



Risk Assessment Record

Part 1 Activity/Role: RSPB Field Teaching and Educational Activities		Location/Dept: CAFRE/ Greenmount Campus Antrim and Enniskillen Campus Fermanagh		OS Grid Ref
Date of assessment update 1 September 2017		Date for revision September 2018		Other related assessments? HSENI Information Sheet No. 1/11 (Supplement) Advice to teachers and others who organise visits for children (where animals are present)
Hazards/hazardous events	Who is affected	Typical outcome	Current RSPB control measures in place	Risk level L*H -> RL
Traffic on site – collision Horses and horse boxes (Enniskillen), tractors and machinery (Greenmount)	RSPB Field teachers, school staff and visiting pupils.	Accidents resulting in injury to pedestrians from motor vehicles and farm tractors and machinery Horses and animals on site	Segregation of pedestrians and traffic; separate coach parking where possible; clear signage to the parking area and from the parking to the centre or meeting point. Prior instructions to visiting teachers where road crossing is required or crossing the car park. Groups supervised by Field Teacher and made aware of surroundings. Risk from additional farm traffic and horses highlighted.	moderate
Weather – activities undertaken in hot, cold and wet weather	RSPB Field teachers, school staff and visiting pupils.	Hypothermia Heat exhaustion, sun stroke, sunburn	Ensure booking information contains clear advice on children wearing and bringing appropriate cold weather clothing and footwear. Avoid prolonged exposure to wind/rain by adapting programme accordingly. Booking information to advise on the wearing of sunscreen and sun hats during the summer months, (spare hats to be kept on site); on particularly sunny days, keep children in the shade as far as possible. Ensure children have plenty to drink before and during the programme.	slight
Bites and stings and allergic reactions	RSPB Field teachers, school staff and visiting pupils.	Injury or bite from animals Stings and insect bites Allergic reactions: pollen, bee stings, latex, peanuts	Field Teacher to issue warning not to pet or touch animals unless appropriate and approved by teacher. Care to be taken where horses are passing. Field Teacher to ensure visitors understand that loud noises can cause animals to move and react suddenly. Instruct children before commencing activities. Request information at time of booking on any child in the visiting party who is known to suffer allergic reactions to any of these substances. Ensure all site teaching staff are aware of emergency procedures and are equipped with mobile phones or radios to facilitate immediate evacuation of any child who suffers a severe allergic reaction.	moderate

	Slight harm	Harmful	Very harmful
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Plant allergy and poison

RSPB Field teachers, school staff and visiting pupils.

Injuries by coming into contact with dangerous plants and poisoning through digesting plants/berries

Clear, pre-activity safety talk by Field Teachers – including instruction not to put fingers in their mouths after handling plants nor attempt to eat any of the plants. Supervision of children during activities. All staff to be aware of emergency procedures should ingestion occur. Thorough hand-washing to be ensured as soon as possible after the activity and before eating or drinking.

slight

Ragwort poisoning

Check for ragwort within teaching areas to be used. If ragwort is present, instruct children not to touch or pick it – particularly as part of First Nature rainbow activity. Thorough hand-washing to be ensured as soon as possible after the activity and before eating or drinking.

Bracken

Avoid children working in bracken during the time that spores are in the air (during July/August/September).

Slips, trips, falls and scratches

RSPB Field teachers, school staff and visiting pupils.

Slips, trips or falls and injuries from by falling branches from dangerous trees and uneven surfaces and rabbit burrows

Removal of vegetation close to paths and environmental activity area. Instruct children on how to behave in areas where there is particular risk of falling, e.g. tree roots, wet leaves, moss, burrows etc. Instruct children not to run, during or between activities and to keep to paths.

slight

Scratches, punctures, wounds and eye injuries from vegetation

Remove and prune dangerous trees, bushes and briars. Annual woodland and path assessment

Dangerous diseases from animal droppings, dogs and contact with livestock and water fowl

RSPB Field teachers, school staff and visiting pupils.

