



COVID 19: Social distancing signs & hand gels are in place at all entrances, exits and in the playground. Tours of the Hall are timed and with reduced numbers. Additional ventilation and mandatory facemasks in indoor spaces. One way system, perspex screens and increased space in tearoom and shop. Regular cleaning procedures carried out in all high-risk visitor areas, toilets etc. throughout the day.

Arrival and Departure

HAZARD! HARM POTENTIAL	WHERE ENCOUNTERED	EFFECTS	PERIOD OF USE EXPOSURE	CURRENT SAFETY MEASURES	POTENTIAL FOR HARM SEVERITY	PROBABILITY OF OCCURRENCE	RISK	REMARKS
ESTATE ROADS	At front of Hall	Physical injury, death	When embarking / disembarking from vehicles.	Children are told of danger and seen across the road by guides.	Med	Low	Med	Ensure guides make children aware of danger. Teachers to supervise. Families & adults are responsible for themselves.
CATTLE GRID	At front of Hall	Physical injury	When entering / leaving grounds	Sign asking for visitors to avoid and use gate to the side	Low	Low	Low	Ask children to use side gate and are supervised by teachers whilst entering Hall grounds. Families & adults are responsible for themselves.
OUTSIDE STEPS (Inc. Terrace steps)	Throughout Hall and grounds	Physical injury	Throughout the visit.	Signs to warning of slippery/uneven steps. Handrails.	Med	Med	Med	Ensure visitors warned of hazardous steps/surfaces. Teachers and/or parents to supervise children.
WALLS	Throughout the gardens & grounds	Physical injury	Throughout the visit.	Children asked not to climb on top of walls.	Low	Med	Low	Hall staff ask children not to climb on top of walls. Teachers and/or parents to supervise children.

Outside Public Toilets & Disabled Toilet (Inside the Hall) and The Studio

HAZARD! HARM POTENTIAL	WHERE ENCOUNTERED	EFFECTS	PERIOD OF USE EXPOSURE	CURRENT SAFETY MEASURES	POTENTIAL FOR HARM SEVERITY	PROBABILITY OF OCCURRENCE	RISK	REMARKS
HOT WATER	Outside toilets (male and female)	Burnt	When using the toilets.	Warning signs erected.	Med	Med	Med	Teachers to supervise. Families & adults are responsible for themselves.
TRIP HAZARDS – Edge of Jigsaw Matting	The Studio	Physical injury	When using The Studio	None – children made aware of the matting	Low	Low	Low	Hall/Larksfoot staff ask the children to watch out for the edge of the matting.

Woodland Walk, Garden and Grounds

HAZARD! HARM POTENTIAL	WHERE ENCOUNTERED	EFFECTS	PERIOD OF USE EXPOSURE	CURRENT SAFETY MEASURES	POTENTIAL FOR HARM SEVERITY	PROBABILITY OF OCCURRENCE	RISK	REMARKS
PONDS, WATER FEATURES	Garden	Drowning, exposure to wet/cold	While in garden	Children asked not to go near edge of pond.	High	Med	Med	Fence in place round pond. Sluice has metal mesh cover. Adults to supervise children near the pond.
GARDEN TRACKS/ PATHS	Woodland Walk, Garden	Physical injury	While in garden/ woods.	Wood chips laid in places to create even surface.	Low	Med	Low	Ensure visitors stick to tracks especially where limestone grikes are evident. Parents/adults to supervise children.
DRAIN INSPECTION GRID	Walled Garden	Physical injury	In the garden	Metal grid in place to cover	Low	Low	Low	Visitors to be asked not to walk over grid. Families & adults are responsible for themselves.
THE PLAYGROUND	Woodland Walk	Physical injury. Hazardous substances i.e. wild animal faeces. Equipment failure, Burns from the slide, Impact by swings	During Woodland Walk and general play time	Daily visual inspections, Weekly formal visual inspections that are recorded, raking of the bark surface. Slide is shaded by trees.	Med	Med	Med	Annual Inspection by an external company Children to be supervised at all times by their teachers and or parents Bark surface to be replaced when required. Pets are prohibited unless assistance dogs etc. Regular checks on the temperature of the slide during hot weather
GARDEN EQUIPMENT, MACHINERY	Woodland Walk, Garden	Physical injury	In Woodland Walk and Garden	Staff to avoid working in public areas when visitors are on site	High	Low	Low	Avoid leaving machinery / tools unattended if visitors are on site. If work is unavoidable, ensure visitors are kept at a safe distance.
YEW, LAUREL BERRIES, FUNGI	Woodland Walk, Garden	Poisoning	In Woodland Walk and Garden	None.	Med	Low	Low	Visitors and teachers are responsible for themselves and their children to make sure they do not to eat/touch berries/fungi. Teachers to supervise.

