

Risk Assessment for Dragonfly Discovery Day

Event Title: Dragonfly Discovery Day

Location: Mere Sands Wood Nature Reserve

Date: Tuesday, July 23rd

Time: 9:00 AM – 3:00 PM

Organizer: Hazel Marie Nanny and Babysitting

Participants: Children aged 5-14, one adult supervisor

Number of Participants: Approximately 4 children

Risk Assessment Matrix:

Activity	Hazard	Risk Level (Low/Medium/High)	Control Measures	Responsible Person
Arrival and Welcome	Traffic, getting lost	Medium	Designate a clear meeting point; supervise arrival	Event Organizer
Dragonfly Exploration Walk	Slips, trips, falls	Medium	Wear appropriate footwear; brief on walking safely	Event Organizer
Pond Dipping Adventure	Drowning, waterborne diseases	Medium	Supervise closely; use life jackets if necessary; hygiene after activity	Event Organizer
Snack Break	Food allergies	Low	Avoid watermelon; ensure snacks are allergy-safe	Parents, Organizer
Dragonfly Craft Time	Cuts from craft materials	Low	Use child-safe scissors and materials; supervise	Event Organizer
Lunch Break	Food allergies, choking	Low	Ensure food safety; supervise eating	Parents, Organizer
Storytime and Games	Sunburn, dehydration	Medium	Provide shaded area; ensure water breaks	Event Organizer
Nature Scavenger Hunt	Getting lost, insect bites	Medium	Supervise groups; use insect repellent	Event Organizer
Bird Hide Visit	Falling from hides, disturbing wildlife	Low	Supervise; brief on behavior in hides	Event Organizer
Wrap-Up and Reflection	N/A	Low	N/A	Event Organizer

Detailed Control Measures:

1. General Supervision:

- Maintain a high adult-to-child ratio.
- Ensure children stay within sight and sound at all times.

2. Arrival and Departure:

- Designate a clear meeting point and ensure all participants know it.
- Supervise children during arrival and departure.

3. Dragonfly Exploration Walk and Nature Scavenger Hunt:

- Brief children on the importance of walking carefully.
- Wear appropriate footwear and clothing.
- Use maps and stay on designated paths.

4. Pond Dipping Adventure:

- Always have an adult within arm's reach of children near water.
- Use appropriate safety equipment like life jackets if needed.
- Practice good hygiene, ensuring hands are washed after the activity.

5. Snack and Lunch Breaks:

- Confirm all snacks and lunches are free of watermelon and other allergens.
- Ensure children wash hands before eating and supervise them during meals.
- Have a first aid kit on hand for any minor injuries or allergic reactions.

6. Dragonfly Craft Time:

- Use child-safe scissors and materials.
- Supervise children closely during crafting activities.

7. Storytime and Games:

- Ensure children are wearing sunscreen and hats.
- Provide regular water breaks to prevent dehydration.

8. Bird Hide Visit:

- Supervise children in the bird hides to ensure safety and quiet behavior.
- Brief children on appropriate behavior to avoid disturbing wildlife.

9. Emergency Preparedness:

- Carry a first aid kit and know the location of restrooms and nearest help.
- Have contact information for all parents and guardians.
- Ensure a mobile phone is available for emergencies.

Emergency Procedures:

- **Minor Injuries:** Administer first aid on-site and inform parents.
- **Serious Injuries:** Call emergency services immediately and inform parents.
- **Lost Child:** Implement a buddy system; if a child is lost, gather the group in a safe area and search methodically.

Approval:

- **Prepared by:** Hazel Smith
- **Date:** 08/07/2024

This risk assessment ensures that all activities are carried out safely, allowing for a fun and educational day at Mere Sands Wood Nature Reserve.

