff, adults have understood objectives and are working safely. • Demonstrate lifting and carrying techniques with objects and other people • First aid kit to be carried at all times and to include snappable ice packs for bumped heads and if ice needed. 	<p>Staff to follow pre-visit advice and safety talk at start of visit.</p> <p>Visiting teachers need to be aware of risks and chose activities according to age and ability of children.</p>	Yes	Low
Asthma attack	All Participants Illness	<ul style="list-style-type: none"> • Inhaler to be carried and not left in classroom. 		Yes	Low
Sensory / Blindfold games	All Participants Slips / Trips / Fall / Bump	<ul style="list-style-type: none"> • Adequate supervision to allow one adult per group. • Teacher gives safety talk before starting activity. • Use of appropriate area. Check for hazards before starting. • Remove glasses before wearing blindfold. 	Blind folded person must have team member leading them at all times. Age appropriate. Check suitability for younger children.	Yes	Low
Weather	All Participants injury / sunburn / extreme cold	<ul style="list-style-type: none"> • Centre teacher or visiting teacher to obtain daily forecast and assess ongoing conditions. • Appropriate clothing for the conditions to be worn 	On occasion conditions may be unsuitable ie high winds	Yes	Low
Follow activity guidelines in the Day Centre's Codes of Practice publication.					

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward	Date: June 2024
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Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



NUMBER SH6 Shelter Building

Hazards Considered <i>Step 1)</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Shelter Building	All participants Slip / Fall	<ul style="list-style-type: none"> • Suitable supervision of pupils. • Participants appropriately dressed. Gloves to be worn during building and deconstruction. • Verbal instructions regarding movement around shelter building site and safety brief to be given by center staff. 	Clothing worn dependent on parents / visiting teachers.	Yes	Low
Shelter Building	All participants Shelter falling	<ul style="list-style-type: none"> • Visiting staff/pupils given instructions regarding safe shelter building including: <ol style="list-style-type: none"> 1.No entering shelter while building is in progress and until checked for stability. 2.Careful planning and supervision of building process. 3.Careful dismantling of shelters in methodical manner ie main supports last of all. • Centre teacher or visiting teacher to obtain daily forecast & assess ongoing changes for danger especially in high winds. • Appropriate clothing to be worn for conditions. • No one to leave the enclosed shelter building area. 	<p>All participants to follow pre-visit advice and safety talk at start of visit.</p> <p>Copies of safety guidelines available on the day for visiting adults.</p> <p>Clothing worn dependent on parents/visiting teachers.</p> <p>Area to be checked by centre staff for dog fouling prior to groups using the area.</p>	Yes	Low
Stick Carrying	All participants Cuts / Splinters etc	Suitable supervision of pupils and suitable hand wear and full body cover always worn.	Gloves to be brought by pupils. Some gloves available at the centre.	Yes	Low / Med
Low Branches	All participants Puncture wounds including eyes / Lifting injury	<ul style="list-style-type: none"> • Suitable supervision of pupils in light of protruding branches. Instructions regarding carrying of sticks for building shelters in a safe manner. • First aid kit to be always carried . • Correct instructions regarding lifting / carrying given to groups and avoidance of lifting when possible. 	Tree safety checks to be carried out regularly by RSPB.	Yes	Low

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**



NUMBER SH6 Shelter Building

Hazards Considered <i>Step 1)</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Contamination of gloves	Pupils / Staff / Parents Injury / Death	Gloves should be brought by the school taking part in the activity. There are some gloves available for use that are NCC but these must be washed after use.	Wash gloves after use if given to children who do not have their own.	Yes	Low / Med

Follow activity guidelines in the Day Centres Codes of Practice publication.

