

## Health & Safety Risk Assessment for Letter Boxing

<b>Letter Boxing</b>						
Hazard/Risk	Who could be affected by hazard.	Likelihood of being affected	Worst consequence of being affected	Risk Level	How hazard/risk is mitigated	Residual risk level
<p>Trip or fall as a result of on-site hazard causing injury to individual.</p> <p>Collision between 2 or more people.</p>	FST, VSA, VC	2	20	40	<ul style="list-style-type: none"> <li>• FST to check the chosen site prior to activity to ensure no unseen dangers</li> <li>• FST to ensure VC/VSA wear suitable footwear.</li> <li>• FST to set safe boundaries for activity</li> <li>• FST to warn of specific risks such as low branches on trees, brambles, steep banks, tree roots and the moat.</li> <li>• FST/VSA to closely supervise and observe VC at all times, ensuring safe set boundaries are observed at all times by all participants.</li> </ul>	LOW
VSA/VC separated from group and lost on site or local area.	FST, VSA, VC, CGS	1	75	75	<ul style="list-style-type: none"> <li>• FST to ensure that a VSA/FST is positioned in a suitable area to view the whole Area of Activity, splitting supervision if necessary to ensure this.</li> <li>• VC to work in pairs at all times. Each partner acting as safety monitor for partner. Pairs should never split.</li> <li>• FST/VSA to check groups are returning regularly having completed individual courses. If FST/VSA become concerned about time taken by particular group then they should alert FST/VSA immediately and recall all participants to start point.</li> <li>• Unusual or suspicious persons on or around the site should be reported</li> </ul>	LOW

					immediately to the main office and activities ceased.	
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Hazard/Risk	Who could be affected by hazard.	Likelihood of being affected	Worst consequence of being affected	Risk Level	How hazard/risk is mitigated	Residual risk level
Reaction to plant/tree pollen causing discomfort to allergy sufferers.	FST VSA VC	8	5	40	<ul style="list-style-type: none"> <li>FST to be considerate when choosing Area of Activity if severe allergy sufferers are in the group.</li> </ul>	LOW
Rash, sting or reaction caused by contact with plant, shrub, tree, fungi or weed.	FST VSA VC	8	5	40	<ul style="list-style-type: none"> <li>FST to ensure that they check Area of Activity prior to the activity</li> <li>FST to identify flora in area that may cause particular hazard, e.g. stinging nettles.</li> <li>FST to warn against collecting or picking up any unidentified flora.</li> </ul>	LOW
Stomach upset, virus or reaction caused by insect/reptile bite or sting.	FST VSA VC CGS	1	75	75	<ul style="list-style-type: none"> <li>FST to ensure that they check Area of Activity prior to the activity</li> <li>FST to warn of danger caused by snakes and biting insects. VSA/VC should inform FST of anything that they have concerns about.</li> <li>FST/VSA to be aware of insects that may cause infections or disease, such as ticks.</li> <li>Anything considered unusual should immediately be reported to the Main Office or FST.</li> </ul>	LOW
Falling branches or trees causing crush injury, or puncture type injury to face, eyes or ears.	FST VSA VC	1	75	75	<ul style="list-style-type: none"> <li>FST to ensure that they visually check the Area of Activity prior to the activity to assess any risk caused by 'hung up' or precarious trees.</li> <li>FST to warn of danger caused by low level branches and twigs, stressing particularly in low light conditions.</li> </ul>	LOW

					<ul style="list-style-type: none"> <li>• The FST/VSA may place further restrictions on the actions and behavior of the participants in light of prevailing conditions and inclement weather.</li> <li>• FST must use discretion in high winds, snow and adverse weather conditions before and during the activity, acting immediately should they change.</li> </ul>	
Infection/re-infection of new or existing wound from water, mud or general contaminants.	FST VSA VC	2	10	20	<ul style="list-style-type: none"> <li>• FST to ensure that First Aid kit be taken on activity, or that Visiting School carry their own, to clean and cover any wounds, existing or new.</li> <li>• FST/VSA to remind everyone to wash their hands with hot water and soap immediately after activity.</li> <li>• FST/VSA to ensure that surgical gloves are available should anyone have an open wound or injury.</li> </ul>	LOW
Stomach upset, virus or disease caused by contact with water, mud or general contaminants.	FST, VSA, VC, CGS	2	20	40	<ul style="list-style-type: none"> <li>• FST to warn all participants of the risks.</li> <li>• FST should issue safety guidelines and precautions, including avoiding putting fingers in mouth, chewing pencils, splashing water, drinking water and washing hands immediately after activity with hot water and soap.</li> <li>• FST/VSA ensure that they remind all participants to wash their hands. Any water or mud that gets into eyes or mouth should be rinsed immediately.<sup>i</sup></li> </ul>	LOW

Date Reviewed: January 2026

Next Review Date: January 2027

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