Leighton Hall Tour

HAZARD! HARM POTENTIAL	WHERE ENCOUNTERED	EFFECTS	PERIOD OF USE EXPOSURE	CURRENT SAFETY MEASURES	POTENTIAL FOR HARM SEVERITY	PROBABILITY OF OCCURRENCE	RISK	REMARKS
ELECTRICAL CABLES	Throughout the Hall	Physical injury	During tour of Hall	Visitors are warned of potential hazards throughout the tour	Med	Med	Med	Avoid having trailing cables in the house during tours. Visitors should be made aware of hazards
HEATERS, OPEN FIRES, HEATING APPLIANCES	Throughout the Hall	Physical injury	During tour of Hall	Visitors are warned of potential hazards throughout the tour	Med	Med	Med	Use of appliances, tools and heaters should be avoided when visitors are in the Hall. Fire guards in place. Children must be supervised by parents/ teachers at all times.
UNEVEN FLOORS	Throughout the Hall	Physical injury	During tour of Hall	Visitors are warned of potential hazards throughout the tour	Med	Med	Med	Visitors should be made aware of hazards. Cleaning of flags should be avoided immediately prior to tours.

Leighton Hall Tour continued...

STEPS, STAIRCASES, THRESHOLDS	Woodland Walk	Physical injury	Throughout the tour	Visitors are warned of potential hazards throughout the tour	Med	Med	Med	Ensure visitors are warned of slippery / uneven and un-obvious steps, thresholds. Banisters to be checked / maintained so that they are safe to use. Make sure spindles are secure.
CARPETS, RUGS	Throughout the Hall	Physical injury	During tour of Hall	Visitors are warned of potential hazards throughout the tour	Low	Low	Low	Visitors should be made aware of hazards.

Gift Shop & Tearooms

HAZARD! HARM POTENTIAL	WHERE ENCOUNTERED	EFFECTS	PERIOD OF USE EXPOSURE	CURRENT SAFETY MEASURES	POTENTIAL FOR HARM SEVERITY	PROBABILITY OF OCCURRENCE	RISK	REMARKS
OPEN FIRES	In the Tea Rooms	Physical injury	While in the Tea Rooms	Fire Guard	Med	Low	Low	Fire guard in place. Children to be supervised at all times.
UNEVEN FLOORS	Gift Shop and Tea Rooms	Physical injury	While in Shop and Tearoom	None	Low	Low	Low	Visitors should be made aware of hazards. Floor cleaning carried out before visitor arrival.
STEPS, THRESHOLDS	Gift Shop and Tea Rooms	Physical injury	While in Shop and Tea Room	Signs to warn visitors	Low	Low	Low	
RUBBER BACKED NON-SLIP MATS	Throughout Gift Shop/Tea Rooms	Physical injury	While in Shop and Tea Room	None	Low	Low	Low	
CARRYING OF TEA TRAYS	In the Tea Rooms and Gardens	Physical injury/ burns	Moving from counter/table	Signs – Low doors, uneven floors and slippery surfaces when wet	Med	Low	Low	Staff assist visitors with the carrying of trays, particularly older customers.