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward 	Date: June 2024
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Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services

NUMBER SH7 Orienteering around the Visitor Centre



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action Step 3 Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Orienteering	All participants Slip / Trip / Fall	<ul style="list-style-type: none"> • Suitable adult: child supervision ratio. • Participants need to be suitably dressed - footwear for outdoor PE activities. Full body cover. • Ground conditions checked. • First aider (member of school staff if self-led group) present and first aid kit available. • Fenced pond area in front of the visitors' centre. Water is not deep but adults to be aware of water and supervise where necessary. 	Staff to follow pre-visit advice and safety talk at start of visit.	Yes	Low
Vehicles / Machinery on site	All participants Injury / Death	<ul style="list-style-type: none"> • Orienteering visitors warned of possible vehicles / machinery / equipment in area and to act safely. • Mention main road in safety brief. Main road is not close to the course but due to independent group activity on the course, it must be mentioned as a hazard. • Warning of approaching vehicles given to all orienteers. 	Centre staff to check on weekly planned works with RSPB.	Yes	Low
Weather	All participants Injury / Sunburn / Extreme cold	<ul style="list-style-type: none"> • Centre teacher or visiting teacher to obtain daily forecast & assess ongoing changes for danger. • Appropriate clothing to be worn for conditions. • Surface of amphitheatre must be assessed prior to session. In wet or icy conditions surface can become slippery and unsuitable for orienteering sessions. 	Clothing worn dependent on parents / visiting teachers.	Yes	Low
Dogs and horses	All participants Injury / Bites etc	<ul style="list-style-type: none"> • Information given how to reduce risk of dog attack ie stop running / stand still until dog is under control. Safety brief covers horses and how to stand and act if approaching horses meet a group. 	Dogs should be on leads in Visitor Centre areas.	Yes	Low

Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



NUMBER SH7 Orienteering around the Visitor Centre

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Person Attack	All participants Injury / Abduction	<ul style="list-style-type: none"> • Children orienteering in groups. • All groups have emergency whistle. • Adults placed around orienteering area to form a safety net. Adult on path to left of area towards Major oak path and path to right towards the bridle way. • 'Safe' adults have obvious identification. • All groups must stay together. • All pupils to carry own medication if appropriate. • Whistle to be blown if medical emergency. • Emergency procedures agreed before session. 	Staff to follow pre-visit advice and safety talk at start of visit.	Yes	Low
			Schools must obtain info from parents and ensure medication is available.	Yes	Low
		<ul style="list-style-type: none"> • All pupils briefed before leaving base. • All adults from school have obvious ID so pupils know they are 'safe' to go to for help. • All groups must stay together; group sizes reflect age and orienteering experience of pupils. 	Reflective and fluorescent clothing increases visibility of orienteering children to supervising adults (bring from school if possible).	Yes	Low
<p>Follow activity guidelines in the Day Centres Codes of Practice publication. Copies of safety guidelines available on the day of visiting adults</p>					

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward	Date: June 2024
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Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services

NUMBER SH8 Forest Orienteering & Robin Hood Course



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action Step 3 Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
<u>Orienteering in Sherwood Forest</u>					
Asthma	Pupils / Staff / Parents Illness	Inhalers to be carried with children at all times not left in the classroom.	Mentioned during introduction (safety talk)	Yes	Low
Uneven Ground	Pupils / Staff / Parents Slip / Trip / Fall	<ul style="list-style-type: none"> • First Aid Kit on site with access to qualified first aiders. • Appropriate staff per pupil ratio and supervision. 	Guidance notes sent to schools (including correct clothing)	Yes	Low
Dogs and horses	Pupils / Staff / Parents Injury	Pupils advised how to behave when dogs are about not to go up to them but leave all dogs alone. Pupils briefed on horses and possibility of meeting riders in the forest. Safety talk covers how to stand and act if horses approaching.	Introductory safety talk covers this	Yes	Low
Weather	Pupils / Staff / Parents Injury / Sunburn / Extreme cold	Appropriate staff pupil ratio and supervision and appropriate clothing.		Yes	Low
Poisonous Plants Fungi	Pupils / Staff / Parents Poisoning / Illness / Death	Pupils warned about hazards also wash hands before eating.	Introduction Safety Talk	Yes	Low
Getting Lost	Pupils / Staff / Parents Injury	<ul style="list-style-type: none"> • Pupils in threes or small groups. • Adults placed at strategic points / adult per group. • Map reading skills taught well at beginning of activity. • Safety parameters stressed – boundaries and time limits. • Counting pupils regularly and also at the end of activity. <p>Safety whistles to be carried by each group and demo on how to use the whistles MUST be done before the session takes place.</p>	Introductory Safety Talk	Yes	Low

