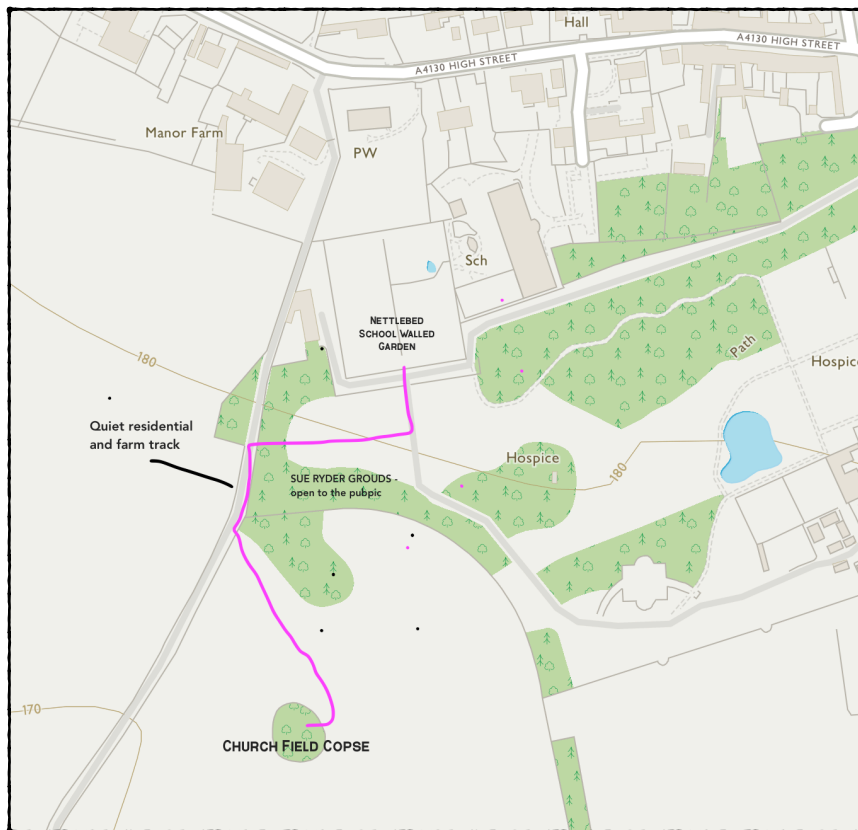


CURCH FIELD COPSE Site Information



Our Forest School site is located in the copse in Church Field. The field is accessed by a small lane that runs from the main road in Nettlebed (A4130) south past the creamery and church. The lane is used by residential and farm traffic, walkers and cyclists.

From school we will be walking out of the back walled garden gates and into Sue Ryder Grounds. We will pass the apple trees and turn right toward the lane, going along a footpath through rhododendron bushes and pine trees. We will walk for approximately 50m along the lane before entering Church Field

The copse can be accessed via the footpath that runs from the lane across the field to Deadman's lane. Church field is a 'working field' and the crop or animal in the field may change.



FLORA & FAUNA in the Copse includes (but is not limited to):

- Horse Chestnut
- Elder
- Hawthorn
- Oak
- Cherry
- Nettles
- Burdock
- Brambles
- Various grasses
- Clover
- Evidence of rabbits, woodpeckers, deer
- Sheep

NETTLEBED FOREST SCHOOL - Offsite Policy Document



All existing School and Forest School procedures/policies apply when off-site along with updates to these specific policies/documents:

- Emergency Action Plan (*see attached sheet*) - *to be filled in and taken with us (working document)*
- Site and journey Information Survey
- Site Risk Assessment
- Lost Child
- Safeguarding - strangers, behaviour
- Toileting
- Welfare pack - handwashing, toileting, snacks, water

All standard risk benefit assessments (RBA) are valid, and updates mentioned to staff and written on the session plan and RBA existing documents

SAFEGUARDING.

- Before setting offsite, the group will discuss safety, and all children will be asked to agree to the behaviour policy, and that they understand implications of unsafe behaviour
- Travel - adults will wear high vis jackets whilst on route to the site. Children will be encouraged to pay attention to the hazards of the road, and subsequent driveways/paths along the route
- Children will be reminded to be aware and vigilant of people they do not recognise, and not to approach them, or their dogs/animals
- All children to be visible at all times
- Should any child chose to leave the boundary, the nominated member of staff will follow and maintain contact with the group.

