

## North York Moors National Park Education Service

<p><b>Risk Assessment for:</b>  <b>Activities for small groups and youth groups (page 1 of 11)</b>                  Includes generic risk assessment for the grounds of National Park Centres (pages 2 to 5) plus site specific risk assessments for:</p> <ul style="list-style-type: none"> <li>• Mammal Trapping (page 8)</li> <li>• Team Building Activities (page 8)</li> <li>• Hide Away in the Woods (page 9)</li> <li>• Bushcraft (pages 10 + 11)</li> </ul> <p><b>Adult to pupil ratio:</b> At least 1 adult to 10 pupils; more adults as appropriate for younger / less able pupils.  <b>Max group size:</b> 30 (less for activities listed above)  <b>Provider:</b> NYMNP Education Service  <b>Assessor / Reviewed by:</b> Jonathan Green, Education officer.  <b>Last reviewed:</b> Feb 2019      <b>Next review:</b> Feb 2020  <b>Method for review:</b> All hazards reviewed by:                  Annual review / leader feedback / accident &amp; near miss books</p>	<p><b>Limitations and Emergency Procedures</b></p> <p>All areas of the grounds are within 5 minute's walk of the Visitor Centre buildings and within about 100m of a site where an ordinary ambulance could park.</p> <p>Weather conditions in which activities will be cancelled:                  Heavy rain / thunderstorm / lightening / snow, sleet or hail on the ground or falling / when wind strength inhibits normal walking or access to woods.                  Weather forecast checked prior to the visit.</p> <p>All staff hold a valid, appropriate first aid qualification and carry first aid kits. Supervision of children during breaks between programmed activities is the responsibility of visiting teachers. Roles and responsibilities of National Park Leaders and visiting teachers are stated in 'Pre-Visit Information' on our website at:  <a href="http://www.northyorkmoors.org.uk/about-us/school-and-group-visits/essential-information">http://www.northyorkmoors.org.uk/about-us/school-and-group-visits/essential-information</a></p>
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Risk rating scale where risk rating = likelihood x consequence			
	1 Minor Injury <small>Incident can be dealt with on site and casualty is able to continue activity</small>	2 Major Injury <small>Casualty cannot continue activity</small>	3 At least 1 fatality
Consequence  Likelihood <small>of hazard causing harm assuming precautions are taken</small>			
<b>1 Very unlikely</b>	1	2	3
<b>2 Occasional</b>	2	4	6
<b>3 Likely</b>	3	6	9

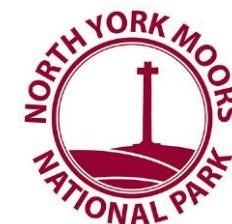
**Risk rating assuming precautions are taken:**

1 = low risk

2 to 4 = medium risk

6 to 9 = high risk (unacceptable)  
Omit activity or change to reduce risk before proceeding

North York Moors National Park Education Service, Tel: 01439 772700, Email: [education@northyorkmoors.org.uk](mailto:education@northyorkmoors.org.uk) [www.northyorkmoors.org.uk](http://www.northyorkmoors.org.uk)



Page 2 of 11: Generic Risk Assessment for Grounds of National Park Centres

HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
<p>Traffic e.g. Crossing road specifically on the bend by the Moors Centre building.</p> <p>General road crossings; Walking along roads; Crossing car parks</p>	<p>Road traffic accident; Being hit by vehicles</p>	<p>Group members; Road users</p>	<p>NP Activity Leader to warn of the danger of this road crossing and to explain the plan for crossing. Lead the group to the road edge and ask them to stay there with a teacher while you check for traffic. Stand in the middle of the road on the bend where there is good visibility all three ways. Instruct visiting adult to stand in the middle of the road opposite Moors Centre entrance. When clear of traffic ask another adult to lead the group across the road in single file, cross as quickly as possible.</p> <p><b>Returning to the centre:</b> NP leader to follow the above instructions in reverse. Stop at the bottom of the wood or in the gamekeepers' parking area if group has come down Park Bank. Give clear instructions.</p> <p>Stop and warn of danger. Keep group together. Use visiting school staff to assist in crossing and cross when safe to do so.</p> <p>When walking along a road instruct group to walk in single file behind leader, keeping to the side and facing on-coming traffic. Check behaviour and repeat instructions often. Ask adults to help supervise.</p> <p>In car parks: Signage in place to restrict speed of vehicles. Instruct group members to be aware of moving cars etc. Good visibility. Coach parking separate from car parking. Painted lines ensure parking is organised.</p>	<p>(1 x 3) 3 <b>MEDIUM</b></p>	
<p>Cyclists (Mainly at Sutton Bank Centre)</p>	<p>Being hit, run over by cyclists</p>	<p>Group members; cyclists</p>	<p>Children, as part of an activity, are warned of the hazard of cyclists and are instructed to walk sensibly around the centre buildings.</p>	<p>(2x1) 2 <b>MEDIUM</b></p>	

