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| **Activity: To Be Filled In** | **Emergency contact on site:** |
| **Date:** | **Mobile contact No.** |

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| **Location:**  Folly Wood, Folly Lane, Stroud | **Description of location:**  Private 3-acre woodland |
| **Nearest A &E Unit:**  Stroud Hospital | **Directions to A & E**  Trinity Road, Stroud, GL5 2HY. |
| **Access and meeting point for emergency vehicles:**  Folly Lane, GL5, Stroud. Proceed all the way up the hill, taking the left turn where Folly Lane joins Peghouse Rise and becomes a single track lane, and meet at the second turning to Wickridge House on your right . | |

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| **Site safety Coordinator:**  The site Safety Coordinator is the person present on site responsible for carrying out the designated activity. |

**send to Dominique Shead [dshead@btinternet.com] before the event**

**Signature of Site safety Coordinator: Date**

**Risk Assessment**

**example form - please amend as required**

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| **Activity:** Events arranged by members for larger groups, inviting non-members, and potentially including a financial contribution |
| **Description:**  Forest School, choirs, birthday parties, ceremonies, workshops i.e. whittling, singing |

**Severity and likelihood of risk: Low, Medium, High.**

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| **Hazard** | **Potential outcome** | | **Severity of**  **outcome** | | **Likelihood of**  **occurrence** | | **Actions to be taken to reduce risk** |
| Lost or separated from group | Person becomes panicked, frightened or scared | | M | | L | | Coop member hosting event will make sure that everyone has clear information on location, logistics for parking and a phone number for person hosting.  Children to be supervised by known adult at all times.  Clarity on timings for the event will be shared beforehand. |
| Sharp tools | Cuts, stabs, grazes, puncture wounds and scratches | | M/H | | M | | Instruction on safe tool use given at start of workshop/task – cut away from body; use sharp tools; maintain safe working distances; no glove on hand holding edged tool. Wear gloves where safe Use long-handled tools. Avoid kneeling unless on clear ground or if wearing knee-pads.. Stop working if tired. |
| Manual handling | Back strains | | M | | L | | Use of good lifting technique – bend knees, keep back straight. Share heavy loads. Avoid overloading. |
| Fire | Burns/smoke inhalation | | M | | L | | Wear fire/thick gloves when working around fire. Ensure fireplace is sound and secure. Keep surrounding area clear of trip hazards and flammable materials. |
| Cooking on fire | Scalding, burns | | M | | L | | Ensure pans and kettles are secure. Use thick gloves when handling. Designate a safe place to leave pans when off the fire. |
| Alcohol and drugs | Becoming unwell, danger to oneself/others | | L | | L | | Adults to take responsibility over consumption. Coop member hosting event to brief group on expectations i.e. sensible, law abiding consumption. |
| Falling debris | Head & other injuries | | L | | M | | Inspection of overhead situation. Advised not to host event in the woods if winds are above 45mph |
| Slips, Trips | Cuts, bruises  sprains | M | | M | | Wear well-fitting boots, keep paths clear of trip hazards. | |
| Falling from swing/tree | Concussion, bruising, cuts, dislocations, fractures, breaks, | H | | M | | Children to be supervised on swings or when climbing trees. Member hosting to give clear instruction on whether tree climbing/balancing along fallen trees is suitable for event. | |
| Traffic Hazards | General Injury | L | | L | | Wear high viz clothing/take a torch for walking along lane in the dark. Member hosting will give clear instructions on the woodland boundaries. | |
| Public | General injuries | L | | L | | Explain to enquiring member of public what is going on. Be clear that this is an invitation group gathering only. | |
| Children | General injuries | L | | L | | Children to be supervised by a responsible adult at all times. | |
| Any other hazards expected? |  |  | |  | |  | |

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| Is lone working expected | | | No | | | |
| Are there any environmental/wildlife considerations? | | | There are badger sets in the wood keep work to a minimum near these sets. Control fire sites, leave site tidy etc.  Member hosting event to provide wood if a fire is being lit. | | | |
| PPE Needed (please tick) | Safety boots | Safety wellingtons | Gloves | goggles | Hard hat | Ear defenders |