

Woodland Habitat Safety Checklist

It is the responsibility of the leader to be familiar with and take account of this checklist each time they undertake an activity.

General Information

- School should provide sufficient teachers/leaders to supervise children at all times and during an emergency, according to the ratios recommended by PCC. If ratios are exceeded NPA leaders have right to refuse to deliver session.
- Responsibility for behaviour of the group lies with school leaders. NPA leaders have the right to refuse to continue with an activity if the group is not supervised to their satisfaction.
- Woodlands can be more dangerous during very wet and windy conditions. Leaders should be aware of the weather forecast before beginning an event.
- The group should be made aware of other members of the public and asked not to intrude on their enjoyment of the place.
- Group told to listen to instructions from NPA leaders - if they hear a whistle, stop immediately.

The leader must be able to answer yes to all the following questions to ensure that the activity is undertaken safely.

Before the Event

- Have you checked the ratio for this activity?
- Have you contacted the school?
- Have you checked the weather forecast? Is the weather appropriate for the planned activities? If the weather is unsuitable, is there an alternative location?
- Do you have all the equipment needed for the event?
- Are you familiar with the location?
- Are your first aid qualifications up to date and do you have a first aid kit?
- Have you a fully charged mobile phone?

Contacting the school should include briefing the teacher:

- About the activity.
- About the expected weather.
- About any clothing required.
- About ratios for the activity

It should also include an exchange of information about children who may have particular needs, e.g. medical, behaviour.

During the Event

Before the school arrives

- Have you checked the site for any hazards?
- Have you checked the weather conditions? Is it safe for the activity to take place?
- Are you aware of other users at the location today?
- Are you aware of any other events at the location today that may affect your activity?
- Do you know where the nearest toilet/washing facilities are?
- Do you have a mobile signal?

Before the Activity Starts

- Have you briefed the school staff e.g. tasks, specific hazards, emergency and mobile phones, additional safety instructions?
- Have you explained the activity to the group?
- Have you told the group to keep together and made clear to the group the boundaries of the activity?
- Have you given the group specific safety advice?
- Pupils must not cross the road until teachers / NPA leaders indicate it is safe to do so and should cross between two adults who have first stopped the flow of traffic. Pupils must keep to pavements where possible.
- Pupils must be instructed not to approach dogs. If dogs approach group, instruct group to remain calm and quiet. Pupils must be warned that dog fouling may be present in the woodland and to check the location carefully before sitting / moving vegetation etc. Ensure that hands are cleaned before consuming food.
- Pupils must be warned that the terrain may be uneven and slippery. Pupils must be instructed not to climb trees and to walk around the site slowly and carefully. Check that the group are wearing appropriate footwear.
- Pupils must be shown the appropriate way to handle vegetation to avoid injury.
- Pupils must be warned about low hanging branches and to be aware of other people before moving any branches to avoid injury. All injuries must be reported to the NPA leader.
- Pupils must be warned not to pick up litter due to danger of injury. Any injuries must be reported to the NPA leader.
- Pupils must be warned to take extra care during windy conditions.
- Pupils must be warned about any dangers with the current weather condition, e.g. exposure to sun, windchill. Pupils must be instructed to inform the NPA leader or their teachers if they feel any discomfort / illness.
- **See also Site Specific Information.**
- Have you explained what signal will stop the group in an emergency?
- Are the group appropriately dressed?

During the activity

- Are you monitoring the activity?
- Are you monitoring the weather, especially wind conditions?

If something goes wrong

- Do you know where emergency telephones are located?
- Have you a central meeting point to gather if something does go wrong that is safe for all, e.g. the car park

Site Specific Information

Broad Haven North

- Litter, especially carried and deposited by the stream. Children should not touch.
- Stream. This has steep banks, and in places the path is narrow and uneven. Children and staff should be briefed

Pwllcrochan

- Loose chippings on car park.
- Be aware of other vehicles using the Power Station site
- Be aware of emergency signal at Chevron. If siren sounds, cease all activities and return to the church. Telephone main gate security and await instructions.

of hazard.	Please note the alarm is tested at 2pm on Monday.
<p>Colby Woodland Garden</p> <ul style="list-style-type: none"> • A number of the paths are quite steep. Be aware of members of the group who may find this climb difficult. • The Summer House near the badger sett. This has a low roof on angled ground. It is easy to hit your head on the shingles. Children and adults should be warned. • Feeding the badgers. This should be done with cat or dog treats. Due to the risk of members of the group having allergies Peanuts must not be used. • The East Wood has a number of old mine workings. This wood should not be used for school groups. 	<p>Sychpant</p> <ul style="list-style-type: none"> • Pond. Children should be warned about pond, and be told to keep away from it.
<p>Pentre Ifan</p> <ul style="list-style-type: none"> • No additional hazards identified. 	<p>Manorbier</p> <ul style="list-style-type: none"> • Road running though site • Cattle grid • Old lime kiln - stay away from edge
<p>After the Event</p>	
<p>Have you notified the office of any change to risk factors?</p>	