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HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Uneven, boggy ground, wet grass, board walks	Slips, trips & falls	Group members	Groups advised of the hazards and advised to wear appropriate footwear in advance. Footwear checked before activity and if unsuitable, wellies or boots loaned from kit store where possible. Ask adults to assist small children / less mobile individuals as required.	(3 x 1) 3 <b>MEDIUM</b>	Check wellie grip in Feb
Livestock including sheep, cattle & horses	Trampling; Infection esp. toxoplasmosis	Group members	Livestock separated by fencing. Instruct group not to approach or touch livestock. Keep group quiet.	(1 x 2) 2 <b>MEDIUM</b>	Update Appendix 3 from NHS website 29/08/2020
Stream adjacent to car park (Moors Centre)	Falling into channel (1m) Drowning	Group members	Fencing along car park side provides a barrier. Shrubs provide barrier on Crow Wood side. Instruct group to stay on the path in Crow Wood, point out the hazard.	(1 x 3) 3 <b>MEDIUM</b>	
River Esk (Moors Centre)	Falls Drowning	Group members	River fenced around perimeter of grounds. Fencing by side of playground has additional wire netting to prevent climbing. Signs warn of danger. Instruct not to climb over fence.	(1 x 3) 3 <b>MEDIUM</b>	
Pond (In Crow Wood at Moors Centre)	Getting wet Slips, falls Drowning	Group members	Keep to paths. Ensure pupils never out of sight of an adult.	(1 x 3) 3 <b>MEDIUM</b>	
Animal faeces / animal remains Litter.	Infection	Group members	Sign at entrance to Crow Wood excludes dogs. Regular inspection of main paths and removal of animal carcasses. Children instructed not to touch dead animals. Litter picks carried out regularly by caretakers. Direct groups to hand washing facilities directly after activity.	(2 x 1) 2 <b>MEDIUM</b>	
Field boundaries eg. dry stone walls, barbed wire fences, wooden fences and electric fences	Cuts, grazes, electric shock.	Group members	Keep to footpaths and avoid leading group close to field boundaries with barbed wire on top. Do not allow pupils to climb on walls or fences. Treat electric fences as if live. Warn group of danger. Instruct not to touch. Keep group away from fence.	(1 x 1) 1 <b>LOW</b>	

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<b>HAZARD</b>	<b>POTENTIAL HARM</b>	<b>PEOPLE AT RISK</b>	<b>PRECAUTIONS</b>	<b>RISK RATING</b>	<b>NOTES AND ACTIONS</b>
Trees, branches, vegetation	Injury from falling trees/branches. Cuts, grazes, stings, poisoning.	Group members	Trees inspected regularly by caretakers for stability and damage. Additional checks undertaken following periods of high winds. Paths and trails kept clear of low branches. Instruct group to be aware of low branches when working away from paths. Pupils instructed not to put anything in their mouths and not to touch fungi. Direct groups to hand washing facilities directly after activity.	(2 x 2) 4 <b>MEDIUM</b>	Woodland activities will not take place during periods of high winds.
Steps around buildings and in terrace gardens (Moors Centre)	Trips and falls	Group members	Paths kept clear of leaves and swept clean. Steps up to outside toilets are edged with white paint. Warn of trip hazard in terrace gardens due to uneven steps and ensure pupils in this area are supervised by an adult.	(2x1) 2 <b>MEDIUM</b>	
Ha Ha wall (Moors Centre)	Falls, sprains, broken bones	Group members	Edge of wall easily visible by change of surface from grass to stone. Children to be supervised by visiting staff at all times.	(2 x 2) 4 <b>MEDIUM</b>	
Peanuts at bird feeding stations	Allergic reaction	People with allergy to peanuts	Warn in advance and ask anyone with allergy to peanuts to make leaders aware. Information about allergies requested in advance as part of booking procedure.	(1 x 3) 3 <b>MEDIUM</b>	
Children's play area (Moors Centre)	Trips and falls	Group members	Playground complies with industry standards and inspected regularly by caretakers and professionals. Ground around equipment covered with bark chippings. Children to be supervised by adults when using play area. Use of play area not permitted during activities led by NP staff.	(2 x 2) 4 <b>MEDIUM</b>	
Sculptures	Falls from climbing, scratches	Group members	Instruct children not to climb on all sculptures except the Dragon which is at the discretion of the lead teacher. Sculptures checked regularly for damage, sharp parts and corners and appropriate action is taken.	(1 x 2) 2 <b>MEDIUM</b>	
Seating	Climbing, falling	Group members	Instruct children, when part of an activity not to climb on or jump off seating. Seating checked regularly by care takers for damage, sharp parts and corners and appropriate action is taken.	(1 x 2) 2 <b>MEDIUM</b>	