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**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**



NUMBER SH8 Forest Orienteering & Robin Hood Course

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Park Visitors	Pupils / Staff / Parents Injury / Abduction	Pupils instructed on correct behaviour etc. (not to approach strangers / Stranger Danger). See also above.	Introduction Safety Talk	Yes	Low
Vehicles	Pupils / Staff / Parents Injury / Death	<ul style="list-style-type: none"> • School bus and cars must park in the school car park provided. • Pupils made aware of road safety and vehicles used by Ranger staff on site. 	Introduction Safety Talk.	Yes	Low / Med

Refer to 'Day Centres Codes of Practice' booklet

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward		Date: June 2024
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Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire
County Council

NUMBER SH9 Stranger Danger

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
All Activities	All participants Person attack / Abduction/ verbal abuse by member of public	<ul style="list-style-type: none"> • Whistles issued as appropriate for own safety. • Adults with group ID to be worn and children to know which adult they are working with for the trip duration. • Close supervision of groups considering recommended rations. • Measure appropriate to activities and age groups. • No trip to toilet alone. • During general safety talk include mention of members of the public on site and ask all participants to respect them and keep away. • Discourage children from interacting with adults and children from outside their own group – instructions appropriate to age of children, advise teachers prior to visit to mention to children and supervision adults. • See activity assessment for specific details. 	<p>School staff must be appropriately briefed by their visit organizer – (Centre staff or visiting teacher if self-led visit).</p> <p>Leading teacher form school needs to be aware of risks and to follow pre-visit advice and safety talk at start of visit.</p>	Yes	Low

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> </div>	Date: June 2024
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Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire
County Council

NUMBER SH10 Lunch Times

(These are supervised by responsible adults with visiting groups)

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action - Step 3 Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Lunch time games, activities Use of RSPB play area	All participants Slip / Trip / Fall	<ul style="list-style-type: none"> • Pupils must be supervised as appropriate by own staff / parents / helper. • Activities should be appropriate to terrain / weather conditions and suitability supervised and equipped. • Groups must have first aider with them. • Visits to toilets supervised by adults at all times. • If using the amphitheatre for lunch times, surface and suitability must be assessed prior to use. The surface can become slippery when wet. Play area can be used at schools' own risk. RSPB risk assessment can be provided to schools upon request prior to the school visit. Any accidents on the play area must be reported to the NCC tutor who will log with the RSPB. • Classroom area must be left with access doors on the key code locks. Classroom must not be left open at any time if empty. 	All participants should be appropriately briefed by the visit leader.	Yes	Low / Med
Hand washing and cleaning of key areas	Pupils / Staff / Parents Sickness	Hands to be washed and sanitised before lunch making sure children are not putting their hands near their mouths. All 'touch' areas to be cleaned after lunch with Anti-Bac wipes	Following guidance by Notts Outdoors staff	Yes	Low / Med
Refer to SH1					

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

**Nottinghamshire County Council Specific Risk Assessment
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NUMBER SH10 Lunch Times
(These are supervised by responsible adults with visiting groups)

