



WoWo Risk Assessment

This risk assessment is for Big Wood and Little Wood at Wapsbourne Manor Farm, East Sussex. activities conducted by Really Wild Education, Really Wild Bushcraft, Really Wild International and OriginsTM. Modifications may be required for certain groups.

Terrain & Environment

Overstood Hazel and Hornbeam coppices with oak and ash standing, occasional Alder and established Spruce on flat and gently sloping ground with a stream and pond within areas used for bushcraft activities.

Two areas of woodland accessed across a large open area called “Grassy Field” or along a hedgerow.

The site is part of Wapsbourne Manor Farm’s grounds adjacent to its campsite facilities at WOWO campsite.

The site enjoys use of the toilet and washing facilities of the camp site and is accessible by campers not taking part in the activities.

Key Briefing Points for Clients

- Rabbit holes throughout the site
- Be aware of hung up trees shifting in high winds, evacuation of the woodland may be needed.
- Appropriate clothes and shoes should be worn as advised on booking.
- There are a few poisonous plants in the vicinity, always check foraged materials with instructors
- Presence of campers from the main site – they have access to woods.
- Spring/stream locations will be shown
- Barbed wire fences can be found on some perimeters
- Radios are available for emergency communication.

Notes and adjustments

Add any changes and report to the office



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Hazard and Associated Risk	Initial Risk	People at Risk	Existing Ways of Reducing Risk	Measures to be taken, and by whom	PPE	COSHH	Risk Outcome
Uneven ground resulting in slips, trips or falls.	Medium	Group	Suitable footwear to be worn throughout the event. Warnings given to all clients about rabbit holes.	Instructor to assess site prior to group visit and identify significant hazards to the group during initial briefing. Mark any particularly deep rabbit holes.	Boots may be appropriate		Low
Varied/low signal for mobiles causing delayed communications in an emergency situation.	Medium	Group	Use of radios in connection with the staff at WoWo campsite office.	Instructor to collect radio			
General contact with vegetation resulting in minor injuries, scratches or allergic reactions.	Medium	Group	Site management to minimise risk. Schedule of work arranged to address issues.	Instructor to assess site prior to group visit and identify significant hazards to the group during initial briefing. Instructor and Group Leader to be aware of allergies in the group and have a suitable emergency plan. Specific note of the presence of Hemlock Water Dropwort near the bridge before lower moat.			Low
Adverse weather effects (sunburn, hot/cold injuries)	High	Group	Appropriate dress to be worn by clients and staff. Evacuation of the woodland may be necessary in high winds or thunderstorms.	Instructor assesses weather conditions and carries spare clothing as appropriate. Group members carry individual suncream, water, waterproofs and clothing layers as appropriate.		Suncream First aid items	Low
Falling wood or masonry resulting in significant injury.	Low	Group	Site management to minimise risk, including annual tree checks by trained person.	Instructor to assess site prior to group visit, create a no-go zone where appropriate, and identify the hazard to the group during initial briefing.			Low



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Fencing or wall structures unsafe causing minor injury.	Medium	Group Public	Site management to identify condition of boundaries.	Instructor to arrange a schedule of work arranged to address issues. Instructor to identify no-go areas and brief group on arrival where a significant hazard is identified.	Gloves/ Boots for renovation.		Low
Steep drops, faces and slopes leading to falls and crush injuries.	High	Group	Instructor to make visiting groups aware of specific hazards.	Instructor to carry out daily site check prior to group arriving.			Low
Vehicle access to site resulting in track degradation, pedestrian/ vehicle impact or dumping.	Medium	Group Public	Site speed limit for all vehicles. Group briefing on arrival. Installation of appropriate fencing and gates.	Instructor to report issues to authority via ongoing risk assessment. Signposted access routes for vehicles where necessary (esp. for emergency vehicles)	High visibility vests where appropriate		Low
Surface water leading to drowning, health hazard or cold injury.	Low	Group	Group educated in emergency procedures. Area is far removed from any farm waste or areas using heavy farm machinery and clear of animal stock.	Instructor to identify boundaries and provide appropriate supervision where water is used in activities. Most of the time the spring water level is very low and no action is required.	Throw rope or ring where appropriate		Low
Inappropriate camp site selection leading to drowning or exposure.	Medium	Group	Suitable area identified for general camping. Group educated in the selection of appropriate sites.	Instructor to perform check selected camp areas prior to groups sleeping overnight. Instructor to inform group of evacuation scenarios.			Low
Using an open fire or stove leading to burns or wild fire	Medium	Group	Site suitability considered again fire risk assessment.	Instructor to brief group on camp cooking procedures. Instructor to ensure that sufficient water is onsite to deal with burns or fires.		Gas, petrol, diesel, meths	Low



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Contact with insects resulting in bites and stings	Medium	Group	Long trousers and tops advised where insects are identified as a problem.	Instructor and Group Leader to consider the use of insect repellent and be aware of any allergies in the group. Avoid known tick areas in high season.	Long trousers and tops where appropriate	Insect repellent	Low
Contact with animals/ livestock resulting in injury	Low	Group	Group members prepared with a code of behaviour when near animals.	Instructor to remind group what to do in the event of contact with animals. Instructor to liaise with handler of straying animals. Instructor to identify no-go areas where disturbance to animals is identified.			Low
Use of site by others leading to health hazards or injury.	Medium	Group Public	Protocol to deal with strangers on site during group visit. Regular cleanup of problem areas.	Instructor to complete site check prior to any group visits and identify/address any issues. Instructor to report issues to landowner.			Low
Contact with members of the public resulting in abduction or abuse.	Low	Group	Group members prepared with a code of behaviour when near strangers	Instructor to remind group what to do in the event of contact with strangers, arrange appropriate supervision of boundaries and to make contact with intruders. Group members to advise Instructor of presence of strangers.			Low

WoWo Emergency and Evacuation Plan

This emergency and evacuation plan is for Big Wood and Little Wood at Wapsbourne Manor Farm, East Sussex. It forms a part of the Risk Assessment and management plan.