LOST CHILD

- In the event a child is unable to be located, we will blow 3 times on the whistle for the group to reconvene at our base camp. We will call for the child and if they cannot be located within 5 minutes the school office will be notified.
- In this instant name staff on the emergency form will remain with the children whilst the others will search for the child. We would ask a member of staff from school to be on the main road in case then child has decided to return to school unattended
- If the child is still unable to be located the emergency services will be contacted

MOBILE PHONES AND CONTACT

- There is mobile phone reception in the copse - both the FS Leader and another member of staff will have full charged mobile phones
- The school, or Nettlebed Creamery are the closest buildings to contact in an emergency.

HYGIENE:

Toileting:

All children will be asked to go to the toilet before leaving for the woods.

In the event a child needs the toilet when in the woods, we would section off an area, just outside the boundary, and provide privacy with the use of a tarpaulin. We will provide rubbish bags to dispose tissue in, a portable potty to collect any necessary waste and we will remove any rubbish from the site. Children will be asked to thoroughly wash their hands afterwards.

Handwashing:

We will take hot water, and provide eco friendly soap. Children will be able to wash their hands whenever they like, but it will be mandatory to do so before eating and drinking.

Food & Drink:

The children will be asked to carry their own water bottles but we will have additional drinking water, and water for extinguishing a fire, if we have one

SITE RISK ASSESSMENT: Church Field Copse

Location: Nettlebed Estate, Creamery Lane, Church Field Copse, Grid Ref: SU 697 863 **WHAT.3.WORDS ref:** width.earliest.safety

Assessment carried out by: Diana Mills

Date: September 2020

Review Date: Ongoing



RISK BENEFIT: Travelling to a different site opens up new hazards, and lessons for safety, as well as different terrain, wildlife and opportunities for play

The Forest School Leader is responsible for checking the site and assessing all and any risks prior to, and during, the session, warning others and taking appropriate action. All adults present have a duty to continually assess risks and highlight any concerns or issues to the FS Leader, or Head Teacher.

The group will have multiple working mobile phones in the event of an emergency. See Site Information pack for Forest School offsite policies and emergency plans

HAZARDS	RISKS	ACTION PROPOSED	NEW LEVEL OF RISK
ROADS - Church Field is accessed by small country lane used by cars, farm traffic, walkers, cyclists	- Injury from traffic (farm traffic, car, bicycle)	- Members of staff to check for traffic - stop and listen before walking out onto the lane. - Staff to be at the front and the back of the group to maximise visibility and safety	A
MEMBERS OF THE PUBLIC - on the footpath - contractors/public in Sue Ryder Grounds	- Bad language, abduction, abuse, minor injuries - Injury from contracted activities (tree surgeons etc) - Dogs - injury for dog attack, faeces in copse/footpath, fear from dogs	- Remind children to be polite at all times and not to approach members of the public. - Keep anyway from dogs - if approached stand still and call for an adult - If there are contractors present we will change plans - either route to FS site, change site or ask contractors to stop whilst we pass	
FARM USE OF CHURCH FIELD	- Currently sheep in field penned in with electric fence - possible shocks from electric fence - Risk of injury from tractors ploughing, sowing muck spreading and other farm related activities - allergies/discomfort from crops	- <i>FSL to check the use of the field prior to session.</i> - <i>If electric fence is present the group is made aware of the risk and told to step over fence only where the crossing in, and in single file</i> - <i>FSL to determine risk one the day of farm use and distance from the copse</i> - <i>FLS to know about all allergies and possible reactions to crops from anyone in the group</i>	
TERRAIN - Flat ground on the journey to the copse but tree roots, brambles, rabbit holes and other natural hazards exist	- risk of slips trips and falls - tree roots, mud in field etc - bruises and breaking bones from falling - Ripped clothing, scratches, limb injury from hands/feet getting caught in undergrowth/tree roots - Possible high levels of mud on footpath if field recently ploughed, or heavy rain	- all made aware of the risks of trips and falls and encouraged to walk calmly and pay attention - all encouraged to wear appropriate footwear and clothing to protect themselves	
RUBBISH	- Risk of cuts, skin punctures, illness contracted from dirty rubbish, glass found on site - risk of tetanus from rusty metal if found - Risk of disease/illness from dog faeces	- FSL to ensure there are gloves and bag to collect rubbish that is found on site - Group reminded not to touch any rubbish themselves (without PPE)	

