

Leeson House and Dorset Council's Outdoor Education Service uses the National Guidance from OEAP ([www.oeapng.info](http://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.

<b>Activity: General Grounds work</b>	
<b>Risk Assessment Completed By: Michael Gould and Amelia Gibson</b>	<b>Date of latest update: January 2024 Review: January 2025</b>
<b>See General Risk Assessment – Leeson House Grounds</b>	
<b>Infection:</b> Cuts, thorns	<ul style="list-style-type: none"> <li>• Check pupils beforehand for open cuts</li> <li>• All pupils must wear gloves</li> <li>• Have first aid kit available close to where work is being carried out</li> <li>• If cut by a Blackthorn thorn, seek medical advice – can lead to severe infection</li> </ul>
<b>Illness/allergy:</b> Disease from soil organisms Berries	<ul style="list-style-type: none"> <li>• Pupils to wash hands thoroughly</li> <li>• Staff to check pupils for open cuts beforehand</li> <li>• Pupils must not eat any plants or berries</li> </ul>
<b>Inappropriate clothing:</b> Tripping, getting clothing / hair caught	<ul style="list-style-type: none"> <li>• Check pupils clothing beforehand</li> <li>• Ensure appropriate footwear is being worn</li> </ul>
<b>Lifting:</b> Back injury	<ul style="list-style-type: none"> <li>• Avoid giving pupils tasks that involve heavy lifting</li> <li>• Show pupils how to do tasks safely</li> </ul>
<b>Tools:</b> Inappropriate use leading to injury Tripping	<ul style="list-style-type: none"> <li>• Use correct tools</li> <li>• Show pupils how to use tools</li> <li>• Wear gloves</li> <li>• Keep work area clear</li> <li>• Count tools out/in to avoid any being left out.</li> <li>• Maintain space between pupils</li> </ul>
<b>Emergency</b>	<p><b>Nearest first aid kit, torch and phone are located in the classrooms</b></p> <p><b>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</b></p>

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<b>Activity: Minibeast Studies – Leeson Grounds</b>	
<b>Risk Assessment Completed By: Michael Gould and Amelia Gibson</b>	<b>Date of latest update: January 2023 Review: January 2024</b>
<b>See General Risk Assessment – Leeson House Grounds</b>	
<b>Injury to fingers and feet:</b> Inadequate briefing and supervision Splinters from turning over logs	<ul style="list-style-type: none"> <li>• Ensure that all pupils are closely supervised when rolling logs and have been told or shown how to do it safely.</li> <li>• Do not allow pupils to move/ roll very large logs- this should be done by an adult.</li> <li>• Be aware of splinters, handle wood carefully.</li> </ul>
<b>Injury from equipment- sweep nets:</b> Getting hit by other children using nets Getting fingers pinched in net handles after releasing with button	<ul style="list-style-type: none"> <li>• Ensure pupils are instructed how to use nets safely and not to swing around near others.</li> <li>• Instruct children not to press buttons which release nets from handles. Adults to clip nets back together if released.</li> </ul>
<b>Damage to environment:</b> Pupils turning over stones or logs in places not designated for minibeast activities	<ul style="list-style-type: none"> <li>• Give clear guidelines as to where the pupils can search, close supervision.</li> <li>• Return logs carefully after use.</li> <li>• Release minibeasts back into habitat where they were found.</li> </ul>
<b>Damage to protected species – newts:</b> Pupils handling newts	<ul style="list-style-type: none"> <li>• Brief pupils beforehand not to pick up newts</li> <li>• If necessary, staff to pick up newts with cool, wet hands only</li> </ul>
<b>Illness/allergy:</b> Disease from soil organisms Tick bites & Lyme disease risk when working in meadow/long grass Stings from bees/wasps	<ul style="list-style-type: none"> <li>• Pupils to keep hands away from face and wash hands thoroughly after activity</li> <li>• Staff to check pupils for open cuts beforehand</li> <li>• Staff ensure that everyone does a thorough check 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 &amp; take them to a doctor if Lyme disease is suspected.</li> <li>• Avoid minibeast hunting (especially sweep netting) in areas where lots of bees/wasps are present.</li> </ul>
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