Assessment carried out by: **Katie Ward**

Date: June 2024

Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire
County Council

NUMBER SH11 Working in the Centre / Classroom with groups

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action - Step 3 Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Fire	All participants Burns / Injury / Death	<ul style="list-style-type: none"> • Only fight fires when small enough to use extinguisher. Use correct type. • Evacuate the building by nearest exit. • Assemble in front of the blue assembly signs in the main car park and take register of pupils, staff and parents. • Do not re-enter the building. • Emergency lighting fitted. 	Teachers are responsible for checking pupil numbers and registers in the event of a fire. Signs fitted to exits. Each group visit only for a day.	Yes	Low
Electrical appliances	All participants Electric Shock / Injury / Death	<ul style="list-style-type: none"> • RCDs used wherever needed. • PAT testing advisable. • Visual checks of equipment when used. • Blanks in unused sockets. 	First aid kits available.	Yes	Low
Hot liquids	All participants Burns / Scalds	<ul style="list-style-type: none"> • No hot drinks to be carried around centre unless in a non-spill lidded container. • Hot drinks not to be passed over people's heads. • Glue guns to be used by adults only. 	No water in the classroom. Nearest running water is in the main toilet block.	Yes	Low
Doors / Cupboards	All participants Trapped fingers	Finger guards fitted to doors where pupils have access. Front, interior and back doors are all on key codes. These will be given to the leading teacher on arrival. Classroom must not be left unlocked when empty. Back door and ramp is main point of entry and exit during the day. Front access only used upon arrival and departure.	Teachers must read codes of practice and be aware of which doors to use for entry and exit. Front door leads onto road so correct road crossing procedures must be used.	Yes	Low
Floors and furniture	All participants Slip / Trip / Fall	<ul style="list-style-type: none"> • Furniture checked regularly. • Floor well maintained and non-slip cleaning materials used. Sitter mats provided for children to sit on if eating in the classroom. 	Signs kept just inside the storeroom door.	Yes	Low
Intruders	All participants Personal attack / Injury / Death	<ul style="list-style-type: none"> • All doors on keypads. • No child to be left alone anywhere at any time. 	Classroom keys available from the RSPB office upon request to K.Ward.	Yes	Low

These are Specific risk assessments identifying key hazards and control measures associated with visits or activities.

**Nottinghamshire County Council Specific Risk Assessment
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NUMBER SH11 Working in the Centre / Classroom with groups



Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward

Date: June 2024

Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire
County Council

NUMBER SH12 Lone Working in the Classroom / On Site (for Centre staff and visiting teachers on self-led visits)

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Intruders	All participants Personal attack / Injury / Death	<ul style="list-style-type: none"> • Inform someone when working late / early. • All doors / windows shut and locked when working alone in centre. • Carry mobile phone around when moving between buildings. • Contractors must make an appointment. • Do not open door until identity verified. <p>Log in at the RSPB office on arrival and collect a site radio to be carried during the day. This must be returned at the end of the day.</p>	<ul style="list-style-type: none"> • All staff work alone at times but all efforts are made to keep this to a minimum. • Check that a mobile phone signal is available. 	Yes	Low
Personal injury	All participants Injury	<ul style="list-style-type: none"> • Do not climb when working alone. • Do not carry heavy objects alone. • Use tools correctly when working alone. 	All to be aware of control measures.	Yes	Low / Med
Fire	All participants Injury / Death	<ul style="list-style-type: none"> • Exit building by nearest escape route to the car park assembly point and stay out until allowed back in by emergency services. • Dial 999. • Only fight fire when small enough to be put out by extinguisher. Use correct type. • Avoid lone working whenever possible. 	Inform visitors who may be alone with a sick child etc of the emergency evacuation procedure.	Yes	Low

(The whole Visitor Centre complex has a Fire Risk Assessment held by the Ranger service at Sherwood)

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Katie Ward	Date: June 2024
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**Nottinghamshire County Council Specific Risk Assessment
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Nottinghamshire
County Council

