



AMAZING OUTDOOR MISSIONS FOR KIDS

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The Hive: Generic Risk Assessment

Carried out by: Caroline Leroi, Company Founding Director

Date: 10/03/2018

Re-assessment date: 09/03/2019

Activities that take place using this equipment: Holiday clubs: The Hive sessions.



For every session there will be a dynamic risk assessment completed upon arrival and an ongoing dynamic risk assessment throughout the activity, which where appropriate will be shared with the participants so they are informed of any measure and expectations on them.

Action Table or Amendments made on course -				
Action / Control Measure Recommended and for what	Priority	Individual Responsible	Date Completed	Signature
<i>All participants to be briefed on avoiding and staying clear of grounds staff, mowing lawns, machinery</i>	<i>High</i>	<i>Camp Director in morning brief</i>	<i>In training days and on the day</i>	
<i>All Lead staff to walk over their activity area each morning to check for rubbish, glass and any wildlife related risks (fox faeces, wasp nests, dead rats, etc..) – in particular around external fencing and in the ditches at the bottom of the field if using for improvised shelters/exploration</i>	<i>High</i>	<i>Lead facilitators</i>	<i>Each morning</i>	
<i>Contractors (pest control, tree cutting, etc.) to be met by Hive staff and signed in, being supervised if around participants</i>	<i>High</i>	<i>Camp Director</i>	<i>At agreed time</i>	
<i>Gate and key access routes inside the school to be kept shut at all times – checks need to be made after drop off in the morning and throughout the day</i>	<i>High</i>	<i>Camp Director</i>	<i>Throughout the day</i>	

ELECTRICAL EQUIPMENT HAZARDS					
Hazard	Who is harmed and how	Control Measures in Place / Comments	Action by who	By When	Further Action Required (Y/N). If so, what and by whom
Electrical equipment mains; rechargeable iPods Touch / iPads; projectors; laptops and speaker. (Including charging units and cables)	Participating children and staff Electrocution, Burns, slips trips and falls	<ul style="list-style-type: none"> Any equipment leased or purchased will be done so from a reputable source All staff to be briefed on unfamiliar equipment use either on a training or 1:1 Induction Plug sockets and wiring when used will be in a set cordoned area Participating children will be given a safety brief on electrical hazards, as part of their H&S briefing every morning. Staff will use the laminated document provided to this effect. Participating children will be observed by staff during the session in accordance to the staff:student ratio details stated within the SOPs. Wiring where trailed will be clearly marked of and secured down Only items rated for or in protective casing will be used in the wet 	Camp Director and all Lead Facilitators	Course start and ongoing	
Kitchen appliances and electrical hazards including: kettle, hob and ovens	Participating children and staff Electrocution, burns, slips trips and falls	<ul style="list-style-type: none"> Staff are only to use items they are familiar with and not leave unsupervised if in use. Participating children will not be allowed to access the staff kitchen. Participating children will not be allowed to access the staff stock room. Participating children will be given a safety brief on access to kitchen area and stock room. Participating children will be supervised by staff during the session in accordance to the staff to student ratio details stated within the SOPs. 	Camp Director and all Lead Facilitators	Course start and ongoing	Yes: At the end of each day the kitchen is to be tidied
Internet security	Participating children and staff Inappropriate access to material and or third parties	<ul style="list-style-type: none"> Use of appropriate screening on access controls as stated in the SOPs. Participants briefed on risks associated with internet and social media use 	Camp Director and all staff and participants	Course start and ongoing	