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HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Using natural resources	Cuts, grazes, eye injuries, poisoning.	Group members	Instruct group not to lift or carry large branches on their own (demonstrate maximum size of objects children allowed to move appropriate to their age/size.) Instruct to avoid touching fungi and not to put anything in their mouths. Hand washing facilities provided immediately after activity.	(2 x 2) 4 <b>MEDIUM</b>	
Using props and educational resources	Slips, trips, cuts, grazes	Group members	Demonstrate correct use of props and resources. Take them away from anyone persistently not using them correctly.	(1 x 1) 1 <b>LOW</b>	
Equipment for tasks	Cuts	Group members	NP staff to give a safety briefing – if equipment used inappropriately it will be removed, young person removed to safe area. Young people to be supervised by NP staff, volunteers and group staff. Support and guidance is given and young people made aware they can ask for help. Equipment to be restricted depending on the activity and group type. Equipment maintained correctly.	(1 x 3) 3 <b>MEDIUM</b>	
Behaviour of young people	A variety of injuries	Group members	NP leader to liaise with group leader prior to young people coming out and work task planned accordingly. The group leader is responsible for their group's behaviour as stated out in our 'pre visit' information. NP leader will stop the activity and / or insist on the individual being removed if behaviour is not controlled. NP leader to ensure regular breaks are given and checks regularly that group members remain engaged and on task. The correct staff to group ratios are used.	(2 x 2) 4 <b>MEDIUM</b>	

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HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
'Horseplay'	A variety of injuries	Group members	Group leader to deal with disciplinary action for dangerous 'horseplay'. NP leader will stop the activity and/ or insist on the individual being removed if behaviour not controlled NP leader to be aware of any early signs of bullying or harassment and notify group leader.		
Exposure to cold, wet or sun	Hypothermia; Heat stroke; Heat exhaustion; Sunburn	Group members	Select activity according to weather conditions, capabilities of group and time available. Clothing and footwear checked before beginning and items loaned from kit store as required. NP Activity Leaders to check pupils regularly. In hot conditions choose shaded areas for stopping. In cold conditions keep group moving and active and avoid standing around.	(2 x 1) 2 <b>MEDIUM</b>	
Getting lost, separated from group	Anxiety, distress, other hazards	Group members	NP leader to brief the group as to the boundaries of the site and instruct not to go further.  Position adults so that the entire course/activity area is monitored and ensure adults aware of their role to supervise pupils.  Grounds bounded by fencing.	(1 x 1) 1 <b>LOW</b>	If person lost bring group together and use school adults to supervise. Report to base and use available adults to search. If lost person not found in 30 mins call police and ask for mountain rescue.

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HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Dogs	Bites	Group members	Instruct group members not to approach or try to touch dogs.	(2 x 2) 4 <b>MEDIUM</b>	

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<b>Mammal Trapping</b>					
<b>HAZARD</b>	<b>POTENTIAL HARM</b>	<b>PEOPLE AT RISK</b>	<b>PRECAUTIONS</b>	<b>RISK RATING</b>	<b>NOTES AND ACTIONS</b>
Small mammals	Bites/scratches Infection	Group members	Only NP leader to handle traps and small mammals. Small mammals to be transferred to plastic container for group members to observe.	(1 x 1) 1 <b>LOW</b>	

<b>Team Building activities</b>					
<b>HAZARD</b>	<b>POTENTIAL HARM</b>	<b>PEOPLE AT RISK</b>	<b>PRECAUTIONS</b>	<b>RISK RATING</b>	<b>NOTES AND ACTIONS</b>
Building of stiles	Cuts, grazes, knocks, bruises from using tools	Group members	All group members issued with work gloves and steel toe capped footwear. NP Leader will demonstrate how to use tools at start of the activity. Any group member not following instructions will have tools taken away from them. Ask adults to help supervise.	(2 x 2) 4 <b>MEDIUM</b>	
Injured casualty scenario	Injury from fall  Injury from lifting	'casualty'  carriers	Suitability of carrying mechanism checked out by National Park activity leader prior to its use. Group members instructed to carry the 'injured casualty' sensibly and slowly, resting when appropriate.  National Park Activity Leader to demonstrate correct lifting technique – bend from the knees, ensuring back is straight.	(2x2) 4 <b>MEDIUM</b>	



