



Ashdown Education

Site Risk Assessment for educational work on Ashdown Forest Broadstone Amble and Education Barn

Task: Educational visits to the Forest Centre

Area: Ashdown Forest and Forest Centre, Wych Cross, Forest Row RH18 5JP

People at risk: Children, teachers, adult helpers, members of the public, volunteers, AF staff

Assessed by Lisa Stevens and Paula Da Luz: Dec 2023 Renewal due: Dec 2024

The following risk matrix gives a simple way to determine the relative importance of risks. It takes account of the degree of harm (i.e. what is the worst likely outcome) and the likelihood of the event occurring. This method also incorporates a judgement as to whether or not a risk is acceptable

Outcome:

Severe: Fatality,

Moderate: Major Injury or permanent disability including permanent ill health

Minor: Minor Injury or plat damage

Likelihood:

Probable: Occurs repeatedly / several times

Possible: Could sometimes occur

Remote: Unlikely, though conceivable

Severe	Medium	High	High
Moderate	Low	Medium	High
Minor	Low	Low	Medium
	Remote	Possible	Probable



Ashdown Education

Site Risk Assessment for educational work on Ashdown Forest Broadstone Amble and Education Barn

Hazard	Risk	Risk Rating before measure (H/M/L)	Control measures	Risk Rating after measures (H/M/L)
<p>Uneven, slippery terrain, tree roots, steep banks, ditches, brambles loops. Old army trenches (not on main paths)</p>	<p>Potential major injury Broken bones, sprains, strains and cuts and abrasions.</p>	M	<p>Warn the group of the hazards. Adults supervise / set boundary to avoid area. Advise suitable footwear. Constant risk assessing on route by staff.</p>	M
<p>Trees/branches in possible 'falling' condition.</p> <p>Branches at eye level, swinging branches.</p>	<p>Crush injuries, concussion and cuts and abrasions.</p> <p>The Forest is an area of open access countryside and people visit at their own risk. The Forest Rangers have deemed the open Forest as low risk. However, where there are self-guided walk routes and identified routes used by led school groups these areas then become high risk and are managed accordingly.</p>	H	<p>Be aware of the immediate environment. If dangerous trees are observed, keep group away and inform Countryside Team. Visual check of tree canopy and potential displacement and avoid area if observed. In strong winds activities to be focused in open areas or indoors/ cancel event. Warn student of risk of swinging/ flicking branches</p>	L
<p>Diseases from soil, clay or animal faeces</p>	<p>Sickness and disease</p>	M/H	<p>Wash hands on return to the center and before eating/drinking. (Follow NHS advise) Seek medical advice if feeling unwell. Awareness where walking Do not ingest clay /soil</p>	L



Ashdown Education

Site Risk Assessment for educational work on Ashdown Forest Broadstone Amble and Education Barn

Insect bites, stings and ticks.	Allergic reactions and/or insect borne diseases eg Lymes disease. Anaphylaxis	M	Visitors advised to wear long trousers, long sleeves and closed toe shoes. Students to be informed about ticks and how to treat them (Follow NHS advise). Seek medical attention if experiencing flu like symptoms following a bite (possible Lymes Disease). Supervising Staff made aware of known allergies by school staff and carry medication	L
Dogs attack and bites Livestock – cows, ponies sheep Grazing animals which may be contained by 'no fence' systems or electric fencing	Bites, bruises, puncture wounds and intimidation. Possible major injuries Crushing, kicking, bruising, major injury	M M	Warn the group not to approach or touch animals. Stand still, stay calm and quiet. Ask owner to keep dog under control. Report any incidents to Forest staff. Warn the group not to approach or touch animals. Move past quietly. Keep to path avoid grazing enclosures. Follow site signage.	L L
Snakes.	Adder bite, possible allergic reactions. Anaphylaxis	M	Warn the group to stay on paths. When walking onto heathland off paths, look where you are walking and wear stout shoes and long trousers. Warn against touching / picking up wildlife.	L
Bracken, nettles, brambles	Cut, scratches, stings Breathing in spores, cuts from fibourous stems	L	Wear long sleeves and trousers. Do not to pick bracken, brambles and nettles without gloves Keep out of areas of dense bracken if visible signs of sporing	L



