

the great out-tours

inspiring people in the countryside

Health & Safety Policy

- Covering all Four Seasons Activity Programme activities at Woodside Environmental Education Centre –
(Produced May 2025)



The Great Out-tours Limited
Woodside, Little London Road, Horam, Heathfield, East Sussex TN21 0BL
Tel: 01825 729158 - Admin: 01435 817035 – Fax: 01435 813979
E-mail: info@thegreatout-tours.com – Web: www.thegreatout-tours.com
Registered in England & Wales. No. 7539072

Our Health & Safety Policy Mission Statement:

"Through the way we work and behave, all our staff/sub contractors as well as participants of The Great Out-tours 'Four Seasons Outdoor Activity' Programmes, care support monitors (employed by our care home clients), private party clients & general visitors to Woodside Environmental Centre, will be protected from risks of occupational injury or ill health."

It is our intent to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation. We will ensure the health and safety at work of all the aforementioned people profiles, who may be affected by our work activities.

We will comply with the requirements of health and safety legislation. We will lead industry by promoting best practice and exceeding the guidance of the Health and Safety Executive and other regulatory bodies.

This policy reflects our commitment to ensuring that health and safety at work is paramount to the business, and that effective health and safety actively contributes to our success.

1. AWARENESS:

"All our staff and visitor groups mentioned above will have an awareness and understanding of health and safety hazards and risks that affect our business."

1.1 Communication and consultation.

- Comprehensive resources will be provided to ensure all our staff & visitor groups are aware of this policy and committed to its effective implementation. These will take the form of 'information documents' that will require review and signature by all staff/visitor groups mentioned.
- There will be active open communication and consultation between all our people, the sub-contractors and visitor groups. Health and safety will be integrated into our communications, wherever appropriate.

1.2 Management roles and responsibilities.

- Roles and responsibilities for health and safety will be defined, as necessary, within job descriptions or profiles as the business grows.
- The Health & Safety Officer will ensure that:
 - adequate resources are provided for health and safety;
 - health and safety is adequately assessed, controlled and monitored;
 - our staff & visitor groups are actively involved on matters that affect health and safety.

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1.3 Hazard identification.

- We will identify our workplace health and safety hazards. We will inform our people, the sub-contractors and stakeholders, as appropriate, of these workplace hazards. We will require our sub-contractors and stakeholders to identify health and safety hazards that may impact on our work activities.

2. COMPETENCE:

"All our staff and visitor groups will have the competence to undertake their work/activities with minimum risks to health and safety."

2.1 Health and safety training.

- All our staff will be adequately instructed and trained on the health and safety issues that affect them, and the safe working practices that should be followed.
- We will ensure the health and safety competence of our sub-contractors and visitor profile groups.

2.2 Behaviour and culture.

- Our Health and Safety officer will demonstrate leadership in health and safety. He will undertake tours to ensure that health and safety issues are identified, assessed and managed.
- Systems will be in place and people will be empowered to raise health and safety concerns with management.

2.3 Risk assessment and management.

- We will assess the risks associated with health and safety hazards in the workplace via regular documented audits/inspections.
- All our staff & visitor profiles will be informed of the health and safety hazards and risks that affect their work following these audits.
- We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents.
- We will require our staff/subcontractors to identify health and safety risks that may impact on our work activities.

3. COMPLIANCE:

"Our work activities achieve compliance with legislation, and our people are empowered to take action to minimise health and safety risks."

3.1 Incident investigation.

- We will report and investigate accidents, incidents and near misses to drive improvement in our health and safety management. Any lessons learned from such events will be used to take corrective action to prevent recurrences.

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3.2 Measuring performance.

- We will actively and openly, review and report on our health and safety performance against published objectives and targets.
- Improvement plans will be developed to support the delivery of these objectives and targets.

3.3 Health and safety management system.

- We will implement management systems to ensure we:
comply with health and safety legislation;
continually improve our health and safety performance.

3.4 Sub-contractor improvement.

- We will engage and collaborate with our sub-contractors to ensure their:
health and safety capability and competence fulfil our expectations;
health and safety performance is monitored and reviewed;
work activities have minimal health and safety impacts on our activities.

4. EXCELLENCE:

"The Great Out-tours is recognised for excellence in the way it manages health and safety."

4.1 Developing innovative practices.

- We will constantly encourage, develop, review and share "health and safety good practice" both internally and externally.

4.2 Influencing visitor profiles to Woodside Environmental Education Centre.

- We will only work with participants, care organisations & general visitor groups who are willing to meet and achieve our health and safety expectations.
- We will engage and influence all aforementioned visitor groups to drive improvements in health and safety.

4.3 Work-related health.

- We will assess our occupational health risks.
- All our staff will be informed of the occupational health risks that affect their work.
- We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all our people's fitness for work.
- Health surveillance will be conducted to satisfy health and safety legislation.

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Delivering our policy.

- Our policy will be delivered by:
generating a culture that does not tolerate threats to health and safety;
ensuring the real involvement of all our staff, subcontractors and visitor groups.
- Our Health and Safety Officer will implement workshop sessions that explain how this policy will be delivered in the workplace.

Policy review (01.05.25).

This policy has immediate effect and replaces all previous versions. This policy will be reviewed and amended, as necessary.