SH 13 The spirit of Sherwood At Christmas

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Hot liquids/heating milk/ moving with hot drinks	Pupils / Staff / Parents Spills and scalds, food allergies	<p>Pupils to be well behaved and under control before drinks handed out.</p> <ul style="list-style-type: none"> • Safety talks to all visitors before giving out hot drinks. Cover how to handle cups, not moving around the classroom with drinks. • First Aid pack to be on hand for spills or accidents. • Follow hygiene rules in DfES document 'Handbook for Group Leaders'. • Wash hands before consuming hot chocolate or any consumables. • Adults ONLY to carry hot chocolate to pupils. Pupils must be sat down with hot drinks. • Adults to check temperature of chocolate before serving. • Correct Adult ratio to children. • Visiting schools should provide relevant medical information for the Centre teacher and any details of food allergies or intolerances. Suitable alternative will be provided for any dairy free/food allergies noted. Schools MUST make centre aware before arrival. 	Pre-visit carried out before visit, Training/ Briefing of all staff and pupils before session starts.	Yes	Low/Med

**Nottinghamshire County Council Specific Risk Assessment
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SH 13 The spirit of Sherwood At Christmas

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Traffic and moving around site to classroom and on winter trail Weather and foot path safety	Pupils / Staff / Parents Injury / Death	Ensure staff familiar with site and route and have attended the appropriate pre-visit training. <ul style="list-style-type: none"> • Appropriate adult supervision as specified in guidelines. • It is advisable for the children to wear Fluorescent vests or bands and suitable warm durable foot wear. Woolly hats and warm winter wear is advisable. Foot paths may be frosty/icy. Site check to be carried out by Centre leader. Inhalers / medication etc. to be carried during the session and not left in the classroom.	Refer to Codes of Practice and SH risk assessment for woodland safety and outdoor activities	Yes	No

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: 	Date: June 2024
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Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire
County Council

SH 14 Covid 19

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action - Step 3 Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Contracting Covid-19	Pupils / Staff/ Illness / Death	<ul style="list-style-type: none"> • Risk Assessment shared with all staff • Follow current guidelines from the Government and update policies where necessary. 	Inset Training and see Codes of Practice	Yes	Low / Med
	Pupils / Staff/ Illness / Death	<ul style="list-style-type: none"> • Make it clear to staff, visiting groups and contractors that nobody who has been diagnosed with, or in close contact with anyone known to have contracted COVID-19 within the last 5 days should attend site. • If anyone on the trip starts to feel unwell, centre staff must be notified. 		Yes	Low / Med
	Pupils / Staff/ Illness / Death	<ul style="list-style-type: none"> • Advise staff, visiting groups and contractors that nobody with a cough, breathing difficulties or flu-symptoms should attend the site. 		Yes	Low / Med
	Pupils / Staff/ Illness / Death	<ul style="list-style-type: none"> • Hand sanitiser is positioned at the entrance to the classroom and the exit. This must be used upon entry to the classroom. • Soap and water and hand-sanitiser is available in kitchen for Notts Outdoors staff, in toilet areas for visiting staff and children • Paper towels are used to dry hands, these need to be disposed of after use. 		Yes	Low / Med

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SH 14 Covid 19

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Particular control measures for cleaning staff	Pupils / Staff/ Illness / Death	<ul style="list-style-type: none"> • Remind group at the start of the visit of the importance of good hand hygiene and washing hands or using hand sanitiser gel through the day • Wash hands at start of visit, after using the toilet, after breaks and activities, before food preparation, before eating any food, before leaving • Importance of avoiding touching eyes, nose and mouth with unwashed hands • Catch your cough or sneeze in a tissue, dispose of properly in a bin and wash hands • Remind group members to tell a member of staff if they feel unwell. 		Yes	Low / Med
	Pupils / Staff/ Illness / Death	<ul style="list-style-type: none"> • Recommended cleaning products • Discuss any concerns with Head of Centre. 	Good ventilation of classroom areas where possible.	Yes	Low / Med

Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



SH 14 Covid 19

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action - Step 3 Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Procedure if a child on a visit falls unwell	Pupils/Staff/ Illness/ Death	<ul style="list-style-type: none"> If a pupil becomes unwell the kitchen area of St Johns Hut is the designated room for isolation. A staff member from the school must isolate with the unwell child until a parent or guardian is able to collect them. The school must be notified as soon as the pupil becomes unwell or shows any symptoms of Covid-19 and the parents or guardians notified of the isolation procedure. RSPB main office will also be notified of the isolation and a deep clean and closure of the room will take place following government guidelines. 	Current Government test and trace procedures to be followed. School to be responsible of notifying parents of other and advise on next steps. After isolation the room will be deep cleaned and a noticed placed on the door to ensure no RSPB staff enter the area without being briefed.	Yes	Medium
Staff become ill at work	Pupils / Staff/ Illness / Death	<ul style="list-style-type: none"> If staff do become unwell with atypical symptoms, then they should be sent home with advice to contact NHS 111/999. 	Current Government test and trace procedures to be followed in full	Yes	Low / Med
Contracting or Spreading the virus	Pupils / Staff/ Illness / Death	<ul style="list-style-type: none"> Cleaning products available throughout session to enable potentially infections surfaces can be cleaned if not available. e.g. door handles or gate closures. Follow COVID-19: Cleaning - MAB guidance 		Yes	Low / Med
Vehicles use	Pupils / Staff/ Illness / Death	<ul style="list-style-type: none"> Only use if necessary Separate individuals as much as possible Ensure vehicle is sanitised before and after use Minimise stops, e.g. fuel/food/toilets Driver and adults to use face covers 	Follow Local and National Government advice, consult NHS guidance if needed.	Yes	Low / Med

Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



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SH 14 Covid 19

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action - Step 3 Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Individuals displaying signs or symptoms	Pupils / Staff/ Illness / Death	<ul style="list-style-type: none"> • If staff become unwell with atypical symptoms, then they should follow employer and government advice and notify all recent contacts they have had. • If Children or carers become unwell with atypical symptoms, then they should follow government advice and notify all recent contacts they have had. NCC lead professionals should establish best response. 	Follow Local and National Government advice, consult NHS guidance if needed.	Yes	Low / Med
Underlying Health conditions	Pupils / Staff/ Illness / Death	<p>All individuals should be considered and known medical conditions discussed, any individuals with underlying health conditions should have a specific risk assessment carried out to establish safe participation and working environments. Identifying Characters:</p> <ol style="list-style-type: none"> 1. Age – Low/Medium/High 2. General Health 3. Underlying Health Conditions 	Follow Local and National Government advice, consult NHS guidance if needed.	Yes	Low / Med

Assessment carried out by:

Date: June 2024

Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



SH 15 Combat Demonstrations

Medieval Combat demonstration	NCC STAFF Children School staff	<ul style="list-style-type: none"> • Ensure a clear demonstration perimeter is set up to keep audience at a safe distance. 4m minimum • A safety talk will be given before the demo to the children and they will always be asked to remain seated • All weapons and shields will be stage combat safe and they will be checked before and after every use. • Sharp edges will be filed when needed. • A repair kit will always be carried • Children will not handle any stage combat weapons or be taught combat moves with weapons. • NCC staff have received weapon stage combat training from an accredited trainer. This training will be updated when needed. • Staff will use pre-agreed choreography and will practice the choreography before the event • Stage combat gloves MUST always be worn when using the weapons • Casting technique is used during all demonstrations to minimise the risk of injury. • If a staff member has an injury or some reason they cannot perform, the demo will be excluded from the SOLA day or Sherwood Medieval life day. • Ground must be flat and of good grip. If demo is on a grassed area, if there is rain fall or the area is wet Notts Outdoors staff will assess the safety of the area. 	<p>Notts Outdoors staff to check with school they are visiting if they are happy for a weapons demonstration to take place.</p> <p>Area will be checked for suitability for the demonstration</p> <p>Only NCC staff with relevant training will take part in the demonstrations</p>	Yes	Medium
Weapon storage	NCC Staff	All weapons must be stored in a secure lock box when not in use and checked by Notts Outdoors staff after each use.	Keys to be held by Notts Outdoor Staff only.	Yes	Medium
Handling weapons	NCC STAFF Children School staff	<ul style="list-style-type: none"> • During our medieval weapons session children will have the opportunity to hold weapons. All weapons used are not live edge, they are blunt and safe for handling. 	Safety brief specific to weapon handing to be given at the start of the session.	Yes	Medium

**Nottinghamshire County Council Specific Risk Assessment
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SH 15 Combat Demonstrations



Fight demonstrations will be appropriate to the age of the groups of visiting children.

