

# Palaeoquest Risk Assessment

## (School Visits and Woodland sites)

Hazard	Who may be harmed	Risk		Control Measure
		Likelihood	Consequence	
<b>Weather</b>				
General	Team			Duty Instructor to display the days weather forecast in the designated location Palaeoquest Instructor to check weather forecast prior to briefing the team
Cold and/or Wet	Team	H	H	Palaeoquest Instructor to check that all participants have suitable clothing prior to departing the centre Palaeoquest Instructor to check that all participants have adequate spare clothing prior to departing the centre Palaeoquest Instructors must always wear appropriate clothing in order to run the activity safely
Sun	Team	H	M	Palaeoquest Instructor must ensure that they make the team aware of the dangers relating to the sun i.e. heatstroke & sunburn Palaeoquest Instructor to ensure that the team have suitable clothing, e.g. long sleeves, trousers and sun hat
Lightning and/or storms	Team	L	VH	Palaeoquest Instructor are not to run this session in any storm If caught out during a lightning storm, then the Palaeoquest Instructor must cease the activity immediately and seek appropriate shelter
High winds	Team	M	M	Palaeoquest Instructor to monitor weather and suspend or cancel session when wind conditions cause safety to be affected
<b>Terrain</b>				
Vehicles in parking areas	All	L	VH	Palaeoquest Instructor to ensure that the driver stops in the safest place, specific to that site, on arrival Palaeoquest Instructor to brief the team on the correct debussing procedure, specific to that site,
Vehicles on roads (walking along roads)	All	L	VH	Palaeoquest Instructors are to ensure that they avoid roads except where necessary Palaeoquest Instructor to brief team on the correct procedures prior to departing the centre Palaeoquest Instructor to remind team of the correct procedures just prior to walking along each road Where there is no pavement, teams are to walk in single file with the Palaeoquest Instructor at the front and the Teacher at the back Where there is no pavement, teams will walk as close to the right hand side of the road as possible thought the Palaeoquest Instructor will need to determine when it is more appropriate to be on the left
Vehicles on roads (crossing roads)	All	L	VH	When crossing sides the Palaeoquest Instructor must conduct the Palaeoquest road crossing procedure When dark the person at the front must carry a torch and the person at the back must have a visible light Palaeoquest Instructor to brief the team on the correct procedures prior to departing the centre Palaeoquest Instructors are to ensure that the team avoid road crossings except where necessary Palaeoquest Instructors are to ensure that the team use recognized crossing point where at all possible Palaeoquest Instructor to remind team of the correct procedures just prior to crossing each road When necessary Palaeoquest Instructor to find a safe place to cross and must use the safe crossing procedure
Approaching the site	Team			Palaeoquest Instructors are to be fully conversant with the approach route for the site they are using and brief the team of any corresponding control measure (please refer to site specific risk assessment if applicable)
Slips, trips and falls	Team	M	L	Palaeoquest Instructor to check that all participants have suitable footwear prior to departing the centre Palaeoquest Instructor is to brief the team prior to departing the centre that running is not permitted in the woodland areas Palaeoquest Instructor is to ensure team members do not run when at the study sites except as directed by Instructor
Low hanging vegetation	Team	M	M	Where possible, Palaeoquest Instructor is to avoid areas where low hanging vegetation would be a hazard The Palaeoquest Instructor is to make the team aware of low hanging branches dangers before starting the activity, with particular emphasis on eyes  <ul style="list-style-type: none"> <li>■ Palaeoquest Instructor is to remind the team accordingly should they encounter any low hanging vegetation</li> </ul>

Hazard	Who may be harmed	Risk		Control Measure
		Likelihood	Consequence	
				Palaeoquest Instructor to position themselves in the place of maximum usefulness and remain vigilant to the dangers of low hanging vegetation should any be encountered
Deadfall	Team / Clients	L	VH	Palaeoquest Instructor to ensure effective cooperation and communication with Park Rangers regarding sites used and danger of
Deadfall	Team	L	VH	Palaeoquest Instructor to remain vigilant to areas where deadfall could occur, particularly after high winds or stormy weather
Tree felling/surgery	Team	L	VH	Palaeoquest Instructor to avoid areas where tree felling or surgery is taking place and brief the team on out of bounds areas
Water bodies (streams, rivers, ponds)	Team	VL	H	All woodland study sites to be inspected for suitability prior to first use to avoid water bodies where possible to do so Palaeoquest Instructor to ensure that participants remain a minimum of 5 metres from water bodies where these may be present except where activity requires close proximity to water, at which point clients will receive close supervision
Polluted or diseased water	Team	L	H	Palaeoquest Instructor to brief the team that they are not to approach water bodies unless under close supervision Palaeoquest Instructor to ensure that participants wash their hands as per Hygiene Procedures after the activity or prior to handling or (explain why)
Animals	Team	L	M	Prior to departing the centre, Palaeoquest Instructors are to brief the team not to pet any animals they encounter (and explain why) Palaeoquest Instructors to remind the team accordingly should they encounter any animals en route (especially in spring) Palaeoquest Instructor should brief the team in the correct handling of any animals they find for study purposes prior to commencing the activity
Flora	Team	M	L	Palaeoquest Instructors are to brief the team prior to departing the centre not to eat any wild plants (and explain why) Palaeoquest Instructors are to brief the team on any poisonous or irritant plants they are likely to encounter prior to leaving the centre Palaeoquest Instructor to ensure that participants wash their hands after the activity or prior to handling or eating food (and explain why)
<b>Equipment</b>				
Misuse	Team	H	M	Prior to departing the centre for the activity, Palaeoquest Instructors are to brief the team on the risks associated with messing around with the environmental equipment, in particular throwing or waving objects
Chemical test kits	Team	H	M	Where applicable and prior to the activity, Palaeoquest Instructors are to brief the team on the risks associated with the chemicals they are using, in particular contact with unprotected skin and swallowing
<b>Other</b>				
Other site users	Team	H	M	Prior to departing the centre, Palaeoquest Instructor is to brief the team to be aware of other users of the paths and woodland areas e.g. horses, cyclists ... Palaeoquest Instructor is to remind the team accordingly should they encounter any other site users
Nearest A & E or phone				Palaeoquest Instructors are to ensure they are aware of the nearest A & E facility Palaeoquest Instructors to be aware of mobile phone signals as well as where the nearest phone is in case of an emergency
Individual becoming separated from group	Team	L	M	<ul style="list-style-type: none"> <li>▪ Prior to departure, the Palaeoquest Instructor is to ensure that the team is briefed on the correct lost person procedure ( see "Getting Lost – Risk of exposure.doc</li> </ul> Palaeoquest Instructors to conduct a head count before leaving and on arrival at each location, as well as each time they get on a mode of transport
Whole group gets lost	Team	L	H	Palaeoquest Instructors to ensure they are familiar with study sites and access routes during initial training Palaeoquest Instructors to make those with legal responsibility eg school point of contact aware of their estimated return time to centre  <ul style="list-style-type: none"> <li>▪ Palaeoquest Instructor to apply procedure as stated in Getting Lost – Risk of exposure.doc as appropriate</li> </ul>