What to do in the event of an emergency:

Immediate Steps:

- Activities to stop, all tools down and clients asked to remain still at a distance.
- Deal with the first aid situation (self or other appointed first aider)
- Allocate a person to **phone the emergency services** and report back to advise when help will be on its way and how it will arrive. **Give them this document to use!**
- Allocate a person to radio, phone or run to main reception to **advise campsite management of the incident** (type, location, numbers and type of people involved) and to request any additional first aid help **AND to allocate someone to guide in emergency services from the road or air**. This person to report back on the status of these.
- Where additional staff is available or an appropriate client is available, have them look after the group and lead them to safety, leaving helper(s) behind to assist.

Location:

Wapsbourne Manor Farm, WOWO Campsite
 Sheffield Park, Uckfield, East Sussex TN22 3QT
 Phone 01825 723414
 OS Grid Reference TQ 40278 23285

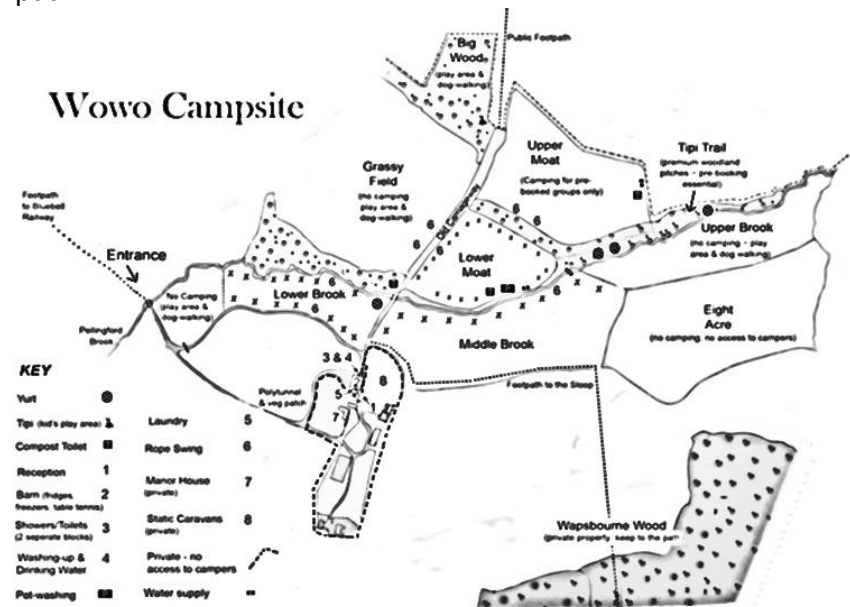
Helicopter Landing Zone:

Latitude: 50.990425
 Longitude: -0.0075101852
 Grassy Field – Directly adjacent to Big Wood where the main bushcraft camp is located.

Location of Work Site:

Site based in Big Wood just in from the main track. Drive onto the farm from the A275, following signs to the main office reception. Turn left at reception and follow the road straight over a small bridge. Immediately on the left is “Grassy Field” for helicopter landing or access to injuries away from the main bushcraft camp.

OR carry straight on for 50m. This will bring you to Big Wood on your left and the main bushcraft camp, marked by a tepee and/or large tarpaulin.



Note: this diagram is not oriented North/South.



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Directions to Wapsbourne Site:

APPROACHING FROM **NORTH** BY ROAD

- M25, junction 6, take A22 to East Grinstead.
- Through Forest Row, turn right at Wych Cross.
- Onto the A275 to Lewes.
- Through Danehill and arrive at Sheffield Park.
- Pass Bluebell Railway on the right-hand side.
- Pass Express Dairy on the left-hand side.
- Wapsbourne is the NEXT entrance on the right-hand side and
- Sign Posted with Strawberries logo.

APPROACHING FROM **SOUTH** BY ROAD

- A275 from Lewes / Brighton.
- Cross the A272 at North Chailey (by Kings Head pub).
- A272 sign posted to Bluebell Railway / Sheffield Park, drive for approx 1mile
- Wapsbourne Farm is on the left-hand side shortly after the road bend sign and is sign posted with Strawberries logo.

Instructors numbers

Steve Shove: 07771 520515 (2 day first aid trained)

Mat Barnsley: 07818431902 (advanced first aid)

Nearest Landline and Mobile Numbers of Campsite Staff

Office: 01825 723414

Manager Direct Dial 01825 721912

Nearest Accident and Emergency Department

12 Minutes by Road.

Princess Royal Hospital

Lewes Road

Haywards Heath

West Sussex RH16 4EX

+44 (0)1444 441881

Directions from WoWo to A&E at Princess Royal Hospital:

- Turn right onto the A275
- At junction turn right onto the A272 signposted for Haywards Heath
- At roundabout take the 1st exit onto the A272
- Turn left onto Colwell Road
- Take the next 3 left turns.