Ashdown Education

Site Risk Assessment for educational work on Ashdown Forest Broadstone Amble and Education Barn

<p>Adverse weather, high winds. Extreme heat/ rain/cold</p>	<p>Heat, cold, rain, snow, strong winds and thunder storms. Hyperthermia, hypothermia, dehydration and sunburn / sunstroke</p>	<p>M</p>	<p>AF staff to check the weather forecast before visit and adapt activities accordingly. Consider cancelling or return to classroom base in case of high winds / lightning. In hot weather: sunhat, sunscreen advised, provide water if necessary. In cold weather: advise layers to keep warm</p>	<p>L</p>
<p>Cars and moving vehicles.</p>	<p>Injury from impact, major injury, fractures, crushing, death</p>	<p>H</p>	<p>Do not congregate in car parks. If parents dropping off, congregate to side of car park on grass away from vehicles with adult supervision. If crossing the road, follow school /group procedures and Ashdown RA</p>	<p>L</p>
<p>Temporary electric fence</p>	<p>Electric shock</p>	<p>L</p>	<p>School Staff to guide away from electrical hazard and avoid touching. Follow the warning signage.</p>	<p>L</p>
<p>Forest operations – falling trees, unstable log piles, spraying, machinery</p>	<p>Crush injuries, cuts and abrasions, contact with chemicals.</p>	<p>M/H</p>	<p>Follow the warning signage. DO NOT enter work areas.</p>	<p>L</p>
<p>Rope swings and shelters made by others</p>	<p>Broken bones, trapped limbs, concussion etc.</p>	<p>M</p>	<p>Keep away from constructions made by others.</p>	<p>L</p>
<p>Climbing Trees.</p>	<p>Falls, broken bones or concussion</p>	<p>M/H</p>	<p>Children warned not to climb trees. Climbing trees to head height may be agreed with staff on Forest school sessions.</p>	<p>L</p>
<p>Streams and ponds</p>	<p>Slips and drowning, death Water borne bacterial contamination - Weil's disease</p>	<p>H</p>	<p>Highlighting hazard and ensure adult supervision. Seek medical advice if feeling unwell Cover open wounds with waterproof dressing</p>	<p>L</p>



Ashdown Education

Site Risk Assessment for educational work on Ashdown Forest Broadstone Amble and Education Barn

<p>Getting lost from group / issues relating to child protection. Site open to public at all times .</p>	<p>Physical and mental harm and possible abuse.</p>	<p>M</p>	<p>School to follow recommended child/staff ratios. Regular head count/ register during visit and stay as a group Follow school policy and reporting procedures in case of safeguarding issue. If child lost from group and not found within 5 mins radio Rangers for assistance and /or police whilst rest of group remain in safe place. School Staff to supervise children using public toilets.</p>	<p>L</p>
<p>Poisonous plants / fungi.</p>	<p>Poisoning</p>	<p>H</p>	<p>Warn students not to eat any plants unless advised by experts. Wash hands before eating. Seek medical advice if feeling unwell</p>	<p>L</p>
<p>Rubbish / litter / sharps / feces/ broken glass</p>	<p>Cuts, grazes, laceration, bacterial infection</p>	<p>M</p>	<p>Any litter/glass/sharps to be cleared as soon as possible once observed by Forest staff using PPE. Warn participants of hazard and demonstrate best practice. Avoid areas with hazardous items/materials. Large areas will be cordoned off until cleared.</p>	<p>L</p>
<p>Education Barn stairs are not suitable for use by members of the public/ schools. Kitchen area</p>	<p>Burns and accidents with kitchen equipment. Falls on stairs leading to breaks / bruises</p>	<p>M</p>	<p>Keep fire exits clear at all times. Follow fire procedures in case of fire. Children are not to enter kitchen area or mezzanine floor the Education Barn. School staff to supervise</p>	<p>L</p>



