

Leeson House and Dorset Council's Outdoor Education Service uses the National Guidance from OEAP (www.oeapng.info) and the SAGE framework to determine ratios and effective supervision. Ratios and effective supervision must be discussed during the planning stage with reference to the specific location and activity risk assessments.

General Risk Assessment for Leeson House Grounds – see individual risk assessments for more detail		
Risk Assessment Completed By: Michael Gould and Matt Smith		Date of latest update: January 2024 Review Date: January 2025
Ponds	Drowning / immersion	<ul style="list-style-type: none"> • Brief pupils to stay outside of fenced of areas. • Leeson staff to do regular checks on fencing.
Paths	Trip hazard	<ul style="list-style-type: none"> • Inform students and staff to remain on paths and to avoid slippery surfaces, especially edges to paths. • Stress importance of not running, especially when wet and/or when wearing Wellington boots • Leeson Staff to check paths for trip hazards and surface • Leeson Staff to do regular checks for eye level hazards alongside the paths
Games Field	Wet, uneven surface, lack of shelter from sun	<ul style="list-style-type: none"> • Check condition of the grounds before activities • Be aware of the level of sun exposure during activities and breaks – choose camp site field as a shadier alternative/put out sun shades, umberllas
Woods	Trip hazards, risk to eyes from branches, nettle stings	<ul style="list-style-type: none"> • Brief pupils to stay on marked and surfaced (woodchip and tarmac) paths.
Log piles	Fingers, feet trapped, falling off	<ul style="list-style-type: none"> • Check separate risk assessment for minibeast hunting under logs • Do not allow pupils to climb or jump on the logs as they are not stable
Boundaries	Pupils wandering off	<ul style="list-style-type: none"> • Close supervision • Brief pupils to recognize and stay within boundaries • Back gate to be kept padlocked when not in use
Driveway and other points of exit / access	Vehicles	<ul style="list-style-type: none"> • Appropriate staff positioning for certain activities • Make pupils aware of the risk when working close to the driveway and car park areas. • Leeson Staff to ensure suitable signposting / parking attendants etc when large numbers of cars are expected for certain events

Leeson House and Dorset Council's Outdoor Education Service uses the National Guidance from OEAP (www.oeapng.info) and the SAGE framework to determine ratios and effective supervision. Ratios and effective supervision must be discussed during the planning stage with reference to the specific location and activity risk assessments.

Members of the public / public footpaths adjacent to Leeson southern and western boundaries	Members of the public gaining access to the grounds	<ul style="list-style-type: none"> • All staff need to be vigilant and check grounds beforehand – especially for night orienteering activity • Staff to be positioned appropriately when pupils are working independently in the grounds • Follow separate guidelines for dealing with an intruder • Back gate to be kept padlocked when not in use
Night activities, night access to classrooms	Trip hazards, fear of dark	<ul style="list-style-type: none"> • Leeson Staff to check operation of external path lighting and timing clocks • Torches made available if required • Check state of grounds in daylight beforehand
Hygiene	Disease from pond water / soil organisms	<ul style="list-style-type: none"> • Pupils to wash hands thoroughly • Staff to check pupils for open cuts beforehand • No sucking thumbs, no fingers touching face etc. • Wipe/clean benches if being used for lunch
Blackthorn + other flora	Severe infection if cut by thorns Ingestion of plants Skin reaction	<ul style="list-style-type: none"> • Make students aware to prickly plants and thorns • Seek medical advice if cut • Wear gloves when dealing with hedgerows • Do not eat/pick/touch plants if unaware of what they are
Long grass/Ticks / Animals	Encephalitis and Lyme disease from Tick bites when working in meadow/long grass Stray sheep, deer, reptiles	<ul style="list-style-type: none"> • Staff ensure that everyone does a thorough check for ticks after going in long grass. • If any ticks are found a proper tick removal tool is to be used (in the first aid kit in the main office). • Teachers inform parents if a tick has bitten a child so parents can monitor the child & take them to a doctor if Lyme disease is suspected. • Brief pupils and staff on procedure for checking for ticks and advise to wear long sleeved trousers and t-shirts • REFER TO SEPARATE GUIDELINES FOR LYMES DISEASE AND ENCEPHALITIS • Stay away from stray livestock, deer and reptiles

Leeson House and Dorset Council's Outdoor Education Service uses the National Guidance from OEAP (www.oeapng.info) and the SAGE framework to determine ratios and effective supervision. Ratios and effective supervision must be discussed during the planning stage with reference to the specific location and activity risk assessments.

Emergency	Nearest first aid kit, torch and phone are located in the classrooms Assistance available for the office (internal phone number 221 or 222) or overnight supervisor (233) Emergency Services – Dial 9 first if using Leeson phone then 999 or 112
------------------	--