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This is the statement of general policy and arrangements for:			The Great Out-tours Limited
John Brooksbank – Health & Safety Officer			has overall and final responsibility for health and safety
John Brooksbank – Health & Safety Officer			has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What we are going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	John Brooksbank – Health & Safety Officer	Relevant site risk assessments completed and actions arising out of those assessments implemented. (Risk assessments will be reviewed when staff/client & general visitor working routines and/or farm ground conditions change (see column below item 5.) & when new animal types become resident (& become part of the 'Four Seasons Activity client Programme) at the Woodside Environmental Education Centre.)	
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Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work Continued.../	John Brooksbank – Health & Safety Officer	Staff and subcontractors given necessary health and safety induction and provided with appropriate training including: 1. Familiarisation to the company's 'Personal Injury Waiver Disclaimer' document which is given to & signed by all staff, volunteers, visitors & clients to Woodside Environmental Education Centre prior to visit/participation in the site activities. 2. working with all animal/bird groups and the inherent risks of zoonoses (i.e. ecoli) see H & S information sheet: Livestock areas – Ponies, Sheep, goats, chickens, ducks & rabbits.) for mitigative measures. 3. client profile awareness through study of participant enrolment & pen profile forms. 4. personal protective equipment required by staff/volunteers/clients/visitors at all times whilst on the farm. 5. The importance of close/competent supervision based on the very nature of the site being a farm with uneven surfaces, trip, slip hazards that can be randomly borne by nature, weather extremes and the farm livestock. Training will be focused on the fact that all resident animals (to include ponies, goats, sheep, chickens and ducks), can on any given day/night: a. change the surface 'lay of the land' through ground poaching/scraping by livestock feet. - Continued.../ b. compromise wooden structures (animal housing as well as site buildings), fencing posts/livestock metal netting control through nibbling/rubbing/excretion on. It will be emphasized that site changes as aforementioned, might take place through animal cause overnight/early morning prior to any session commencement, which cannot be rectified in time for the session ahead. To mitigate against such scenarios, it will be the responsibility of each staff/sub contractor on duty with a client group, to carry out a pre-session scoping observation inspection and notify the H&S officer of any hazards prior to any given client session commencement. Furthermore it will be key that each staff/sub contractor incorporates any such overnight ground/structural compromises to a closer supervision strategy. We will ensure that suitable arrangements are in place to cover employees/sub contractors engaged in after school club work remote from the main company site as well as adhoc outdoor events.
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Engage and consult with employees on day-to-day health and safety conditions	John Brooksbank – Health & Safety Officer	It will be emphasized that site changes as aforementioned, might take place through animal cause overnight/early morning prior to any session commencement, which cannot be rectified in time for the session ahead. To mitigate against such scenarios, it will be the responsibility of each staff/sub contractor on duty with a client group, to carry out a pre-session scoping observation inspection and immediately notify the H&S officer of any hazards prior to any given client session commencement (using the 'New Farm Hazards' form). Furthermore it will be key that each staff/sub contractor incorporates any such overnight ground/structural compromises to a closer supervision strategy when in the areas of question.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	John Brooksbank – Health & Safety Officer	See The Great Out-tours Fire Policy. A Fire/emergency assembly point is well signed in car park and kept clear at all times. A fire extinguisher is located in the main workshop & office with a 'Fire Action' notice above them, which clearly notifies all visitors/staff to the farm of the evacuation procedures. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	John Brooksbank – Health & Safety Officer	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Signed: John Brooksbank (Health and Safety Officer)		Date:	01.05.25
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Health and safety law poster is displayed at (location)	1. Workshop – To the left of the dark blue noticeboard fixed to the wall (as looking from entrance double doors) 2. Office – Fixed to wall adjacent to the office entrance way.
First-aid box is located:	1. Workshop – To the right of the double doors fixed to the wall (as looking from inside) 2. Office – Fixed to wall adjacent to the office entrance way
Accident book is located:	In the site office.

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Risk Assessments

- Covering all Four Seasons Activity Programme activities at Woodside Environmental Education Centre –
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The Great Out-tours Risk Assessment Scoring System

Risk [R] = Hazard Severity [H] x Likelihood of occurrence (Probability) [L]

Hazard Severity [H] - Should be assessed on scale of 1 - 5:

1. Low (minor injury to one individual)
2. Slight (injury or disease capable of keeping one person off work 3 or more days)
3. Moderate (injury or disease capable of keeping more than one person off work for 3 or more days)
4. High (death to an individual)
5. Very High (multiple deaths)

Likelihood of occurrence (probability) [L], on scale of 1 - 5:

1. Not likely (an injury may occur less than once in a working year, doing this activity every day)
2. Possible (an injury may occur once in a working year, doing this activity every day)
3. Occasional (an injury is likely to occur 2 or 3 times in a working year, doing this activity every day)
4. Common (an injury is likely to occur more than 3 times in a working year, doing this activity every day)
5. Likely (an injury is probably going to occur)

Using the equation above a **risk factor [R] is determined** ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen, with disastrous and widespread results).

Risk Factors [R]

1-3 Low, improve when possible

4-9 Medium risk factor, improve as soon as possible

10+ Deal with the risk before you start the task, preferably before anyone else arrives on site.