PHYSICAL HAZARDS					
Hazard	Who is harmed and how	Control Measures in Place / Comments	Action by who	By When	Further Action Required (Y/N). If so, what and by whom
Camp grounds / Venue	Participating children and staff Slips, trips, falls, collision, injury, getting lost	<ul style="list-style-type: none"> • Grounds and activity locations checked daily for hazards and dynamically risk assessed against the proposed activity. Amendments made known to Camp Director • Camp Director to agree site boundaries with Lead Facilitator and Instructors. It is the responsibility of the Lead Facilitator to remind the participants of these boundaries on a daily basis. • Participants to be supervised at all times during activities. • Clearly demarcated areas for lunch and breaktimes. • Lead Facilitators to have a registers of young people in their care including the doing of regular head counts • At course end, ground and activity area to be checked to ensure waste and/or equipment is not left out overnight unplanned 	Lead Facilitators and Camp Director	Start and end of each day	No
Lakes	Participating children and staff Drowning, coma, hypothermia, distress, chills, minor stomach upsets/ infections	<ul style="list-style-type: none"> • No work to take place by the river/stream when the river/stream is high or fast moving, and all employees to assess that under foot conditions are suitable and safe. • Activities in lake area supervised at all times. • Limited number of children permitted close to lake whilst other children must wait on grass area at back, away from water • Any children not following instructions to be asked to move away from lake 	All Staff	All activities near lake	Yes: Lead Facilitator to complete dynamic risk assessment before carrying out activity near lake
Contact with stagnant water	Participating children and staff Weils disease, stomach upsets, minor skin infections	<ul style="list-style-type: none"> • Participants instructed not to touch lake water with hands. • Any open cuts to hands covered with plaster prior to activity close to water • All participants instructed to wash hands with soap and water following any activity involving stagnant water and before eating 	All Staff	All activities near Lake	No
Slippery paths around lake	Participating children and staff Increased risk of slips/ trips/ falls and falling in water	<ul style="list-style-type: none"> • Activities supervised at all times • Limited number of participants permitted near lake at any one time • Facilitator to instruct participants how to safely behave around lake • Lake area checked prior to use 	All Staff	Ongoing – particularly during wet weather	Yes: Lead Facilitator to carry out dynamic risk assessment in lake area before any activities take place

Road traffic	Traffic accidents	<ul style="list-style-type: none"> Facilitators to supervise children crossing the road at all times Facilitators to know where participants are at all times. 	All Staff	Ongoing	No
Emergency (including but not limited to: fire / serious injury or missing child)	All Injury	<ul style="list-style-type: none"> All participant to be briefed on actions in the event of an emergency including meet area All participants to be briefed on the signs & signals of an emergency (whistle, bell, etc.) Practice of an emergency drill carried on the first day Emergency services contact list displayed in easily accessible area 	All Staff	First Day of the course	Yes: If a child or participant joins mid week this brief should still be given
Third Parties/ visitors / unknown individuals	Participating children and staff Injury, theft and or access to children on course	<ul style="list-style-type: none"> Venue chosen with security and supervision of children in mind All staff to be clearly identifiable at all times and made known to children at the start of the course Regular head counts to be carried out and when they are on activity where roaming occurs and or movement between activity then regular meet ups should be planned including consideration given to security Any unknown parties should be challenged for identification and purpose on private grounds 	All Staff	Ongoing	Yes: Any new venue will be assessed specifically on this basis – Director
Staff and Volunteers	Participating children and staff Inappropriate or unprofessional instruction and or care	<ul style="list-style-type: none"> All staff are DBS checked, with references sought, online safeguarding training and where required First Aid certificated All staff are invited to either training days or 1:1 induction All reasonable checks are done to ensure the competence of staff prior to activity taking place Staff are observed periodically by the Camp Director and or senior staff while delivering programme Where a staff member may be required to physically assist at child they are to notify a colleague and if need be work in pairs - such as helping them get changed 	Camp Director and Company owner	Before employment takes place	No
Bell tent, tarps and ground sheet	Participating children and staff Slips, trips, falls, collisions, entrapment.	<ul style="list-style-type: none"> Tent will be erected according to instructions provided with purchase. Instructions to be kept in the tent bag Bell tent will be placed in area that will cause minimal obstruction. All group to be briefed on safe travel throughout the area of activity at the beginning of session. Ground sheet to be secured and placed in accordance with the instructions on packaging. If tarps shelters are being erected by children they are to be checked by staff before use Any equipment such as table, projectors will be erected in an area to cause as limited disruption as possible while still being functional, any cables secured 	All staff	Ongoing	Yes: Lead Facilitators to practise erecting bell tent before use – Lead facilitators & Camp Director

