



PERMANENT EDUCATION
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Risk Assessment for Outdoor Activities



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Permanent Education use the recognised five-step risk assessment as recommended by the Adventurous Activities Industry Advisory Committee and HSE.

STAGE 1 - Identify the **hazards** - A hazard is something that has the potential to cause harm.

STAGE 2 - Identify **who may be harmed**

Category	Description
Children	Children participating
Teachers	School teachers
Associates	Instructors or assistants employed by Permanent Education
Group	The first three categories
Others	Non-participating children, teachers or members of the public
All	All of the above

STAGE 3 - Determine the risk and decide upon precautions

Likelihood

Name	Description
Low	It is quite unlikely to happen, although conceivable
Medium	Could occur sometimes
High	It is quite likely to happen



Expected	Occurs repeatedly, the event is expected
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Consequence

Name	Description
Minor Injury	The subsequent injury could be minor, i.e. a cut, graze, scratch or bruise
Serious Injury	The subsequent injury could stop the individual from continuing the activity, i.e. sprain, minor fracture, a burn or hypothermia
Very Serious Injury	The subsequent injury could be major, i.e. loss of limb, crush, fracture, loss of consciousness, permanent reduction in ability to work
Fatal	The subsequent injury could be fatal

STAGE 4 - Implement **control measures** - Measures taken to reduce the risk to an acceptable level.

STAGE 5 - Review the process and update - Review document when introducing a new activity, when a new hazard is identified or annually. Reviews are undertaken with input from the full Permanent Education Team and Associates

Application of this Risk Assessment

This Risk Assessment will be shared digitally with each member of the team no less than the initial commencement date of Activities. A hard copy will be available at each Activity Station during the course of the event.



Child Protection and Safeguarding General Information

Permanent Education Safeguarding and Welfare Officer are Paula Moses or Rebecca Gough, Company Directors. At least one of these individuals will be on site at any time.

N.B. As Permanent Education and Associates also operates on school grounds, school staff or parental responsibility will have ultimate responsibility for child welfare. Permanent Education retain a professional duty of care.

The following section must be used alongside the Permanent Education Safeguarding Policy.

Permanent Education staff and Associates must carry their mobile phones to contact emergency services. This supersedes school or settings policies on mobile phones.

Hazard	Who may be harmed	Likelihood	Consequence
Permanent Education Staff and Associates			
Innapropriate communication with young people post camp, perceived or actual	Participants, Staff and Associates	Low	<ul style="list-style-type: none"> • Permanent Education Staff and Associates are trained not to enter into communication with young people with reference to Permanent Education Child Protection Policy • All Permanent Education Staff and Associates must have current DBS to be employed by Permanent Education • Permanent Education Staff and Associates are not to add young people on social media and are to inform a Permanent Education Safeguarding and Welfare Officer if they are approached by a young person. • School staff to report any concerns in line with their Child Protection Policy



Hazard	Who may be harmed	Likelihood	Consequence
Inappropriate physical contact with participants, perceived or actual	Participants and instructors	Low	<ul style="list-style-type: none"> • Very few activities require staff to engage in physical contact with participants. • Permanent Education Staff and Associates are trained in how to make physical contact, if appropriate, with young people with reference to Permanent Education Child Protection policy. This can also be found within the Staff Code of Conduct. • All Permanent Education Staff and Associates must have current DBS to be employed by Permanent Education • Permanent Education Staff and Associates are trained not to enter a one-on-one situation with young people, if a private conversation must be held with a young person it must be done in an situation which is visibly open. • Permanent Education Staff and Associates are not to be afraid to physically intervene if a young person is in danger of injury (i.e. straying too near the fire) and is to prioritise their physical safety. • When required, school staff to report any concerns in line with their Child Protection Policy
School Staff			
All above hazards	Participants and school staff	Low	<ul style="list-style-type: none"> • School staff to follow their own Child Protection Policy • Permanent Education Staff and Associates to report all concerns to management who will pass those concerns onto the school and await further information in line with Permanent Education Child Protection Policy
Site Visitors			



