



RISK ASSESSMENT FORM

Workplace	Buzz Active Bushy Wood	Likelihood (L)	X	Severity (S)
Department	Children's Services	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	R Wilson	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Shelter Building at Bushy Wood	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Shelter Build	Likely	4	Major (death or serious injury)
Date reviewed	11/02/2025	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Teambuilding, learning new skills, fun, balance, co-ordination, communication, trust, self-esteem, problem solving	Low = 1-8	Medium = 9-14	High = 15-25

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
	Manual Handling	All	Ensure two people are carrying large pieces of wood, be careful of dropping them on feet and bashing others. Clear communication. Bend the knees and not the back with lifting and lowering.	2	2	4				
1.	Setting up equipment	Staff Participant	Poles, shrub, tarps and ropes to be laid out in clear areas of the forest into several bundles. Bend knees and carry poles in pairs.	1	2	2				
2.	Vandalism/damage	Staff Participant	Instructors carry a daily visual inspection. Report anything that is extra ordinary.	1	2	2				

3.	Deconstructing structures and re-setting up equipment	All	Safety briefing. Structures must be taken apart for next group carefully and in the correct order. Instructor being vigilant.	2	3	6			
4.	Structure falling collapsing	All	Instructors and participants must be briefed on securing the poles correctly and a suitable knot demonstrated for securing. Structure to be checked and approved by instructor before being erected. Everyone to stand back when admiring construction. Extra knots tied and made good by instructors.	2	3	6			
5.	Trapping fingers when constructing poles	All	Poles to be lifted and held in place in pairs. Participants briefed on constructing as a team and communicating effectively. Laying equipment out on the floor	1	2	2			
6.	Thunderstorm	All	Activity stopped and participants to move away from the tree area. Checking weather forecast before the day. Observe a long range forecast.	1	4	4			
7.	Weather	All	Extra care to be taken when constructing with slippery surfaces and damp wood. If extreme heat, manage the group and session timing and exposure. Everyone briefed to not run and to use extra ties where necessary. Use the shelter of the trees.	2	3	6			

8.	Struck by object	All	No throwing or running with sticks. Awareness of surrounding vegetation and low hanging branches. Brief everyone not to run and not carry more than two poles in pairs. Access path cleared of obstructions	1	2	2			
9.	Vegetation	All	Brief on the surrounding plants and whether they sting or scratch	2	2	4			
10.	Games and exercises	All	When playing "the weather test" Ensure the group participants are wearing suitable clothing and are happy to potentially get wet. Instructors to take down structure carefully. Spread out the groups so they have ample space between them.	2	3	6			
11	Other people on site	All	Good group control and supervision. Communicate with anyone you don't recognise to have removed from the site if lost.	2	1	2			
12	Slips, trips and falls	All	Suitable footwear and clothing to be worn, good group briefing and area for session.	2	1	2			
13	Wildlife	All	Leave the wildlife alone, do not approach injured animals. Try to respect the environment and don't leave any litter.	2	1	2			

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed

Signature and review

Name of Manager:					
1st review undertaken by:	P Lansdown	Signature of Manager:	P Lansdown	Date:	24/05/2022
2nd review undertaken by:	P Lansdown	Signature of Manager:	P Lansdown	Date:	18/01/2023
3rd review undertaken by:	P Lansdown	Signature of Manager:	P Lansdown	Date:	23/1/2024
4th review undertaken by:	R Wilson	Signature of Manager:	R Wilson	Date:	11/02/2025