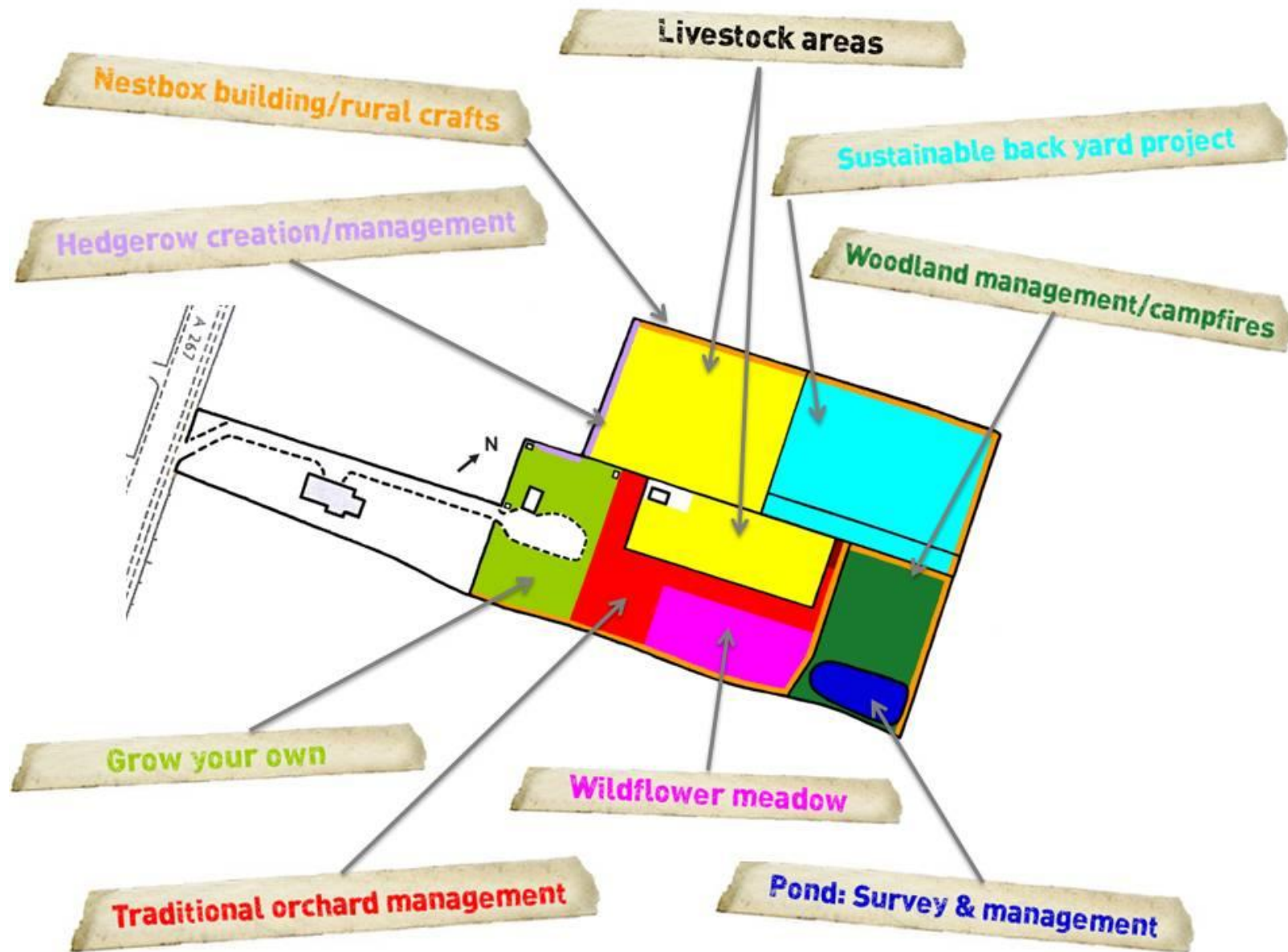
A risk factor of 10+ is unacceptable. If it cannot be reduced, the task will not be carried out.

To make the equation work effectively, 'likelihood' and 'severity' are always judged independently.

Important: The following risk assessments are grouped according to each of the enterprise activity themes with corresponding colour coding (see enterprise map summary overleaf).

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Activity Assessed:- Ponds: Survey & management activities Assessed by :- John Brooksbank Site Location: Woodside Environmental Education Centre, Little London Road, Horam, East Sussex TN21 0BL						Date:- May 2025 (and before each session)	
Type of Hazard	Likelihood of Occurrence (L)	Hazard Severity (H)	Risk Factor (R)	Action to be taken to reduce risk	New likelihood of occurrence	New hazard severity	New risk factor
Falling into the pond	3	4	12	Pre-activity water awareness briefing including warning about bank stability. Carry a throw line, have instructor & care support workers spaced at regular intervals.	1	4	4
Falling down the bank	3	3	9	Pre-activity bank danger warning/close supervision. No running, suitable footwear, adults along the line at regular intervals	1	3	3
Slipping on concealed pond rocks beneath water	3	3	9	Pre activity warning brief, sensible protective footwear, no running or jumping	2	3	6
Disease from animal excrement	2	3	6	Hand washing before eating	1	3	3
Water borne disease (especially Weil's disease)	2	3	6	Give pre-activity briefing about water borne diseases & importance of not 1. drinking pond water 2. splashing each other 3. biting fingers/nails during activity. Carry hand wipes / wash hands before eating. Ensure all participants with existing cuts/abrasions to hands are adequately covered prior to	1	3	3
Continued.../							

				activity commencement. Brief participants to have clothes washed promptly following activity day.			
Allergic reaction to plants / insects	3	3	9	Onsite explanation/briefing at appropriate times of year	1	3	3
Plant and insect stings	3	1	3	Pre-activity briefing. Staff trained to react to severe sting reaction.	2	1	2
Injury by stream debris (sharp/contaminated manmade or multi branched fallen boughs)	2	3	6	Ensure all participants wearing gloves. Brief group about: 1. importance of spatial awareness 2. looking out for colleagues when handling large debris 3. working in pairs to remove heavy/long debris.	1	3	3
Slipping/stumbling on wet approach paths	2	2	4	Brief participants about underfoot conditions prior to setting out.	1	2	2
Cuts to skin	2	2	4	Pre-activity briefing about activity dangers.	1	2	2
Bankside tree root/hidden stump trip hazard	3	2	6	Pre-activity awareness briefing. Tools only used when sitting or stationary. Tools carried with points down.	1	2	2
Injury by throwing stones	3	2	6	No throwing stones policy. Briefing given on approach to ponds.	1	2	2
Lost student	2	1	2	Clearly define area of activity. Regular checks on group numbers	1	1	1
Inflicting injury pond dipping nets Continued.../	3	1	3	Pre-activity 'correct net usage/dipping technique' briefing. Close supervision	2	1	2

