

Risk Assessment and Risk Benefit Policy

This policy has been written following the guidance from Cambium Sustainable Training Company, Surrey Early Years Education Effectiveness team and Surrey Wildlife Trust Outdoor Learning Service.

This policy also applies to Forest School Students training with Bus Stop Forest School Training.

For the purpose of this policy the term 'Adults' refers to:

- Staff, students, volunteers, visitors

Bus Stop Pre-School aims to reduce the risk of harm to children and adults in the setting and when out at Forest School, on Trips and or Outings by identifying potential risks or hazards and removing these or minimising the risk/hazard. The Bus Stop Management team also understand that they are legally required to assess risks/hazards in the workplace and have plans in place to control the risks/hazard.

When planning an activity, Forest School day, Trip and or Outing the Bus Stop Management team identifies the risk benefits and considers whether the learning opportunity for children/adults is greater than the identified/possible risks. If the learning opportunity is found to be greater than the possible risk/hazard the activity will take place and a risk assessment will be carried out identifying any risks/hazards and how these can be managed by the staff team.

Designated Health and Safety Officers (HSO)

Kelly Haines - Health and Safety Officer for the Pre-School building and garden.

Kate Rice - Health and Safety Officer for Forest School activities.

It is the responsibility of the HSO to carry out Risk Assessments and review these regularly. It is the responsibility of the registered person (Kate Rice) to ensure Risk Assessments are being carried out correctly.

During the Induction process staff are given a copy of the settings Health and Safety policy and are made aware that it is their responsibility to help reduce and identify potential risks to children and adults.

Below is a list of Risk Assessments and policies that are in place in the setting to help reduce risks:

- Daily Checklist.
- Kitchen Risk Assessment.

- Toilet Risk Assessment.
- Toilet Cleaning Daily Checklist.
- Cosy Room Risk Assessment.
- Busy Room Risk Assessment.
- Bug Rug Room Risk Assessment.
- Hallway Risk Assessment.
- Garden Risk Assessment.
- Trip, Forest School and Outings Policy.
- Health and Safety Policy.
- Forest School Daily Risk Assessment.
- Forest School Shed Risk Assessment.
- Using and Maintaining Tools Risk Assessment.
- Camp Fire and Kelly Kettle Risk Assessment.
- Walking to Site Risk Assessment.
- Mobile Phone and Camera Risk Assessment.

This list should not be viewed as exhausted.

Risk Assessments for spontaneous activities or Trips may not always be recorded, it is the role of the staff team to manage the risk of the activity and make changes or stop an activity if risk to children or adults arise.

When completing a Risk Assessment the following points are considered:

- Risk Benefit and Learning Opportunities.
- Potential Hazard/Risk identified and risk scale.
- Who may be harmed and how?
- What are the precautions in place?
- Evaluate precautions in place, are they adequate?
- Review the risk scale and further action needed,
- Date of review and by whom it was completed.

If a risk is deemed too great than the object and or activity is stopped/removed until a thorough Risk Assessment can be completed.

Forest School Training and Students:

Forest School Training Risk Assessments and Risk Benefits are in place at Bus Stop and are reviewed regularly by Kate Rice - Forest School Trainer.

In addition to recorded Risk Assessments and Risk Benefits the Forest School Trainer will carry out on the spot risk assessments of a student's personal and emotional needs and of their safe use of handling tools, equipment and use of fire. Please see below two examples of on the spot risk assessments:

- **Assessing Personal Needs:** The Tool Area at Pre-School is prepared for use by the children and may not be appropriate for a student. When a child uses a palm drill, they are taught to kneel, however some adults may struggle to kneel on the ground, so instead tree stumps can be provided for adults to sit on.
- **Handling of Tools and Equipment:** The Forest School Trainer will supervise the use of tools and equipment and continue to teach and guide the students until they are certain the student is competent at handling the tools and equipment safely.

During Forest School training students are taught how to write a Risk Assessment and Risk Benefit for their own provision and carry out an assessment around the woodland alongside the guidance of the Forest School trainer.

Please also see Health and Safety Policy, Forest School Poor Weather Condition Policy and Trip, Forest School and Outings policy.

Useful Resources and Website

- Health and Safety Executive (HSE) www.hse.gov.uk
- Royal Society for Prevention of Accidents (ROSPA) www.rosipa.co.uk

This policy was adopted in September 2012, to be reviewed annually.

This policy was reviewed in September 2019, to be reviewed in September 2020.

Signed by Owner _____ Manager _____