Toxocariasis
Tetanus

Safety instruction from field teachers and supervision during activities. Thorough hand-washing to be ensured as soon as possible after the activity and before eating or drinking.

slight

E-coli (*on sites where livestock are present*)

The majority of visiting children should already be immunised against tetanus. Ensure any wounds are cleaned as quickly as possible. In the effect of any ‘dirty cuts’ inform teachers to advise parents to seek medical advice.

Cryptosporidium

For all footwear use disinfectant mats and brushes provided at end of nature trail. Boot washing should be carried out as required before washing hands for eating. Boots should be bagged for carrying back to school/home.

Lyme Disease (from ticks)

Avoid working in areas where livestock have been present if possible. Field Teachers to provide safety instruction and supervision during activities. Thorough hand-washing to be

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			<p>ensured as soon as possible after the activity and before eating or drinking. Where an area is likely to be a high risk for ticks due to presence of sheep or deer, avoid walking in bracken, heather or tall grasses and keep to cleared paths.</p> <p>All open wounds (and broken skin including eczema) should be covered, and all persons advised to keep hand to face contact at a minimum. Thorough hand washing to be ensured as soon as possible after the activity and before eating or drinking. Ensure teachers are aware of symptoms in case of subsequent illness.</p>	
<p>Fire in the classroom/centre.</p>	<p>RSPB Field teachers, school staff and visiting pupils.</p>	<p>Smoke inhalation, burns</p>	<p>Before commencing indoor activities, identify emergency exits and fire extinguishers. Follow CAFRE guidance for evacuation procedures</p>	<p>moderate</p>
<p>Lost Child</p>	<p>Children</p>	<p>Lost child through separation from group or through circumstances not related to Field Teaching</p>	<p>Instruct children not to wander off and to remain within sight of the group at all times, but advise them of what to do if they should get separated. Teachers and accompanying group supervisors to be reminded of their responsibility to ensure group are together and to check that everyone is present at all times. RSPB Field Teachers and CAFRE staff to be aware of the Lost Child Procedure (RSPB Code of Practice 42). Field Teachers to carry radios for immediate communication across the campus.</p>	<p>slight</p>
<p>Water sampling in constructed wetland (Greenmount only)</p>	<p>RSPB Field teachers, school staff and visiting pupils.</p>	<p>Water polluted causing illness if ingested and access to sampling sites not defined causing immersion in ponds</p>	<p>Field Teacher to obtain samples for students. Use appropriate dipping equipment at safe access point. Hand washing essential for all participants immediately after activity. Danger from overgrown pools highlighted, and groups to keep to defined paths.</p>	<p>slight</p>

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Mini-beast studies	RSPB Field teachers, school staff and visiting pupils.	Risk of injury from lifting heavy stones, logs etc. Risk of splinters from logs Injury from shaking trees or using sweep nets	Advise children of the risk before starting the activity. Children should be prevented from lifting heavy items without help and supervision. Heavy items should be put back with the same level of care and supervision. Carry First Aid kit. Children to be stood well back if teacher is shaking the tree. Children shown how to shake the tree safely away from others. Watching children to look away in case of flying seeds/dirt etc. Instruction for using sweep nets.	slight
Sweeping for insects	Pupils and staff	Cuts and stings	Areas should be checked for thistles and nettles before use and children advised of the risk. Children must not enter grassy areas of the same height, or taller than they are. Avoid overcrowding.	slight
'First Nature'	Pupils	Cuts, stings and abrasions from matching to the 'like labels' and colour eyes. Hay fever allergic reaction (if using sense of smell.) Ragwort poisoning	Work in an area where there are no, or few, nettles. In introductory talk before the activity make sure all children know which plants can sting or cause minor irritation. Check before carrying out the activity whether any children suffer from hay fever and choose pollen-free leaves etc. for them to sniff. Check for ragwort within teaching areas to be used. If ragwort is present, instruct children not to touch or pick it – particularly as part of First Nature rainbow activity. Thorough hand-washing to be ensured as soon as possible after the activity and before eating or drinking.	slight
Games	Teachers, children students and RSPB staff	Bumps, bruises and trips	Games area checked for potential hazards. Boundaries set for group. Equipment in good condition.	slight
Pond/Lake dipping	RSPB Field teachers, school staff and visiting pupils	Handling and carrying nets and frames – risk of injury to others. Injury to others when using pond-dipping nets. Falling into open water.	Pond dipping nets must be carried vertically, with mesh bag uppermost Groups should be evenly spaced along the pond edge. The person dipping must check around for others before and during dipping. Have a rescue pole/safety aid available at the dipping area. Check the pond dipping area for loose edging, steep gradients or extreme deep water before and during dipping. Avoid overcrowding on the	moderate