Larksfoot Activities – Outdoor Learning

HAZARD! HARM POTENTIAL	WHERE ENCOUNTERED	EFFECTS	PERIOD OF USE EXPOSURE	CURRENT SAFETY MEASURES	POTENTIAL FOR HARM SEVERITY	PROBABILITY OF OCCURRENCE	RISK	REMARKS
FIRES AND KELLY KETTLE	Woods, The Hazel Tree Retreat	Burns, Scalds, fire out of control, undercooked food.	Sitting round the fire, cooking round the fire, when the fire is on and other activities are being carried out.	Clear briefings and instructions for lighting fire, maintaining, cooking and moving around the fire. Clear boundaries. Food hygiene qualifications. First aid kit onsite. Water buckets to extinguish fires in the area. Ensure the fire is of a minimum size for the activity. Low ratios when working on the fire.	Med	Low	High	Forest school leaders will ensure fire safety briefing to all staff and children. Teachers will also have to supervise children. Risk benefits: Confidence building, team building, cooperation, coordination, builds self-esteem, sense of achievement, warmth and food.

Larksfoot Activities – Outdoor Learning continued...

TREE CLIMBING / BEING OFF THE GROUND	Woods, The Hazel Tree Retreat	Fall from height, getting stuck up the tree, Eye pokes, allergic reactions to tree sap.	During golden time, when out in the woods during an activity.	Only healthy trees are available for climbing. Sharp pointy sticks are either cut or removed to prevent eye pokes. A climbing height is set. Supervision when participant is climbing. If a participant was to fall what would they fall onto? If a participant gets tree sap on themselves, they will be washed.	Med/high	Med	Med	Forest school leaders will brief children and teachers about the tree climbing rules and show them the dangers of pointy sticks and a bad landing area. Teachers will also have to supervise children when climbing trees. The risk benefits to tree climbing are: Builds confidence, self-esteem, coordination, gross motor skills, strength, physical development, satisfaction for completing a difficult challenge and quiet time away from others.
USING ROPES / CORD	Woods, The Hazel Tree Retreat	Fall from rope swing. Tripping over.	Golden time and Survival Skills lesson.	Make sure ropes are inspected and in good working order with no fraying or damage. Correct ropes used for the rope swing and the tree is healthy. Surrounding area is safe if participant falls. No spikes or rocks in fall zone. Use bright cord so it is easy to see.	Med	Med	Med	Forest school leaders will set up swings. They will brief all children and teachers on potential hazards when using the swings. Teachers must supervise the children also.
DEN BUILDING	Woods	Injury to self and others when carrying logs and wood. Injuries from logs falling when in the den.	Survival Skills and Wildlife Habitat lessons. Golden time.	Show everyone how to carry the logs safely. No throwing of logs. Keep safe working distances. No one to enter the structure until it is finished and checked.	Low	Med	Low	Forest school leaders will brief children and teachers of safety measures at the start of the lesson. Teachers will also have to supervise the children.
TOOLS	Woods and The Hazel Tree Retreat	Injury to self or others when using or passing tools.	Survival Skills, Food for Thought, Wildlife Habitats and Amazing Pollinators lessons.	All tools are inspected before and after use. A tool talk is carried out before the use of a tool. Small adult to child ratios. When passing the tools to each other they will be placed on the floor and the next person picks it up from the floor. Safe tool use area for participants using the tools. All participants know where the safe tool area is. No running when using the tools. Tools will be stored in the tool box when not in use. Safe working distances between tool users.	High	Med	High	A tool talk will be given at the start of all tool usage. Tool use will be at the discretion of the Forest school leader. For tools to be used the groups behaviour will be taken into consideration. Teachers will also have to supervise children but when tools are being used the Forest school leader will supervise the children. Risk benefit. Increase skills, emotional development, promotes wellbeing, builds confidence and resilience. Tools that can be used: Knives, Bow Saw, Loppers, Hand drills, Billhook, Mallet
FORAGING	Woods	Eating a plant that is poisonous or inappropriate.	Food for Thought lesson.	Only collect plants that a qualified person identifies. Participants will be warned about the rules of foraging. Hand washing available. Don't put hands in mouth after touching plants.	High	Low	High	Forest school leaders will brief all children and teachers about the dangers of eating plants they don't know. All participants will only eat plants that the Forest school leader has identified. All participants will be shown poisonous berries and plants and no foraging will take place near them.