				throughout.			
Injury from sharp hand tools	4	3	12	Full safety instructions before use, tools only used when supervised by staff. All equipment counted out and back. No running. Correct PPE to be worn at all times. When using tools outside, place all tools in a secure storage box/bag within transporter/wheelbarrow.	1	3	1
Sunburn/sunstroke	5	4	20	Ring care homes to brief re. sun protection requirements. Pre-activity check that sun cream is applied, sun hats worn. During activity reminder to re-apply sun cream.	2	4	8
Cold & wet	4	2	8	Ring care homes to brief re. protective clothing requirements. Pre-course briefing (at end of course day for following week) on importance of protective clothing (according to seasons)	2	2	4
Emergency ambulance meeting point:	Main Woodside car park (OS grid ref. TQ761 176) for pond access. Make all participants aware of locations prior to activities commencement.						
Mobile Telephone Coverage:	Good						
Emergency contacts:	Ambulance 999 or 112 / Primary: The Great Out-tours: 01825 729158						
Preventative pre-session training/briefing:	Dangers involved in using equipment should be brought to the attention of all prior to activity commencement.						

Important: No activity may be carried out where there is a 'new' risk factor of 10 or above.

This form should be sent to the Health & Safety officer, The Great Out-tours, Woodside, Little London Road, Horam, Heathfield, East Sussex TN21 0BL.

Activity Assessed:- Hedgerow creation & existing management Assessed by :- John Brooksbank Site Location: Woodside Environmental Education Centre, Little London Road, Horam, East Sussex TN21 0BL						Date:- May 2025 (and before each session)	
Type of Hazard	Likelihood of Occurrence (L)	Hazard Severity (H)	Risk Factor (R)	Action to be taken to reduce risk	New likelihood of occurrence	New hazard severity	New risk factor
Hit by eye level branches & plants	4	2	8	Pre-activity awareness briefing & high level of supervision during activity. Work in pairs to maximise branch awareness.	2	2	4
Branches falling on participant during cutting	3	3	9	Pre-activity teamwork briefing. i.e One cutting/one holding/lifting away branch safely. Work in pairs. Limit size of branches for cutting.	1	3	3
Facial injury through cut branch carrying	3	2	6	Pre-activity branch transportation awareness. Participant work in pairs carrying branches	1	2	2
Falling/slipping down hedge ditches	3	2	6	Pre-activity awareness briefing & high level of supervision during activity.	2	2	4
Sharp tools (bow saws pruning saws, bill hooks, pen-knives, bushcraft knives)	4	3	12	Full safety instructions before use, tools only used when supervised by staff. All equipment counted out and back.	1	3	3
Overgrown hedges concealing banks/ditches/stream/trip hazards	3	2	6	Pre-activity awareness briefing & high level of supervision during activity.	2	2	4
Continued.../							

Water borne disease (Weil's disease)	2	3	6	Pre-activity briefing about water borne diseases & importance of not 1. drinking pond water 2. splashing each other 3. biting fingers/nails during activity. Carry hand wipes / wash hands before eating. Ensure all participants with existing cuts/abrasions to hands are adequately covered prior to activity commencement. Brief participants to have clothes washed promptly following activity day.	1	3	3
Soil borne disease	1	3	3	Pre-activity awareness briefing on importance of hand washing before breaks/ lunch/at end of Hand wipes to be made available for use during activities. Advise participants to cover any recent or open cuts. Pupils with allergies to be advised to bring gloves & cover exposed skin with strong clothing.	1	3	3
Disease from animal excrement	2	3	6	Give pre-activity awareness briefing & importance of hand washing before eating. Make hand wipes available for activities	1	3	3
Lymes disease (caused by tick bite)	1	3	3	Give pre-activity awareness briefing. Wear suitable	1	3	3

				clothing to cover arms & legs. Check regularly for ticks.			
Injury from hedge beating survey poles	2	1	2	Pre-activity pole survey methodology/handling do's & donts. Close on-session supervision/spacing between participants.	2	1	2
Allergic reaction to plants / insects	3	3	9	Onsite explanation/briefing at appropriate times of year	1	4	4
Plant and insect stings	3	1	3	Pre-activity briefing. Staff trained to react to severe sing reaction.	2	1	2
Snake bite	1	3	3	Pre-activity briefing about behaviour if a snake is seen i.e. standing still, not approaching/ touching or handling snakes.	1	3	3
Injury by stream debris (sharp/contaminated manmade or multi branched fallen boughs)	2	3	6	Ensure all participants wearing gloves. Brief group about: 1. importance of spatial awareness 2. looking out for colleagues when handling large debris 3. working in pairs to remove heavy/long debris.	1	3	3
Slipping/stumbling on wet approach paths	2	2	4	Brief participants about underfoot conditions prior to setting out.	1	2	2
Cuts to skin	2	2	4	Pre-activity briefing about activity dangers. Have first aid kit to hand at all times.	1	2	2
Bankside tree root/hidden stump trip hazard Continued.../	3	2	6	Pre-activity awareness briefing. Tools only used when sitting or stationary. On activity tools carried with	1	2	2