Improvised shelters, camouflage netting, tarps	Participating children and staff Slips, trips, falls/ collisions, entrapment.	<ul style="list-style-type: none"> Staff to be briefed on the safe putting up and down, placement, storage and use of camouflage netting. Lead staff to have been able to demonstrate understanding of equipment use Staff to check the security and stability of any improvised shelters as they are being erected 	All staff	Ongoing	No
Rubbish and refuse	Participating children and staff Cuts and ingestion	<ul style="list-style-type: none"> Only pick up litter, avoid hazardous materials/broken glass and medical waste Supervision for foraging activities Use gloves if appropriate 	All staff	Ongoing	No
Raised beds and irrigation systems	Participating children and staff Slips, trips, falls/ collisions, entrapment	<ul style="list-style-type: none"> Staff to have practiced putting up and down, placement, storage and use of raised beds. Participating children to be fully briefed on dangers and rules for using nails and mallets. Participating children to be shown in detail how to use nails and mallets safely Activity to always be carried out on level ground Participating children to always use good quality and safe equipment 	All staff	Ongoing	No
Clip boards, pin badges, stationery and art equipment	Participating children and staff Injury and incorrect use	<ul style="list-style-type: none"> All participants to be briefed on use of items if they are unfamiliar with them Participating children will be supervised by staff. The staff to participant ratio will be followed throughout the program. Equipment will be purchased from reliable brands. This will ensure the items will not malfunction causing injury. 	All staff	Ongoing	No
Sound levels	Participating children and staff Instruction not heard or damage to hearing	<ul style="list-style-type: none"> Staff will make sure to raise their voice so that all participants can hear easily. This will also be managed by setting physical boundaries to avoid participants moving outside an audible distance Speaker controls will be placed out of reach of participants. 	All staff	Ongoing	No

PARTICIPANT DETAILS, MEDICAL AND ALLERGIES					
Hazard	Who is harmed and how	Control Measures in Place / Comments	Action by who	By When	Further Action Required (Y/N). If so, what and by whom
Insufficient or incorrect personal details received	Participant not contactable, delay in receiving medical care or pick up notification	<ul style="list-style-type: none"> Medical and emergency contact details requested before course start Participant to be signed in and out at registration, dropped off and picked by an adult as agreed by guardian. Any changes to the adult responsible for pick-up will need to be communicated via completion of the 'Pick up by other person' form. All details re-checked with the parent/guardian on the first day of the course 	Camp Director	First day	Yes: Camp Director to monitor and update records throughout camp operation.
Environmental and general allergies including: antiseptic hand wash; medication; natural stings; contact with irritants such as plants and top soil. Allergies to ingested foods such as: eggs, dairy, shellfish etc	Participating children and staff Physical Reaction and irritation	<ul style="list-style-type: none"> Parents of participating children will identify allergies within appropriate documentation prior to beginning of session. Choice of material purchased which will be appropriately adapted according to information on allergies of group and most common allergies. For example: latex free / vinyl or polyurethane coating for gloves for instance and plants/plant matter Choice of food ingredients purchased will be appropriately adapted to allergies of group Qualified First Aiders on site at all times Areas of activity to be checked for any obvious irritants i.e. wasp nest/ plants / knot weed Participating children to be asked to wear gardening gloves when appropriate Participating children and staff are to clean hands and areas of contact with the above, upon completion of session. 	All staff	Pre – course and ongoing	Yes: Camp Director to review care during the course with parent/guardian. Lead Facilitators to carry out a daily dynamic risk assessment, or where appropriate.
Severe allergies such as: Anaphylaxis from bee/wasp sting, contact consumption of nuts	Individual Anaphylaxis and or other significant reactions	<ul style="list-style-type: none"> Significant known allergies requiring the carrying of an EpiPen to be briefed to staff from parent including use, signs and symptoms of reaction. Individual to have at least 2 EpiPens or prescribed medication with them. The Hive reserves the right to refuse any participant who does not have the correct medication Where the irritant is an item of food it may be necessary to notify other participants to avoid this in their pack lunches where ever possible Parents will be informed that the Hive camp will be nut free for the duration of operation. Choice of material purchased will be directly influenced by information on allergies of group and most common allergies. For example: latex free / vinyl or polyurethane coating for gloves for instance Qualified First Aiders on site at all times 	Camp Director and then cascaded to all staff	Pre-course and ongoing	Yes: parent/guardian to communicate any severe allergies to Hive staff prior to course start. Camp Director to take preventative action where appropriate and ensure necessary medication is provided on first day.