**Page 9 of 11. Hideaway in the Woods**

HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Children out of sight whilst hiding	Getting separated from group	Group members	<p>When working with school groups / youth groups/events - each adult is allocated a small group of children. Instruct adults to know where their children are hidden within a defined area. Children not to go off on their own without their adult knowing where they are.</p> <p>Count children back in.</p> <p>Return to leader on clear call sign e.g. whistle</p>	<p>(1 x 1) 1 <b>LOW</b></p>	
Constructing/ dismantling and testing of shelters	Cuts, grazes, trapping of fingers, eye injuries; getting wet	Group members	<p>Warn participants of potential harm from picking up logs, branches, sticks.</p> <p>Show / demonstrate maximum size of branches that can be lifted and moved appropriate to age and size of children.</p> <p>Instruct pupils to be aware of others when carrying large objects. Protective work gloves are provided for group members. Place branches/sticks carefully on the shelters so as not to trap fingers.</p> <p>Supervise closely and ask adults to help.</p> <p>Check robustness of shelters before children enter for the water test. Only National Park activity leader to pour water on the shelters.</p> <p>Instruct group to dismantle shelters carefully and calmly.</p>	<p>(2 x 1) 2 <b>MEDIUM</b></p>	

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HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Fire making	Burns	Group members	<p>Participants, parents and teachers are given clear instructions and demonstration by NP Activity Leader on how to use fire steels, ignite material and transfer to straw.</p> <p>Long hair must be tied back and gloves must be worn when transferring ignition material to straw. Advise caution if participants are wearing hairspray, gel or deodorant that could be flammable.</p> <p>When transferring ignition material to straw individual children supervised one at a time by their teacher/parent with NP activity leader supervising them. Only two children at any one time to do the transfer to straw part of the activity. Rest of group to be supervised by remaining parents and teachers.</p> <p>Any group member showing irresponsible behaviour to be withdrawn from the activity.</p> <p>Water bucket with tap water and first aid kit to be on hand at all times.</p>	(2 x 2) 4 <b>MEDIUM</b>	
Smoke	Heat / smoke damage to lungs and respiratory tract, breathing difficulties.	Group members	Children, parents and teachers given demonstration on how to make fire using ignition material and straw and how to avoid inhaling smoke. Each child to be individually supervised by their teacher/parent who are in turn supervised by NP Activity Leader.	(2 x 2) 4 <b>MEDIUM</b>	
Digging fire pit and lining with rocks. Using rocks to weigh down tarpaulins	Injury from spades and dropping stones	Group members	Demonstrate correct way to use a spade. Show / demonstrate largest size of stone that can be picked up – appropriate to age / size of participants. Eg. no bigger than a tennis ball / football. Supervise closely and instruct adults to help.	(2 x 2) 4 <b>MEDIUM</b>	
Wood collection Cont...	Splinters; wandering too far	Group members	Group members warned of hazard and gloves provided. Set boundaries for wood collection area and instruct adults to help supervise.	(2 x 1) 2 <b>LOW</b>	

**Page 11 of 11: Site Specific risk assessment for Bushcraft cont..**

HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Fire	Burns/smoke inhalation	Group members; public.	<p>Designated area set up for the fire. Clear no go area marked around the fire.</p> <p>Fire will be managed by the National Park Activity Leader or a responsible adult at all times and will not be left unattended.</p> <p>Water bucket to be sited next to the fire.</p> <p>Children instructed to act sensibly when around the fire and warned that if they behave irresponsibly the fire will be put out. If pupils behave irresponsibly the NP Leader will put out the fire and it will not be reignited.</p> <p>Instruct children to move out of way of smoke/ashes/sparks.</p> <p>Ask teachers and other adults to help supervise.</p>	<p>(2 x 2) 4 <b>MEDIUM</b></p>	
Walking in bare feet	Cuts to feet	Group members	<p>'Fox walk activity' is done in bare feet. Participants shown how to walk slowly and carefully and avoid treading on spiky shrubs, rocks etc. Area selected for walk checked for sharp items in advance.</p> <p>Demonstrate the technique for the fox walk first.</p>	<p>(1 x 1) 1 <b>LOW</b></p>	