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		Blue Green Algae	dipping platform, and where applicable have only one person from a pair at a time. Clear pre-pond-dipping instruction and safety talk before the activity and close supervision during the activity. Do not use the pond or lake if algae is present. Thorough hand-washing to be ensured as soon as possible after the activity and before eating or drinking.	
Unsafe behaviour, lack of discipline, poor supervision	Children, supervising adults and RSPB personnel	Safety of the group and individuals compromised	Clarify roles and responsibilities with teachers before visit. Teachers and supervising adults to take action to rectify situation. If situation continues the activity will be stopped and session suspended by Field teachers	slight
Do current controls adequately control the risk? Yes		If no, complete Part 2 – Further controls. If Yes, go straight to Part 3 Emergency details and other assessments		

Part 2 Controlling the residual and locally specific risk

Hazards from part 1 requiring further control (inc. locally specific ones)	Who is affected	Typical outcome	Further control measures needed	Who will do them and by when	Risk level L*H -> RL

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Part 2 Ctd

Hazards from part 1 requiring further control (inc. locally specific ones)	Who is affected	Typical outcome	Further control measures needed	Who will do them and by when	Risk level L*H -> RL

Part 3 Emergency details and other assessments

Is heavy, sustained or repetitive manual handling involved (see CoP 14)?	No	<i>If YES carry out detailed manual handling assessment</i>
Is the use of any hazardous substances involved (see CoP 12; Newsletter 78)?	No	<i>If YES ensure current COSHH assessment followed</i>
Are any special groups at risk (young people, pregnant workers, nursing mothers)?	No	<i>If YES carry out specific assessment</i>
Is lone working required?	No	<i>If YES see CoP 31 for specific instructions</i>
PPE needed Safety boots <input type="checkbox"/> Safety Wellington <input type="checkbox"/> Impact grade goggles <input type="checkbox"/> Leather gloves <input type="checkbox"/> PVC/nitrile gloves <input type="checkbox"/> Hard hat <input type="checkbox"/> Ear protection <input type="checkbox"/> Half mask respirator <input type="checkbox"/> Other (list)		
Safety equipment needed? Mobile phones/radios		
Assessment undertaken by: Catherine Gleave	Learning Manager	Manager confirming assessment (see CoP 10): Jess McVicar Date for revision September 2018

Emergency information must be available. Where the assessment applies to fixed RSPB sites (offices, reserves) note where any/all of the following information is held: -

Otherwise, and for all other assessments complete as far as is possible.

Nearest telephone Mobile available, landline at CAFRE administration offices	Nearest A&E department Antrim Hospital New Erne Hospital	Quality of mobile phone or radio reception? Very good
Access point for emergency services Main campus entrance – all areas of Field teaching activity can be easily accessed by vehicles	Type of access for emergency services Normal <input checked="" type="checkbox"/> 4 WD <input checked="" type="checkbox"/> Air <input checked="" type="checkbox"/>	First Aid Cover needed App'td Person <input type="checkbox"/> Emergency <input checked="" type="checkbox"/> First Aid at Work <input type="checkbox"/> Mountain <input type="checkbox"/> Where provided? In all areas of the campus. Field Teachers have emergency first-aid training. CAFRE have designated 'First Aid at Work' staff. First aid kits in all classrooms and carried to areas of activity on sites

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