Hazard	Who may be harmed	Likelihood	Consequence
All above hazards	Participants and school staff	Low	<ul style="list-style-type: none"> • School staff to follow their setting's Child Protection Policy • Permanent Education Staff and Associates to report all concerns to group leaders who will pass those concerns onto the school and await further information in line with Permanent Education Child Protection Policy
Disclosure by young person or concern over home life			
All hazards	Participants	Low	<ul style="list-style-type: none"> • Permanent Education Staff and Associates are trained to inform young people that they cannot keep disclosures in confidence if their is a person at risk • Permanent Education Staff and Associates to report all concerns to group leader who will pass those concerns to the relevant person to, where necessary, lease with the suitable agencies.



General -

For site, the majority of “site specific” risks and risks related to buildings and facilities, are the responsibility of the school or establishment and are covered by the schools or individuals Risk Assessments, Safety Policies and Insurances.

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Slips, trips and falls	All	High	Serious Injury	<ul style="list-style-type: none">• Permanent Education to conduct a visual risk assessment and then to brief participants about specific trip hazards at the initial briefing.• All trip hazards are to be made highly visible and access restricted where possible and appropriate.• It is an accepted risk that sometimes people fall over
Incorrect lifting techniques	Groups	Medium	Minor Injury	<ul style="list-style-type: none">• Permanent Education staff are trained in correct lifting techniques and are routinely reminded that they should opt out or seek help if they feel unable to move a heavy item



Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Site Specific Hazards	All	Medium	Serious Injury	<ul style="list-style-type: none"> • Permanent Education Leader to enquire about site specific hazards upon arrival and pass this information to the the staff team and participants as appropriate
Tree deadfall	Group	Low	Fatal	<ul style="list-style-type: none"> • Permanent Education Leader to ensure they conduct a visual risk assessment of activity areas prior to commencement.

Weather General Information

Staff will regularly check digital forecasts.

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
				Weather



Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Weather				
Strong winds (spreading fire)	All	Low	Fatal	<ul style="list-style-type: none"> • Permanent Education Leader to conduct a visual risk assessment on each location, ensuring that shelters are never at risk of catching fire. • Fires are not to be left unsupervised but can be left burning (and supervised) between sessions. • Permanent Education Leader to ensure that the fire is completely extinguished prior to leaving venue
Shelter collapse from strong winds	All	Medium	Fatal	<ul style="list-style-type: none"> • In general, fires are not to be placed under temporary shelters
Extended Dry Conditions (Grass Fires)	All	Medium	Fatal	<ul style="list-style-type: none"> • Bushcraft Associate to brief staff on the risk of grass fires during extended dry conditions • The grass under and around a fire is to be doused with water during extended dry conditions • Downwind areas are to be inspected for embers before departure during extended dry conditions
Terrain				
Trip hazards	All	Low	Serious Injury	<p>Permanent Education Instructors to locate the fire in a location where there are no trip hazards.</p> <p>Groups moving to fires to be closely supervised and stopped a short distance from the fire to be briefed/ reminded of the safety rules</p>
Equipment & Activities				
Lack of supervision	Group	Low	Serious Injury	<ul style="list-style-type: none"> • Permanent Education Staff and Associates to ensure that the fire is never left unattended by a responsible adult. • Permanent Education Staff and Associates to ensure that the fire is completely extinguished prior to being left.



Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Cold and Wet Conditions	All	Expected	Serious Injury	<ul style="list-style-type: none"> • Leader to check weather forecast in advance • Clear pre-activity day information to be sent out in welcome pack • Recommended kit list to be sent out in welcome pack including recommended footwear • Shelters for stationary activities (social distancing adhered to)
Heat and Sunshine	All	Expected	Serious Injury	<ul style="list-style-type: none"> • Leader to check weather forecast in advance • Clear pre-activity day information to be sent out in welcome pack • Recommended kit list to be sent out in welcome pack including recommended footwear • Shelters for stationary activities (social distancing adhered to) • Suncream and water bottle recommendation to be made and highlighted in welcome pack. • Staff to monitor and encourage working in shade/use of sunhat where appropriate.
Storms	All	Medium	Fatal	<ul style="list-style-type: none"> • Leader to check weather forecast in advance • Clear pre-activity day information to be sent out in welcome pack • Activities will be stopped if imminent threat and appropriate shelter sought away from tents and trees.
Strong Wind	All	Medium	Serious Injury	<ul style="list-style-type: none"> • Leader to check weather forecast in advance • Activities will be stopped if wind affects safety of the group or staff



