

Risk Assessment: Schools Outreach Activities

Location:	CAFRE Greenmount College Antrim		
Task:	Field teaching programmes as part of CAFRE trail		
Training requirements:	Disseminate to outreach staff, field teachers & volunteers		
Other pre-requisites:	<p>Check site at start of each day prior to activities commencing to identify any new hazards (eg litter, fallen trees, blue green algae in ponds)</p> <p>Check weather forecast – if storms are expected discuss potential hazards & school's policy with teacher. Postpone in extreme circumstances</p>		
PPE:	n/a		
Those at risk:	Children and leaders /school staff		
Completed by:	Joanna Mulholland	Date:	3/10/2022
Lead Manager reviewer:	Karen Sheil		
Hazards	Controls	Comments	
Car Park (shared use with other CAFRE staff car users)	Children advised to exit the bus following RSPB staff to the edge of the car park	Teachers to ensure the class stays in a line.	
Safe use of site (e.g deep water at the lake and ponds)	Children advised that they must stay in a line behind RSPB staff walking along designated paths placed at a safe distance from hazards and allow teacher to bring up rear.	Teachers to ensure all children are kept together.	
Lost child (distress or injury)	Lost child procedure explained to teachers at the beginning of the session. A lost child meeting place will be pointed out to everyone at the start of the activity.	The Manor House Administration building is the designated meeting place which will be pointed out to the teachers at the start of the visit.	
Infection	Teachers should ensure that any open wounds or sores are covered to protect against infection particularly contamination with water (eg rats urine)	Teachers are responsible for first aid for their children, but a basic First Aid Kit including instant ice packs for insect stings is available in the classrooms for teachers to use.	
Injury from unsafe use of the site or equipment	Ensure clear instructions are given and the teacher provides adult supervision at all times	Teachers must accompany the children through the Maze. Children must be supervised using toilets which are shared with CAFRE staff and students.	

Exploring habitats using basic Equipment	Children instructed in the safe use of equipment e.g. binoculars and magnifying glasses (stand still and don't look at or reflect the sun through them) and pond nets (carried vertically with mesh net at the top/ one hand over the end of the pole when withdrawing from the water)	
	Children to move around carefully in an appropriate way for the terrain and activity.	
	Children instructed not to put anything in their mouths or eyes (including fingers) and to wash their hands immediately after the session and before eating or drinking	
	Heavy logs to be rolled carefully	
	Children instructed to look down/close eyes when trees are being shaken	
Exploring ponds using pond nets	Advise children how to identify and avoid nettles and other stinging plants and insects e.g. bees/ wasps	
	Children instructed in using equipment to ensure gentle handling of all other minibeasts and careful replacing of their logs/ stone homes	
	Children instructed to spread out along the dipping platform	
	Children remain with the observation trays placed on benches away from the pond unless they are given the pond nets for dipping	
	Children are shown how to safely transfer the pond creatures from the pond to the observation trays ensuring one hand cups the end of the poles to avoid injury to other people	
Any further action required before commencing this activity? No		Completed?
How will the controls within this document be communicated?	Risk assessment to be sent to teacher prior to outreach session and to be used in conjunction with school's own risk assessments for individual children. School must take responsibility for adult: child ratio.	