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Inappropriate and/or challenging behaviour	Participating children and staff Injury, bullying, exclusion	<ul style="list-style-type: none"> • All participants and parents/guardians made aware of behavioural conditions of attendance • All staff to be made aware and supported where required on dealing with challenging behaviour 	All staff	Ongoing	Yes: any significant incident should be recorded by Lead Facilitators
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BUSHCRAFT					
Hazard	Who is harmed and how	Control Measures in Place / Comments	Action by who	By When	Further Action Required (Y/N). If so, what and by whom
Fire demonstration and fire lighting; use of bushcraft stoves; use of kelly kettles	Participating children and staff: burns to participants, Smoke Inhalation	<ul style="list-style-type: none"> All fire lighting sessions to be led by qualified competent person with proof of experience and qualifications. Location for fire to be identified beforehand as adequate and away from overhanging trees or buildings Participating children will be given a safety brief on camping stoves and fire. Staff will ensure that direct supervision is maintained at all times during the relevant activities Kelly kettles / bushcraft stoves to be used in line with manufactures instruction Participating children are shown how to start a fire safely / use a bushcraft stove safely / use a Kelly kettle safely Staff to carry sources of ignition only and when given to young people they are directly supervised Observers to stand back away from fire / stove / Kelly kettle Participating children instructed to not pick up burning wood Participating children instructed to not throw objects onto fire / stove / Kelly kettle Participating children instructed to secure any loose clothing or long hair around fires and stoves Means of extinguishing kept near the fire / stove at all times At least one staff with current first aid qualification present at all times. First aid kit kept close to activity at all times, including a fire blanket. To be kept near fire at all times. Fire starting materials and stove Hexamine fuel to be kept away from children at all times in locked box 	Lead Facilitators	Before and during activity	Yes: Lead Facilitator to dynamically assess the group's ability to manage their action before activity and provide appropriate supervision and guidance during planned activity.

<p>Whittling, wood carving and building and use of: knives, axes, saws, billhooks and drills</p>	<p>Participating children Cuts, general injuries</p>	<ul style="list-style-type: none"> • Participating children to be fully briefed on dangers and rules for whittling, wood carving, wood building and handling sharp tools • Participating children to be shown in detail how to whittle and carve safely • Safe zone to be clearly demarcated for the activity and demonstrated to participants • All tools to be numbered and counted at the beginning and at the end of the session • Participating children who are not carving are instructed to never to enter the safe zone • Participating children should only be carrying sharp implements if instructed to do so by a staff member • Activity to always be carried out on level ground • Participating children to always use good quality and age appropriate equipment • Participating children instructed to always hold the knife in their dominant hand • Participating children instructed to wear a protecting glove on the non-carving hand at all times • Direct supervision at all times for whittling and wood carving activities • At least one staff with current first aid qualification present at all times • First aid kit kept close to activity at all times • Any cut should be covered and dressed and Camp Director should be informed as appropriately 	<p>Lead Facilitators</p>	<p>Before and during activity</p>	<p>Yes: Lead Facilitator to carry out dynamic risk assessment before activity and assess the group's ability to manage their action and behaviours in a suitable manner during the planned activity and adjust as required.</p>
<p>Hand tool storage</p>	<p>Participating children and staff Cuts and burns</p>	<ul style="list-style-type: none"> • When not in use, all tools to be stored safely within a closed unit (preferably locked) such as a tool box and then secured in a locked cupboard. • When not in use all matches and fire lighting equipment to be stored safely within a closed unit (preferably locked) such as a tool box and then secured in a locked cupboard. 	<p>Lead Facilitators</p>	<p>During activity</p>	<p>No</p>

<p>Foraging</p>	<p>Participating children Poisoning</p>	<ul style="list-style-type: none"> • Session should be led by Qualified Expert or Forest School Teacher • Working area and activity should be risk assessed pre-session • Children’s medical forms should be double-checked before session to identify any potential plant allergy • Children should be shown how to identify each foraging plant and should be briefed on potential dangers at the start of the session • Lead Facilitators should plan to focus on species he/she is confident about identifying • Facilitators to provide gloves if necessary (nettles, brambles, etc.) • First Aid procedures in place and First Aider on site • Keep First Aid kit close by 	<p>Lead Facilitators</p>	<p>Before and during activity</p>	<p>Yes: Lead Facilitator to carry out dynamic risk assessment before foraging and identify and potential additional hazards.</p>
<p>Open fire cooking</p>	<p>Participating children and staff Burns</p>	<ul style="list-style-type: none"> • Session should be led by Qualified Expert or Forest School Teacher • Working area and activity should be risk assessed before the session • Session Lead should have suitable Food Hygiene Certificate • Food hygiene regulations should be followed • Participant’s medical forms should be double-checked before session to identify any potential food allergy • Participant’s information forms should be double-checked before session to identify any reasons, such as religious reasons, that would prevent children to handle or consume certain food types • Antiseptic wipes or soap and water should be kept nearby for hand washing • First Aid kit kept nearby • When cooking with a stick use green wood and remove bark before cooking, using a pen knife and scraping action • Food should be split open to check it is cooked before consumption • Cooked food should never be re-heated • Foods that need a lot of fat to cook should be avoided in case of pan fire • Participants instructed to tuck in long hair and roll up or fasten loose clothing 	<p>Lead Facilitators</p>	<p>Before and during activity</p>	<p>Yes: Lead Facilitator to carry out dynamic risk assessment before cooking, identifying if the activity is appropriate for the group and amending accordingly.</p>