Fire General Information - The majority of “site specific” risks and risks related to buildings and facilities are the responsibility of the school and are covered by the schools Risk Assessments, Safety Policies and Insurances.



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Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Burn (open fire)	All	Medium	Serious Injury	<ul style="list-style-type: none"> • Permanent Education Staff and Associates will predominantly use a fire pit unless specifically asked by the contractor to build a ground based fire. • Permanent Education and Associates do not use accelerants on their fires in schools or other settings. • Open fires • are to be strictly supervised by all staff (Permanent Education, Associates & School). • Permanent Education and Associates to ensure that children are never left unsupervised near the fire. • Open fires will have a clear safety zone marked out with sufficiently fire retardant ropes. • Permanent Education and Associates to ensure that only wood is burnt on the fires. • Permanent Education and Associates to ensure that all fires are completely extinguished prior to leaving. • Only Permanent Education Staff and Associates are permitted to supervise starting fires. • ID Lanyards are not to be worn around the neck at any time whilst close to the fire area • Flammable items are not to be worn around the neck while near fires • Staff to ensure that all fire lighting equipment is accounted for post activity and secured. • A full red "Fire" bucket of clean water is to be available at fire • Fire blankets are to be available at each fire



Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Burn (post session)	All	Low	Serious Injury	<ul style="list-style-type: none"> • Permanent Education and Associates to ensure fire pits are fully extinguished before being left unattended • Permanent Education and Associates to ensure that all fire lighting equipment is never left out and unattended (for example over a break period). Stored inside the activity box is acceptable.
Fire Spread	All	Low	Fatal	<ul style="list-style-type: none"> • Elevated fire pits reduce the risk of a fire spreading across the ground or through tree roots • Ashes are to be thoroughly doused in water before being dumped and should be no more than warm to the touch • Fires are to be sited where the risk of igniting a shelter is low • All staff should carry their phones to contact emergency services if required
Fume/ smoke inhalation	Group	Medium	Minor Injury	<ul style="list-style-type: none"> • Permanent Education Staff and Associates will consider wind direction when laying out activities • Permanent Education Staff and Associates will advise groups on where to sit • Permanent Education Staff and Associates will only burn wood (specifically untreated) on the fire. • Permanent Education Staff and Associates will only burn dry wood to avoid creating excessive smoke. • Permanent Education Staff and Associates Activity Instructor will monitor the activity and move children away if too much smoke is created.
Evacuation and Firefighting				



Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
“Alarm” and evacuation procedure	All	n/a	Fatal	<ul style="list-style-type: none"> • Permanent Education Leader to ensure that all participants and staff are aware of the method of raising the alarm should they spot a fire in the camp – in most cases this will be a verbal “FIRE-FIRE-FIRE” or whistle blasts • A whistle is attached to each fire bucket • If in school setting, the existing evacuation procedures will be followed wherever possible to reduce the risk of confusion. • A fire evacuation area will be identified and shared with groups • There will be a water fire extinguisher in a purpose built travel container next to the activity tent.
Panic	All	Medium	Fatal	<ul style="list-style-type: none"> • Permanent Education Staff and Associates to use verbal evacuation commands wherever possible to reduce the risk of panic
Failure of fire fighting equipment	All	Low	Fatal	<ul style="list-style-type: none"> • Fire fighting equipment to be inspected or replaced annually • Equipment is transported and stored in made-for-purpose containers where appropriate • Equipment is rated for use in sub-zero conditions • Equipment is marked with reflective tape to aid location in an emergency



Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Entrapment in shelters	All	Low	Fatal	<ul style="list-style-type: none"> The area around the campfire and downwind of it is to be inspected for embers by Permanent Education Leader The travel container for the fire extinguisher contains cutting implements designed for emergency rescue purposes (the container is marked with tamper seals which are inspected at the start and end of each activity day. When appropriate, school staff are to be made aware of the location of firefighting equipment and cutting tools
Participants				
Approaching activity fires	All	Expected	Serious Injury	<p>Participants clearly briefed about use of “safe areas” before fire based activities</p> <ul style="list-style-type: none"> Staff monitor groups as much as is possible Participants are sitting down where possible Staff to directly supervise any participant being permitted to cross the safety line <ul style="list-style-type: none"> Where appropriate, school staff to notify of challenging students <p>Where appropriate, school staff may be asked to assist in supervising groups</p> <ul style="list-style-type: none"> Staff fully authorised to curtail an activity for safety reasons Staff fully authorised to physically intervene if a participant is in physical danger



Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Fire spreading across or underground	All	Medium	Fatal	<ul style="list-style-type: none"> • The area around a ground fire is to be thoroughly cleared of debris in a 1 metre radius (or greater in high winds) • The area above a ground fire is to be checked for overhanging branches • If possible given time constraints, a ground fire should be burned down to just ash and ember • Ground fires are to be thoroughly extinguished with water • The ground where the fire was it to be “spiked” to allow water to drain into the soil • Once cool, the wet ash should be carefully scooped up in bare hands (to check temperature) and scattered in area to reduce environmental impact. Staff not to depart site until the above has been done • Area of fire can then be re-covered



General -

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Interfering with other sessions	All	Low	Serious Injury	<ul style="list-style-type: none"> • Most activities have “natural” boundaries • Where required, formal boundaries are set by Leader • Activity Leaders to position themselves so they can monitor the group as closely as is realistic • Where appropriate, school staff, or responsible adult, to support group control as required
Accessing activity equipment unsupervised	Children	Low	Serious Injury	<ul style="list-style-type: none"> • Activity bases are out of bounds during free time • Free time areas are kept away from activity bases • “Tempting” items (fire steels, food, etc.) are kept out of sight when not in use • High risk items (knives, etc) have specific safety policies
Other students, members of the public, staff and visitors				



Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Interfering with sessions	All	Low	Serious Injury	<ul style="list-style-type: none"> School staff to support site control as required Permanent Education management team to intercept adults that are putting themselves or others in danger Activity bases are kept away from areas used by the setting for “play time”
Accessing activity equipment unsupervised	All	Low	Serious Injury	<ul style="list-style-type: none"> Activity equipment is kept away from areas used for “play time” or is closely monitored by staff If in a school, set boundaries for children not taking part in activities “Tempting” items (fire steels, food, etc.) are kept out of sight when not in use High risk items (knives, etc) have specific safety policies
Shelter Collapse	All	Low	Minor Injury	<ul style="list-style-type: none"> Where possible and appropriate, shelters are to be attached to at least one permanent “strong point” such as a tree, wall or fence. Each shelter must make use of an extra large (approx 40cm) steel peg for each of the four “key” anchor points There are a number of “standard” methods of putting up a tarp shelter which staff will select from as appropriate The “roof” of a shelter must be sloped to prevent build up of water
Fire	All	Low	Fatal	<ul style="list-style-type: none"> Fires are generally not to be sited under temporary shelters unless the shelter is secured to multiple permanent “strong points” at discretion of Permanent Education Leader Location of fires in relation to wind to be considered Location of fires in relation to the guy lines and shelter material to be considered



Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Trip Hazards	All	Expected	Major Injury	<ul style="list-style-type: none"> • Location of shelters in relation to walking routes is to be considered • Location of shelters in relation to activities involving lots of moving are to be considered • Guylines that are still a trip hazard may be marked with modified high viability tape or lines.

