

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.

Activity: Map Reading/Orienteering and Compass Activities in Leeson House Grounds	
Risk Assessment Completed By: Michael Gould	Date: January 2024 Review: January 2025
See General Risk Assessment – Leeson House Grounds	
Misuse of equipment: Pupils not being briefed on correct use of equipment	<ul style="list-style-type: none"> • Pupils must be briefed to carry compasses correctly without swinging them around.
Lost Pupils: Inadequate briefing Inadequate staffing and position of staff	<ul style="list-style-type: none"> • A member of staff must remain by the classrooms for the whole activity as a point of reference, for first aid and to reassure pupils. • Good torches must be carried by each group if at night. • Staff to be positioned appropriately when pupils are working independently in the grounds
Leaving Centre grounds: Inadequate briefing Inadequate staffing and position of staff	<ul style="list-style-type: none"> • A member of staff must remain by the classrooms for the whole activity as a point of reference. • Good torches must be carried by each group if being carried out at night. • Staff must brief pupils to stay within the grounds. • Staff to be positioned appropriately when pupils are working independently in the grounds
Fear of dark:	<ul style="list-style-type: none"> • A member of staff must remain by the classrooms for the whole activity as a point of reference. • Good torches must be carried by each group if at night
Damage to grounds: Pupils trampling delicate areas.	<ul style="list-style-type: none"> • Pupils briefed to respect the grounds, stay on paths and to avoid damaging any plants.
Trip hazard:	<ul style="list-style-type: none"> • 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 • Good torches must be carried by each group for night orienteering.
Emergency	<p>Nearest first aid kit, torch and phone are located in the classrooms</p> <p>Assistance available from the office (internal phone number 221 or 222) or overnight supervisor (233)</p> <p>Emergency Services – Dial 9 first if using Leeson phone then 999 or 112</p>