FREE PLAY, EXPLORATION AND BREAKS					
Hazard	Who is harmed and how	Control Measures in Place / Comments	Action by who	By When	Further Action Required (Y/N). If so, what and by whom
Boundaries	Participating children Getting lost	<ul style="list-style-type: none"> Before each session begins, participants are made aware of how far that they can explore and of any fixed boundary markers. If children move to explore hidden areas, supervising adults should move so that they can always see the children, but allowing them the freedom to explore independently. 	Lead Facilitators	Morning brief and during activity	Yes: Lead facilitator to dynamically assess the group's ability to manage their action / behaviours in a suitable manner during the planned activity and adjust as required – before activity
Unsafe trees, including overhanging and falling branches. Play with sticks and stones	Participating children Cuts, bruises, breaks	<ul style="list-style-type: none"> Lead facilitator to carry out dynamic risk assessment and identify any potential hazards Participants can carry sticks shorter than their arm's length but are encouraged to think about how close they are to others. Longer sticks may be dragged or carried with the help of another person when each person is at either end. Participants are instructed on the following behavior: sticks must not be thrown, sticks must not be pulled from living trees; stones may be picked up and transported, stones may not be thrown - they may be dropped but thought must be given to whether it is safe to do so, i.e. what is beneath where I am dropping it? 	All Staff	Ongoing	Yes: Lead facilitator to carry out dynamic risk assessment daily and identify and potential hazards.
Tree climbing	Participating children Cuts, bruises, breaks	<ul style="list-style-type: none"> An adult must be present to oversee children climbing trees in the school grounds. The ground cover should be checked for 'sharp objects' and the tree identified as suitable for climbing. A visual check must be made for loose and rotten branches before any climbing is allowed. Children are permitted to explore to their own limits or to a maximum height of 1.5m. Adults should be near enough to catch if a child should fall but far enough away to not be invasive to the children's exploration. 	All Staff	Morning brief and during activity	No
Toilets	Participating children Lost children, safeguarding issues	<ul style="list-style-type: none"> Give plenty of opportunities to go for toilet breaks during the day Toilets used by participants are within easy access Children will always be accompanied by one other child and it is at the digression of the facilitator if an adult is also necessary (i.e. for younger children) 	All Staff	Ongoing	No

ENVIRONMENTAL CONSIDERATIONS					
Hazard	Who is harmed and how	Control Measures in Place / Comments	Action by who	By When	Further Action Required (Y/N). If so, what and by whom
Disturbance of ecosystems and environmental/noise pollution	Local and larger ecosystems and Participants	<ul style="list-style-type: none"> Consideration will be made as to the positioning of the marque, briefing table, habitat boxes, rugs and other heavy large objects on a week by week. Noise pollution will be kept to a minimum during session, with as little speaker use as possible in order to prevent undue distress to the local ecosystem. Appropriately disposing of refuse in order to minimise are impact on the local and larger environment. Using things such as: recycling waste, biodegradable products, keeping antiseptic hand wash station in a sterile location where the local ecosystem cannot be affected by its presence. 	Camp Director	Pre-course and end of course	<p>Yes:</p> <p>Lead Facilitators to ensure that large equipment and heavy objects placed on differing ground where possible to minimise impact on local ecosystems.</p>
Weather	Participants and staff Sunburn, hypo/hyperthermia De-hydration	<ul style="list-style-type: none"> Alternative venues and shelter available at all times Access to suitable clothing for the weather conditions forecast – kit list provided as part of joining instruction; spares available including hats in hot weather. Access to fluids and food as required. Parents/guardians asked to provide sun cream for their children in joining instructions. To avoid allergies, the Hive will provide suncream for participants only after gaining permission from parents. Access to and support in application of sun cream for staff. 	All Staff	Ongoing	No