Ashdown Education

Site Risk Assessment for educational work on Ashdown Forest Broadstone Amble and Education Barn

Forest Centre garden: log seats, pond. Log seats are slippery in wet conditions.	Slips, abrasions, bruises, Drowning, Water bacterial contamination - Weil's Disease	M	School staff supervise children on arrival and during lunchtime. School Staff to assess when logs are too slippery to climb on. Keep safe distance from pond. Follow signage keep out of 'staff only' areas.	L
Mirror walk, blindfold activities and rope trail	Bumps, branches flicking in faces, trips and slips	M	Clear instruction given at start of activity. Adults maintain close supervision.	L
Shelter building – falling branches, stick in eye or face	Cuts, bumps and bruises, damage to eyes	M	Clear instruction given by AF leader and supported by accompanying adults. Children to work in small groups with an adult to ensure that instruction are followed. Specific den building RA available	L
Use of tools e.g. scissors, palm drills, peelers and loppers, flints.	Cuts, puncture wounds	M	Clear instruction for safe use of tools and safe working distance. Adults to supervise correct use. School to advise if children not suitable to work with tools	L



Ashdown Education

Site Risk Assessment for educational work on Ashdown Forest Broadstone Amble and Education Barn

Emergency Action Plan - Education Programme

Site Name: Ashdown Forest Centre, Wych Cross, Forest Row, East Sussex RH18 5JP

Ashdown Forest Centre Grid Reference: TQ 432 323

What 3 Words: influence.muffin.fishnet

This is stated as the Emergency Meeting Point. Direct emergency vehicles here in the first instance.

Contact Numbers

Emergency services 999 or 112

Ashdown Forest Centre 01342 823583 (office base) Office opening hours Monday to Friday 9.00am – 4.30pm. They will be able to contact the school leaders if they are not with you already

Emergency number 24 hours Duty Ranger **01342 822846** The Ranger Service should be able to help getting onto site with off road vehicles.

Vehicle access points

TQ 432 323 Access from Colemans Hatch Road to **Centre Car Park**

TQ 435 323 Access from Colemans Hatch Road to larger car park - **Broadstone Car Park**

TQ 441 325 Access from Colemans Hatch Road to **Lintons Car Park**

Access to heathland from Broadstone car park. There is a padlocked barrier, Rangers have the key but if no one available emergency services should break/cut lock.

Nearest A&E - REMEMBER FIRST PRIORITY CALL AN AMBULANCE

If an ambulance is called please also call the Duty Ranger for support to access the site.



Ashdown Education

Site Risk Assessment for educational work on Ashdown Forest Broadstone Amble and Education Barn

- Princess Royal Hospital, Lewes Road, Haywards Heath RH16 4EX 01444 441881
- Pembury Hospital, Tonbridge Road, Pembury, Tunbridge Wells TN2 4QJ 01892 823 535

Minor injuries units:

- Queen Victoria Hospital, Holtye Road, East Grinstead 01342 414000 (8am - 7.30pm)
- Crowborough War Memorial, South View Road, Crowborough TN6 1HB 01892 603602 (8am - 8pm)
- Uckfield Community Hospital, Framfield Road, Uckfield TN22 5AW. 01825 769999 (8am - 8pm)

If non-emergency transport to a hospital is needed and there is not a suitable school staff car on site we may need to call a Taxi **Forest Row Taxi 01342 720015**

1st Aid provision

There is a small 1st Aid kit and an instant ice pack in the Ashdown leaders ruck sack

There are further First Aid facilities in the Forest Centre office. There are washing facilities in the Centre.

Rangers and some other Forest staff have First Aid at Work training.

What3words

This app can be used to give a precise remote location to emergency services or Forest Staff. This ideally needs to be downloaded before coming to the Forest.