				points down. When transporting tools to activities, place all tools in a secure storage box/bag within transporter/wheelbarrow.			
Lost student	2	1	2	Clearly define area of activity. Regular checks on group numbers	1	1	1
Sunburn/sunstroke	5	4	20	Ring care homes to brief re. sun protection requirements. Pre-activity check that sun cream is applied, sun hats worn. During activity reminder to re-apply sun cream.	2	4	8
Cold & wet	4	2	8	Ring care homes to brief re. protective clothing requirements. Pre-course briefing (at end of course day for following week) on importance of protective clothing (according to seasons)	2	2	4
Injury from sharp hand tools	4	3	12	Full safety instructions before use, tools only used when supervised by staff. All equipment counted out and back. No running. Correct PPE to be worn at all times. When using tools outside, place all tools in a secure storage box/bag within transporter/wheelbarrow.	1	3	3
Continued.../							

Emergency ambulance meeting point:	Main Woodside car park (OS grid ref. TQ761 176). Make all participants aware of locations prior to activities commencement.
Mobile Telephone Coverage:	Good
Emergency contacts:	Ambulance 999 or 112 / Primary: The Great Out-tours: 01825 729158
Preventative pre-session training/briefing:	Dangers involved in using equipment should be brought to the attention of all prior to activity commencement.

Important: No activity may be carried out where there is a 'new' risk factor of 10 or above.

This form should be sent to the Health & Safety officer, The Great Out-tours, Woodside, Little London Road, Horam, Heathfield, East Sussex TN21 0BL.

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Activity Assessed:- Sustainable back yard project Wildflower meadows & grassland Grow your own: Raised beds Traditional orchard management & harvest Assessed by :- John Brooksbank Site Location: Woodside Environmental Education Centre, Little London Road, Horam, East Sussex TN21 0BL						Date:- May 2025 (and before each session)	
Type of Hazard	Likelihood of Occurrence (L)	Hazard Severity (H)	Risk Factor (R)	Action to be taken to reduce risk	New likelihood of occurrence	New hazard severity	New risk factor
Slippery grass slopes	2	3	6	No unsupervised running. Suitable footwear.	1	3	3
Uneven ground / loose rocks	4	2	8	Walk route identified by instructor (pre group arrival) on more challenging areas. Pre-activity awareness briefing given highlighted more dangerous areas. Suitable footwear essential.	2	2	4
Sunburn/sunstroke	5	4	20	Ring care homes to brief re. sun protection requirements. Pre-activity check that sun cream is applied, sun hats worn. During activity reminder to re-apply sun cream.	2	4	8
Cold & wet	4	2	8	Ring care homes to brief re. protective clothing requirements. Pre-course briefing (at end of course day for following week) on importance of protective clothing (seasonal).	2	2	4
Continued.../							

Plant and insect stings (especially during related survey activities)	3	1	3	Pre-activity briefing. Staff trained to react to severe sting reaction.	2	1	2
Snake bite	1	3	3	Pre-activity briefing about behaviour if a snake is seen i.e. standing still, not approaching, touching or handling snakes.	1	3	3
Poisonous plants & fungi	1	3	3	Onsite briefing/ID demonstration of poisonous species. Warning given not to collect/pull.	1	3	3
Allergic reaction to plants / insects	3	3	9	Onsite explanation/briefing at appropriate times of year	1	3	3
Disease from animal excrement	2	3	6	Hand washing before eating	1	3	3
Lymes disease (caused by tick bite)	1	3	3	Wear suitable clothing to cover arms & legs. Check regularly for ticks.	1	3	3
Soil borne disease	1	3	3	Pre-activity awareness briefing on importance of hand washing before breaks/ lunch/at end of Hand wipes to be made available for use during activities. Advise participants to cover any recent or open cuts. Pupils with allergies to be advised to bring gloves & cover exposed skin with strong clothing.	1	3	3
Sweep net field survey : net related injury Continued.../	2	1	2	Pre-activity briefing on importance of sufficient person to person spacing.	2	1	2

				Ongoing supervision to ensure spacing maintained.			
Slipping/stumbling on wet clay approach paths	2	1	2	Brief participants about underfoot conditions prior to setting out.	1	1	1
Tripping on sun baked livestock poached clay field paths	2	2	4	Pre-access surface warning. No running, appropriate footwear.	1	1	1
Cuts to skin	2	2	4	Pre-activity briefing about potential activity dangers & how to avoid. First aid kit to be available & appropriate.	1	2	2
Splinters from recycled timbers (for sustainable/GYO project works)	2	2	4	Warn people of hazard. First aid kit to be available & appropriate.	1	2	2
Injury by throwing stones	4	4	16	No throwing stones policy. Briefing given on approach to ponds.	1	4	4
Lost student	2	1	2	Clearly define area of activity. Regular checks on group numbers	1	1	1
Injuries sustained from livestock	2	2	4	Pre-activity briefing on animal awareness/associated behaviour when sharing fields. Close on session supervision.	1	2	2
Danger from barbed wire fencing surrounding fields	3	1	3	Pre-activity warning of barbed wire areas/awareness.	2	1	2
Fire lighting to burn cut brush, (including fire starting by flint	2	5	10	Pre-fire safety briefing carried out indicating multiple risks, Supervised	1	5	5

