

**Newick CE Primary School**

**Risk Management and Assessment policy**

1. Forest School at Newick CE Primary School aims to develop children's self-esteem, independence and motivation to learn in a safe environment.
2. When writing risk assessments the Forest School leader will apply the five-step approach of:
  - Look for hazards.
  - Decide who may be harmed and how.
  - Evaluate the risks and decide whether existing controls are adequate or whether more should be done.
  - Record findings, including daily amendments to standing risk assessments based on site visits or observations.
  - Review assessments on a regular basis (or if circumstances change, which may affect the rigour of the assessment) and revise if necessary.
3. The Forest School leader will carry out Site Risk Assessments on each site where Forest School activities will take place. A risk assessment will be completed for the term that each class has Forest School sessions. A risk assessment for EYFS will be completed in Terms 1 for the year and adapted as necessary.
4. A pre-visit check will be carried out by the Forest School Leader on sites to be used prior to a day's activity, as near to the start of the activity as is reasonably practical.
5. There will be an Activity Risk/Benefit Assessment for each activity that is considered to have risk that will be undertaken at Forest School. Completed forms are stored in the Master Forest School File in Otters Classroom and shared with Denise Taylor as part of the school's health and safety policy.
6. The Forest School leader will share the necessary information from relevant Site and Activity Risk Assessments prior to a session either verbally or visually.
7. Move activities indoors if, in the opinion of the Forest School Leader and Head teacher, weather conditions such as high winds or the threat/occurrence of electrical storms make work outdoors unsafe.
8. Inform staff, volunteers and children of potential hazards and methods of working in order to minimise their risk further.
9. Involve staff, volunteers and children in risk assessment, as appropriate, as part of learning.
10. Ensure legal guidelines regarding off-site activities, such as adequate insurance and parental permission are met.
11. Ensure that all staff, volunteers and children are aware of the emergency procedures for the Forest School site.
12. Be responsible for teaching children adequate skills in order to keep themselves safe, particularly in relation to the use of hand tools and fire.

Subject co-ordinator: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Date: 31.05.16

Reviewed: 1<sup>st</sup> May 2018