Lost/Runaway/Missing Child Child leaving the boundary	<ul style="list-style-type: none"> - Falling and becoming injured and not being found - Encountering members of the public, or loose dogs - Putting group at risk as ratios are lowered as staff have to follow/find missing child - Risk of injury from road and farm traffic if running and not paying attention 	<ul style="list-style-type: none"> - Discuss safety with children before leaving school, the dangers of leaving the group, and ways to talk about problems, rather than the need to run away - Leader and Teachers to assess flight risks before leaving, and get children to agree on safety and procedures to minimise risk - risky children to be monitored at all times - High Adult:child ratios - one dedicated adult responsible for following a runaway child. Adult to be in contact with the main group throughout this - If missing/runaway child situation poses a threat to safety of the rest of the group, we will follow the lost child policy, regroup back at base camp and return to the school. Named adult on Emergency Action plan will be individually responsible for dealing with the child at risk. - Clear implications set for breaking safety rules - time out, repeated offences will mean group must return school 	A
GROUND LAYER <ul style="list-style-type: none"> • Hidden logs lying in the grass/mud • Tree roots • Fungi • Animal faeces 	<ul style="list-style-type: none"> - Trips and falls from hidden logs, tree roots, falls from laying trunks, climbing lying deadwood - Risk of cuts, scratches, tetanus - Risk of sickness, skin reactions from fungi - Dog/animal faeces - sickness, blindness 	<ul style="list-style-type: none"> - Educate child on hazards and risks, and how to stay safe - dynamic risk assessment with participants - Site check carried out before every session, and dynamic check as enter with children - Remove hazards (e.g. litter, broken glass, where possible) and dispose of them appropriately. - Engage children in litter picking with relevant PPE - First aid trained adult always present and first aid kit on site - Ensure all aware of tetanus risks and medical forms up to date with who is vaccinated 	
FIELD LAYER <ul style="list-style-type: none"> • Poisonous plants • Brambles, stinging nettles • Phototoxic plants, e.g. Hogweed • Non native invasive plants, e.g. Japanese Knotweed 	<ul style="list-style-type: none"> - Cuts, grazes, slips trip and falls, broken bones, sprained limbs - Stings, skin reactions to plants - Possible grass allergies - New site so risk of the unknown is high - survey and assessment has been done and nothing obvious has been identified 	<ul style="list-style-type: none"> - Educate children on species ID, importance of not picking/eating without discussing plants with leader - especially important offsite - Look where walking, encouraged not to run - wear long trousers and sleeves - Wash hands before eating - Ongoing species ID 	
SHRUB LAYER Branches: <ul style="list-style-type: none"> - Sticking out at eye level - at head height 	<ul style="list-style-type: none"> - Low and sticking out branches from sapling trees and ivy growing out from other trees - Risks of scratches, eye damage, punctures 	<ul style="list-style-type: none"> - Constant site checking by FS Leader and adults. It is a natural woodland and children to be made aware of hazards, rather than us try and remove them - Dangerous trees/ branches pointed out to children and roped - Educate children on different trees, what to touch, not touch, wear gloves. Establish "no go" areas if necessary. - Do not use the site in high winds. Dynamic risk assessment. 	
CANOPY LAYER Deadwood <ul style="list-style-type: none"> - in overhead trees - standing/leaning CONKERS	<ul style="list-style-type: none"> - Standing deadwood /deadwood attached to trees - risk of branches falling, injury to head/body from falling branches, or children falling from rotten logs - risk of head/body injury from falling conkers - From tree survey: one specific tree with actionable defects was identified during the estate tree risk survey. This is listed as tree 5914 in the extract from the Tree Risk Schedule in Appendix 2. The prescription from the survey states: 5914: Horse chestnut. Low risk. Monitor further decline with possibility of long term management of crown reduction. 	<ul style="list-style-type: none"> - Site check carried out before each session - Dangerous trees/ branches pointed to to group and area roped off, or session moved to safer site - Do not use the site in high winds. Dynamic risk assessment. - Annual tree surgery carried out an necessary actions taken - Whole group to be made aware of the risks of falling conkers at the appropriate time of year 	
WILDLIFE	<ul style="list-style-type: none"> - Risk of stings, bites, allergies to insects, including mosquitos ticks 	<ul style="list-style-type: none"> - Continuous site checks through session for faeces/dead animals - from Leader and whole group - All group made aware of signs of wildlife, and to tel lthe FS Leader if any dead animals spotted - Hand washing procedure followed before eating or drinking - Ongoing species ID (tracking, prints, faeces ID etc) - Remind about not eating/picking any plants - Information about Weils/Lime Disease provided to the school 	