technique)				activity. Hands upwind of potential flames			
Cut brush vegetation burning	2	5	10	1m safety zone defined around fire, Only designated persons to light/add fire wood, always Fire blanket & first aid kit on site.	1	4	4
Smoke inhalation from fire	4	1	4	Reinforce 1m safety zone & via close supervision ensure all participants work up wind of smoke.	2	1	2
Injury from sharp hand tools	4	3	12	Full safety instructions before use, tools only used when supervised by staff. All equipment counted out and back. No running. Correct PPE to be worn at all times. When transporting tools to activities outside, place all tools in a secure storage box/bag within transporter/wheelbarrow.	1	3	3
Emergency ambulance meeting point:	Main Woodside car park (OS grid ref. TQ761 176). Make all participants aware of locations prior to activities commencement.						
Mobile Telephone Coverage:	Good						
Emergency contacts:	Ambulance 999 or 112 / Primary: The Great Out-tours: 01825 729158						
Preventative pre-session training/briefing:	Dangers involved in using equipment should be brought to the attention of all prior to activity commencement.						

Important: No activity may be carried out where there is a 'new' risk factor of 10 or above.

This form should be sent to the Health & Safety officer, The Great Out-tours, Woodside, Little London Road, Horam, Heathfield, East Sussex TN21 0BL.

Activity Assessed:- Woodland management & campfire bush craft Nest box building/rural crafts Assessed by :- John Brooksbank Site Location: Woodside Environmental Education Centre, Little London Road, Horam, East Sussex TN21 0BL						Date:- May 2025 (and before each session)	
Type of Hazard	Likelihood of Occurrence (L)	Hazard Severity (H)	Risk Factor (R)	Action to be taken to reduce risk	New likelihood of occurrence	New hazard severity	New risk factor
Nettles & brambles – scratches & stings	4	1	4	Nettles cleared from camp fire area, gloves available awareness raised	2	1	2
Camp fire, burning	2	5	10	1m safety zone defined around camp fire, all seated. Logs secured by pegs to prevent rolling. Only designated persons to light add fire wood, always Fire blanket on site.	1	4	4
Smoke inhalation from fire	4	1	4	At least 1m from fire, sitting, working up wind of smoke	2	1	2
Low branches, eye hazard	2	3	6	Group made aware of potential hazard	1	3	3
Fire lighting, fire by friction	2	5	10	Supervised activity. Hands upwind of potential flames	1	5	5
Stump trip hazard	3	2	6	Awareness raised. Tools only used when sitting or stationary. Tools carried with points down.	1	2	2
Injury from sharp hand tools Continued.../	4	3	12	Full safety instructions before use, tools only used when supervised by staff. All	1	3	3

				equipment counted out and back. No running. Correct PPE to be worn at all times. When using tools outside, place all tools in a secure storage box/bag within transporter/wheelbarrow.			
Lost student	2	1	2	Clearly define area of activity. Regular checks on group numbers.	1	1	1
Muddy footpaths on sloping woodland gradients	3	2	6	Pre-activity site inspection for activity suitability in extreme wet months. Terrain warning. Instructor / care support workers to be evenly spaced to supervise participants safe passage.	1	2	2
Slipping down ghyll (steep sided ravine) edges	2	2	4	Pre-activity onsite safety briefing 'working near ghylls', outlining importance not to turn back on banks / keep good distance due to unstable banks. Close supervision at all times.	1	2	2
Tripping while walking on uneven field terrain descending to/ascending from woodland entrance	3	1	1	Pre-activity briefing about hazards of uneven path, prohibiting running. Suitable footwear. To access 'Bushcraft' wood Instructor/care support workers at top and bottom of entry slope to safeguard safe descent/ascent.	1	1	1
Continued.../							

Poisonous plants & fungi	1	3	3	Onsite briefing/ID demonstration of poisonous species. Warning given not to collect/pull.	1	3	3
Allergic reaction to plants / insects	3	3	9	Onsite explanation/briefing at appropriate times of year	1	3	3
Plant and insect stings	3	1	3	Pre-activity briefing. Staff trained to react to severe sting reaction.	2	1	2
Snake bite	1	3	3	Pre-activity briefing about behaviour if a snake is seen i.e. standing still, not approaching/ touching or handling snakes.	1	3	3
Disease from leaf litter or animal excrement	2	3	6	Hand wipes or hand washing before eating. Pre-activity briefing.	1	3	3
Lymes disease (caused by tick bite)	1	3	3	Wear suitable clothing to cover arms & legs. Check regularly for ticks.	1	3	3
Water borne disease (especially Weil's disease)	2	3	6	Pre-activity briefing about water borne diseases & importance of not 1. drinking pond water 2. splashing each other 3. biting fingers/nails during activity. Carry hand wipes / wash hands before eating. Ensure all participants with existing cuts/abrasions to hands are adequately covered prior to activity commencement. Brief participants to have clothes washed promptly following activity day.	1	3	3
Continued.../							

Soil borne disease	1	3	3	Pre-activity awareness briefing on importance of hand washing before breaks/ lunch/at end of Hand wipes to be made available for use during activities. Advise participants to cover any recent or open cuts. Pupils with allergies to be advised to bring gloves & cover exposed skin with strong clothing.	1	3	3
Disused well (with unlocked cover on)	2	2	4	Pre-activity 'out of bounds' warning brief. Area taped off with warning tap. Group closely supervised/regularly counted to ensure area no one wonders off. Well cover to be padlocked.	1	2	2
Old pump house with unstable roof	2	2	4	Pre-activity 'out of bounds' warning brief. Area taped off with warning tap. Group closely supervised/regularly counted to ensure area no one wonders off.	1	2	2
Old industrial parts from a water pump house i.e. metal water pipe, empty oil containers	2	2	4	Pre-activity 'out of bounds' warning brief. Area taped off with warning tap. Group closely supervised/regularly counted to ensure area no one wonders off.	1	2	2
Injury by throwing sticks	4	4	16	No throwing sticks policy underlined in pre-activity briefing.	1	4	4
Continued.../							