Assessment carried out by: Katie Ward

Demonstrations may not always form part of the Robin Hood Day.

Date: June 2024

Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire
County Council

SH 16 Soft Archery

Hazards Considered Step 1	Who might be harmed and how Step 2	Existing Control Measures: Step 3	Further action - Consider group supervision requirements, individual needs, travel and hazards in the environment used.	Generic controls are being applied? If not detail in further actions	Risk when all generic controls are applied
Flying Arrows	Participants and Staff Injury	No participants to be allowed past the shooting line unless specifically authorised by the instructor. Adequate briefing at the start of the session. Proper supervision of the participants. Have clear shooting area and waiting area. Use of clear commands by the instructor. Soft archery tips to be used only. No pointed arrows.	Brief participants about the risk. Strict rules of when arrows are loosed and when participant has finished their turn. Clear briefing of archery range rules before any archery takes place.	Yes	Low
Overcrowding on shoot line	Participants and Staff injury	Only 3 children will be loosing arrows from the shoot line, at any one time. Tutor to hand arrows to each participant and no loose arrows left unattended with the children. Children waiting for their turn must wait behind the cone line to allow a safe space behind the archers at the shoot line. Teachers to supervise children waiting to have their turn.	Brief participants about shoot line and wait line. Safe ratio of children on shoot line 3:1	Yes	Low
Falling on arrows and bows	Participants and Staff Injury	No running to be allowed during the session No pushing to be allowed during the session. Only people who are shooting to be allowed into the shooting area. Clearly marked shooting lines and waiting zone.	Brief participants and model safe storage of equipment when waiting to use and not in use.	Yes	Low
Equipment breaking, accident, uncontrolled fired arrow.	Participants and Staff, and members of the public Injury/Death	All equipment to be checked by the instructor prior to the session. Any faulty equipment to be put aside and reported to the appropriate person. Archery range at Sherwood is non-public and secluded so any misfired arrows will enter safe areas.	Regular checks of all the archery equipment	Yes	Low

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SH 16 Soft Archery

Other people entering the archery field	Participants and Staff and members of the public Injury/Death	Archery range at Sherwood is Non-public. Gate to be closed during the session and No entry sign to be placed on the gate and any other access areas during the session. School archery session black board to be displayed during every session.	Brief Participants Control measures are in place. Anyone leaving the designated area to ask permission before doing so.	Yes	Low
Nets/back stop not stopping the arrows	Public Injury/Death	Archery not to be used if the wind is such that the nets or back stop cannot be secured properly. Nets to be hung in such a way so they are slack and not pulled tight. Area behind the archery range is shrub and tree line so no public access.	Staff training for anyone who is going to use the archery range.	Yes	Low
Maintenance of Archery ground	Participants and staff injury	Check weather conditions before each session and safety check of archery range must be done prior to every session. Risk of muddy conditions if heavy rainfall so underfoot conditions must be assessed. Management of nettles in area.	Contact ranger team through K.Ward if nettles need strimming. Tree safety checks to be done by Paul Cook annually.	Yes	Low
Storage of Archery equipment and Targets	Public	All equipment must be taken down and stored in St Johns Hut. No targets are to be left on the range after a session. Set up must be done on the morning of the session. All archery kits to be locked away in St Johns Hut when not in use.	Alarmed building for storage. Key holders are K.Ward and RSPB staff.	Yes	Low

**Nottinghamshire County Council Specific Risk Assessment
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SH 16 Soft Archery



Assessment carried out by:

Date: June 2024