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| Department | H&S |

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| School/Area | ASSaM | Division/Department | Psychology, Sociology and Education | | |
| Assessors Name | Patrick Boxall, Chris Green, Katie Thomas | Date Completed | May 2024 | Review Date | May 2025 |
| Activity | <p>This is a general risk assessment for Outdoor Learning Activities taking place across QMU campus environments including:</p> <ul style="list-style-type: none"> • Wee Forest • Pond Area • Hedgerow and Woodland Margins • Parkland and Pathways • University Square • The Howff and Surrounding Area | | | | |
| Who Might be Harmed | <ul style="list-style-type: none"> • Staff • Students • Visitors | | | | |
| Reference documents | <ul style="list-style-type: none"> • Campus Guidelines • QMU Outdoor Learning Handbook | | | | |

Questions about this risk assessment from visitors are welcome and can be directed to:

- Visitors campusadmin@qmu.ac.uk
- Staff - Pboxall@qmu.ac.uk (Patrick Boxall)

| Risk Assessment Matrix | | | | Risk Level | | | |
|------------------------|-------------|--------|--------|--|-----------|------------|---|
| SEVERITY | | | | LIKELIHOOD (L) X SEVERITY (S) = RISK LEVEL | | | |
| | | | | TRIVIAL | MINOR | MAJOR | |
| LIKELIHOOD | VERY LIKELY | Medium | High | High | Low | Acceptable | No further action is usually required, but existing control measures must be maintained and reviewed regularly. |
| | POSSIBLE | Low | Medium | High | Tolerable | | Medium risks may be tolerated |

Hierarchy of Control



HAZARD IDENTIFICATION AND CONTROL MEASURES

Activity


What are the Potential Hazards

What are you doing to control the risks?

What further action do you need to take to control the risks?

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| | | <p>and adults are aware of the potential of vehicles/cyclists.</p> <p>Staff on site are First Aid trained.</p> <p>Vehicle access control procedures in place including time restrictions e.g. delivery vehicles only between entrance and building unless guided through site.</p> | | | | |
| | Animals | <p>On the day, the site checks and clears any guano or feces from the area where activities take place.</p> <p>Hand washing facilities available. All participants reminded to wash their hands after the session.</p> <p>All participants reminded not to put their fingers/hands in their mouths/on their faces.</p> <p>Check skin for ticks, if required.</p> | | | | Low |
| | Weather | <p>Children advised to wear appropriate clothing for the weather conditions.</p> | | | | |

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| | | <p>Drink regularly in hot weather and wear sunscreen.</p> <p>Wet Weather Plans in case of severe weather.</p> <p>Gritting of paths when icy, closure of paths when severe weather warnings are issued (e.g. wind).</p> <p>On the day Site Checks.</p> | | | | |
| | <p>General Public</p> | <p>Staff and volunteers must always supervise children.</p> <p>Outdoor Learning staff have up-to-date PVG</p> <p>Children in small groups.</p> <p>Children undertaking activities in enclosed or specific areas.</p> <p>Note Newhailes House woodland is open public access so some anti-social behaviour has impacted site. This is monitored daily and external support is requested from Police and other services if needed.</p> | | | | <p>Low</p> |




Plants that are not to be touched to be highlighted (with visuals) to adults and children during H&S talk at beginning of session. Plants also pointed out in habitat.

Agree not to eat any plant found. There are bluebells on site-

Plants/Trees/Soil


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| | | <p>Knowledge of any allergies in the group.</p> <p>Awareness of any areas of site of higher risk including nettles. Group alerted to areas and recognising a nettle.</p> <p>Minor stings cooled with water.</p> <p>If serious stings or any allergic reaction, medical help is sought immediately.</p> <p>On the day checks for litter.</p> <p>Litter pick (with</p> | | | | |
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Litter



Activities taking place in enclosed or specific areas, made clear to children and

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| 3 | During Activity/Sessions | | Signage, extinguishers, and other fire safety equipment have been installed in buildings. | | | | |
| | | Lost child/children | Everyone told to go straight to reception if separated from the group. Inform Campus Operations. | | | | Low |



Clear H&S talk at beginning of session and beginning of activity.

Site Checks on the day.

Equipment appropriate to age.

High levels of staff supervision.

Washing hands at the end of the

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| <p>done without prior approval.</p> <p>These activities can only be organised by qualified and experienced practitioners with prior approval from the campus team.</p> <p>Please contact Events@gmu.ac.uk or pboxall@gmu.ac.uk for advice.</p> | | <p>Rope off any dangerous tree if required for needs of the group</p> <p>Verbally warn group of any identified hazards, rope off areas where risk is high e.g. fallen tree,</p> <p>Participants to be actively involved in identify hazards and risks. This will need on-going contracting as confidence of the group grows</p> | | | | |
| | <p>Rope Swing</p> | <p>Check the quality, strength, and condition of the rope. Only suitable ropes that are within the life expectancy of fall tests should be used.</p> <p>Leader to tie all knots for rope swing using round turn and two half hitches, figure of eight knots, or bowline with half hitch.</p> <p>Keep height low</p> | | | | |



This means coppicing small trees only—a maximum diameter of 15 cms. If two hands cannot fit around the trunk, then professional help is needed.

Work within the capacity of handtool use only.

Hang-ups- if the size of the hang-ups may cause a head injury, then PPE must be worn.

Ensure a safe area in front/behind/beneath any fall zone.

Follow best practice for any lift.

Appropriate PPE- boots, helmet if weight ()-3.995

**All members of the group
who are in the danger areas**

Fire blanket, fire gloves and water all available at fire side.

Make group aware of flammable oil/plastic based

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| | | | <p>Use greenwood for marshmallows</p> <p>Discuss burns from hot sugar</p> <p>Work within REHIS guidelines and protocols.</p> <p>Staff trained in food hygiene and outdoor cooking</p> | | | | |
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