Rolling logs onto feet	1	1	1	Pre-activity log handling briefing. Appropriate protective footwear. Closely supervise. Where possible pair up participants to remove heavy logs/branches.	1	1	1
Trees in possible falling condition, could fall when working near	1	4	4	Weekly site check pre-session. If noticed during activity, move group away from unstable area. Check Met office website for wind strengths in extreme weather conditions. Do not carry out woodland activities in weather conditions of gale force 5+.	1	4	4
Danger from both barbed wire on 1. delapidated collapsed fencing & 2. newly erected fencing bordering woodlands	3	1	3	Pre-activity warning of barbed wire areas/awareness. Remove delapidated fencing sections. Close supervision /guidance by instructors/ care support workers when walking near/over.	2	1	2
Sunburn during walk to/from woodland areas (warm weather months)	5	4	20	Ring care homes/carers to brief re. sun protection requirements. Pre-activity check that sun cream is applied, sun hats/suitable clothing worn. During activity reminder to re-apply sun cream.	2	4	8
Cold & wet Continued.../	4	2	8	Ring care homes to brief re. protective clothing requirements. Pre-course	2	2	4

				briefing (at end of course day for following week) on importance of protective clothing (according to seasons)			
Emergency ambulance meeting point:	Main Woodside car park (OS grid ref. TQ761 176) for pond access. Make all participants aware of locations prior to activities commencement.						
Mobile Telephone Coverage:	Good						
Emergency contacts:	Ambulance 999 or 112 / Primary: The Great Out-tours: 01825 729158						
Preventative pre-session training/briefing:	Dangers involved in using equipment should be brought to the attention of all prior to activity commencement.						

Important: No activity may be carried out where there is a 'new' risk factor of 10 or above.

This form should be sent to the Health & Safety officer, The Great Out-tours, Woodside, Little London Road, Horam, Heathfield, East Sussex TN21 0BL.

Activity Assessed:- Workshop/farm buildings activities & parking areas Assessed by :- John Brooksbank Site Location: Woodside Environmental Education Centre, Little London Road, Horam, East Sussex TN21 0BL						Date:- May 2025 (and before each session)	
Type of Hazard	Likelihood of Occurrence (L)	Hazard Severity (H)	Risk Factor (R)	Action to be taken to reduce risk	New likelihood of occurrence	New hazard severity	New risk factor
Step accessing workshop	2	2	4	Step edged with warning tape. Drop off disembarkment warning & assistance from instructor/care support workers.	1	2	2
Machinery in courtyard/barns	2	2	4	Warning tape or covers placed on any sharp parts of implements. Pre activity awareness briefing.	1	2	2
Collision with moving /stationary vehicles crossing car park adjacent to workshop	3	2	6	Give pre-activity traffic awareness safety briefing. Ensure drivers proceed sensibly & slowly. Supervise participants to walk around car park with instructor/care support workers at intervals & in single file to minimise contact with moving/stationary vehicles.	1	2	2
Wandering off unsupervised	2	3	6	Pre-session briefing advising participants must remain with group at all times. For toilet breaks they must advise & be accompanied by member of staff/care support worker. Regular checks on group numbers.	1	2	2
Continued.../							

Collisions with cars accessing site toilets (within main Woodside house)	2	3	6	Pre-session toilet need protocol briefing i.e. Inform the instructor/care support worker of toilet need & request accompaniment.	1	2	2
Disease from animal excrement	2	3	6	Pre-activity awareness briefing. Hand washing before eating. Hand wipes on hand at all times.	1	3	3
Injury from sharp hand tools & power tools	4	3	12	Full safety instruction briefing before each tool's use. Tools only used when approved/supervised by staff. All equipment counted out and back via inventory list. No running with tools in hand. When transporting/using tools outside, place all tools in a secure storage box/bag within transporter/wheelbarrow.	1	3	3
Splinters from workshop cladding timbers	2	2	4	Warn people of hazard. First aid kit to be available & appropriate.	1	2	2
Electrical shock from exposed fuse box/mammal gnawed electrical cabling/wall sockets & faulty electrical tool chargers/equipment	1	3	3	All equipment (although brand new & under manufacturer's warranty) PAT tested annually. Electrical Installation test/certificate carried out every 5 years. Fuse box to be boxed in with hinged door. Switch off electrical equipment at socket when not in use.	1	3	3
Continued.../							

Emergency ambulance meeting point:	Main Woodside car park (OS grid ref. TQ761 176) for pond access. Make all participants aware of locations prior to activities commencement.
Mobile Telephone Coverage:	Good
Emergency contacts:	Ambulance 999 or 112 / Primary: The Great Out-tours: 01825 729158
Preventative pre-session training/briefing:	Dangers involved in using equipment should be brought to the attention of all prior to activity commencement.

Important: No activity may be carried out where there is a 'new' risk factor of 10 or above.

This form should be sent to the Health & Safety officer, The Great Out-tours, Woodside, Little London Road, Horam, Heathfield, East Sussex TN21 0BL.

Activity Assessed:- Livestock areas – Ponies, sheep, goats, rabbits & fowl Assessed by :- John Brooksbank Site Location: Woodside Environmental Education Centre, Little London Road, Horam, East Sussex TN21 0BL						Date:- May 2025 (and before each session)	
Type of Hazard	Likelihood of Occurrence (L)	Hazard Severity (H)	Risk Factor (R)	Action to be taken to reduce risk	New likelihood of occurrence	New hazard severity	New risk factor
Slippery grass slopes	2	3	6	No unsupervised running. Suitable footwear.	1	3	3
Uneven ground / loose rocks	4	2	8	Walk route identified by instructor (pre group arrival) on more challenging areas. Pre-activity awareness briefing given highlighted more dangerous areas. Suitable footwear essential.	2	2	4
Sunburn/sunstroke	5	4	20	Ring care homes to brief re. sun protection requirements. Pre-activity check that sun cream is applied, sun hats worn. During activity reminder to re-apply sun cream.	2	4	8
Cold & wet	4	2	8	Ring care homes to brief re. protective clothing requirements. Pre-course briefing (at end of course day for following week) on importance of protective clothing (according to seasons)	2	2	4
Plant and insect stings	3	1	3	Pre-activity briefing. Staff trained to react to severe sting reaction.	2	1	2
Continued.../							

Snake bite	1	3	3	Pre-activity briefing about behaviour if a snake is seen i.e. standing still, not approaching, touching or handling snakes.	1	3	3
Poisonous plants & fungi	1	3	3	Onsite briefing/ID demonstration of poisonous species. Warning given not to collect/pull.	1	3	3
Allergic reaction to plants / insects	3	3	9	Onsite explanation/briefing at appropriate times of year	1	3	3
Skin irritation resulting from temporary (hours) bodily habitation of chicken mite/lice (warmer months)	4	1	4	Pre-activity briefing about mite/lice. Wear suitable clothing to cover head, hands, arms, legs when cleaning out bedding/handling chickens. Brief participants to shower /have clothes washed promptly after activity day.	2	1	2
Water borne disease whilst carrying out routine animal husbandry tasks (especially Weil's disease)	2	3	6	Give pre-activity briefing about water borne diseases & importance of not 1. drinking water from livestock containers 2. splashing each other 3. biting fingers/nails during activity. Carry hand wipes / anti bacterial gel & wash hands before eating. Ensure all participants with existing cuts/abrasions to hands are adequately covered prior to activity commencement. Brief participants to have clothes washed promptly	1	3	3
Continued.../							

				following activity day.			
Disease from animal excrement (during routine husbandry tasks)	2	3	6	Give pre-activity briefing about water borne diseases Wear protective gloves. Hand washing before eating. Hand wipes/ anti bacterial gel to hand throughout routine livestock 'cleaning out' tasks.	1	3	3
Lymes disease (caused by tick bite working with/handling livestock)	1	3	3	Wear suitable clothing to cover arms & legs. Check regularly for ticks.	1	3	3
Soil borne disease	1	3	3	Pre-activity awareness briefing on importance of hand washing before breaks/ lunch/at end of Hand wipes/ anti bacterial gel to be made available for use during activities. Advise participants to cover any recent or open cuts. Pupils with allergies to be advised to bring gloves & cover exposed skin with strong clothing.	1	3	3
Sweep net field survey: net related injury	2	1	2	Pre-activity briefing on importance of sufficient person to person spacing. Ongoing supervision to ensure spacing maintained.	2	1	2
Slipping/stumbling on wet clay approach paths	2	1	2	Brief participants about underfoot conditions prior to setting out.	1	1	1
Tripping on sun baked livestock poached	2	2	4	Pre-access surface warning. No running, appropriate	1	1	1

clay field paths				footwear.			
Cuts to skin	2	2	4	Pre-activity briefing about potential activity dangers & how to avoid. First aid kit to be available & appropriate.	1	2	2
Injury by throwing stones	4	4	16	No throwing stones policy. Briefing given on approach to ponds.	1	4	4
Lost student	2	1	2	Clearly define area of activity. Regular checks on group numbers	1	1	1
Injuries sustained from animal kicks/bites/pushes whilst carrying out animal husbandry tasks	2	2	4	Pre-activity briefing on animal awareness/correct handling procedures /associated behaviour when working with/handling animals. Close on session supervision.	1	2	2
Danger from barbed wire fencing surrounding fields	3	1	3	Pre-activity warning of barbed wire areas/awareness.	2	1	2
Injury from sharp hand tools	4	3	12	Full safety instructions before use, tools only used when supervised by staff. All equipment counted out and back. No running. Correct PPE to be worn at all times. When transporting/ using tools outside, place all tools in a secure storage box/bag within transporter/wheelbarrow.	1	3	3
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Emergency ambulance meeting point:	Main Woodside car park (OS grid ref. TQ761 176) for pond access. Make all participants aware of locations prior to activities commencement.
Mobile Telephone Coverage:	Good
Emergency contacts:	Ambulance 999 or 112 / Primary: The Great Out-tours: 01825 729158
Preventative pre-session training/briefing:	Unpredictability of livestock behaviour (as living creatures) & importance of never turning back on animals when feeding/handling/moving etc. Dangers involved in using equipment should be brought to the attention of all prior to activity commencement. Biosecurity* and the important role participants play (through the exercise of pre/on visit cleaning routines) in minimising disease risks to farm's animals from potential outside sources. <i>Biosecurity= a series of management steps taken to prevent or reduce infectious disease introduction of/into a herd or flock of farm animals.</i>

Important: No activity may be carried out where there is a 'new' risk factor of 10 or above.

This form should be sent to the Health & Safety officer, The Great Out-tours, Woodside, Little London Road, Horam, Heathfield, East Sussex TN21 0BL.