

ACTIVITIES: GENERIC RISK ASSESSMENT (Updated & reviewed January 2011)

*** This covers the potential risks for any visiting school groups and all of the activities we offer are covered, although we strongly advise staff to visit the site and complete their own risk assessment prior to a visit and ensure you are covered by your own LEA block insurance or another insurer ***

Activity Assessed: - Walking visit to site - Pond dipping - Explore your senses - Minibeast hunting - Environmental Art			Assessment Date: 18.1.2011	Assessed By: Jenny Glanfield	
Activity Location: Oare Gunpowder Works			Date & Time of Activity:		Approved By:
Hazard (Potential Problem)	Who is at risk?	Risk Level High / Medium / Low	Actions to be taken to reduce risk	Who is responsible for reducing risks?	When Before / During
General					
Pupils involved in accident with vehicle in car park	All	L	Pupils to be given strict instructions as to taking care with regard traffic. Groups to be disembarked from transport within car park.	School staff	B & D
Onset of extreme weather conditions (ie. strong winds, flooding, deep snow)	All	L	Pupils to remain in the visitor centre until the weather improves if already on site. Or the visit will be cancelled on the day of the visit if weather conditions too severe and a visit new date arranged	Ground work	B & D
Pupils becoming detached from their group or absconding	Pupils	L	Responsible adult in groups to count heads frequently. Detached pupils told to stay on path and go back to visitor centre. Teachers will organise adult led search groups.		B & D
Pupils becoming difficult to manage	Members of public Other pupils and staff	L	Strict guidelines on expected behaviour outside school to be laid down prior to trip. Expected behaviour to be reinforced during trip.		B & D
Abduction or assault on pupils by member of public.	Pupils	L	Tight supervision. Pupils to be advised to stay in groups at all times with adult leaders and not wander off. Other pupils to immediately alert member of staff. Staff to carry phone number of community police.		B & D
Child Protection Issues	Pupils	L	Reporting procedure to be adhered to (schools and/or Groundwork).		D
Any person under the influence of alcohol or drugs	All	L	Responsible adult to guide pupils to visitor centre and seek professional help (ambulance, police, school, site staff) by mobile phone.		B
Cuts from picking up or treading on broken glass	All	L	Pupils warned to take care doing activities and watch where they are putting their feet.		B & D
Health risk from pupils finding and touching discarded hypodermic needles	All	L	Pupils to be told to alert staff and not touch any needles. Disposal procedure for needles to be strictly followed by Groundwork staff		B & D
Hazard of other site users on bikes etc knocking into members of the public	All	L	Extra vigilance and caution to be taken around blind spots and corners. Listen for other users and stand back from path to allow them access if necessary.		D

Burns or electric shock from equipment or heaters in the visitor centre	All	L	Equipment checked and PAT tested annually. Staff to take care when using electrical equipment (only if applies during the visit). Replace anything which may be unsafe		B & D
Fire within the Visitor Centre, whilst in use	All	L	All to be told of fire procedures at start of day. If fire occurs emergency exits to be used and emergency services to be called. All to assemble on grass on the far side of the car park		D
Injury from falling trees or branches	All	L	Take particular care if windy conditions. Reschedule activity if very windy		B & D
Injury from climbing into fenced off areas/ buildings or falling down banks	All	L	Warned not to climb on banks, railings, and attempt to access buildings		D
Contact with poisonous or stinging plants	All	L	Make site users aware of plants to avoid (ie. nettles & certain fungi). Trained first aider to deal with more severe cases.		B & D
Heat stroke or dehydration from being out in the sun	All	M	All to wear hats if outside for a long period, used shaded areas where possible and to have access to water		D
Pupils not suitably dressed for outdoor activity.	All	M	Teachers should check for suitable clothing before leaving school, leaving inadequately clad pupils at school. Stout footwear, wellingtons and a waterproof coat are advisable.		B
Injury from slipping or tripping on uneven or wet surfaces, roots or equipment.	All	M	Pupils warned to take care. In wet/muddy weather groundwork staff will stick to the main site paths. Slippery wooden areas covered with netting to lower risk of slippage. First Aid equipment to be available at the visitor centre and carried by groundwork staff. Groundwork staff will be first aid trained but each school should bring their own first aider		B & D
Pond dipping					
Pupils falling in the water	Pupils	L	Pupils told to not lean over the dipping platform and stretch out too far. A spare change of clothes to be available at the Visitor Centre to change into if necessary.		D
Dropping the net in the water	All	L	Pupils shown how to use equipment and told not to stretch too far and to use two hands to hold the nets. Groundwork staff retrieve fallen nets.		D
Risk of tripping from any dipping equipment on the platform	All	L	The main trays and equipment will be positioned to the rear of the platform away from the main dipping area to lessen the risk. Any trip hazards will be moved by the lead tutor.		B&D
Risk of slipping from water on the platform as a result of the dipping	All	M	Pupils will be shown how to use the nets and allow them to drip before returning to their trays. This will minimize the amount of water on the platform. However pupils will be advised to take care if wet.		B&D
Drowning	All	L	All to be instructed to remain on designated path/platform. Appropriate supervision when pond dipping. Safety belt/rope available close to dipping group.		D
Injury from misuse of pond dipping tools	All	L	Pupils to listen to instructions and follow guidelines on use all tools		B & D

Risk of disease from waterborne organisms including Weil's disease whilst pond dipping.	All	L	Pupils to cover open cuts & abrasions before session. Provide gloves when needed (check for allergies to latex otherwise use polythene gloves). Hand washing essential after water work. Seek medical advice if needed		B & D
Minibeasting					
Being stung or bitten by insects and other creatures	All	L	Pupils instructed how to handle creatures and which ones they should not pick up or try to catch. First aider to deal with any bites/stings. Be aware of anyone who may have allergies to bee stings or other bites. To move away from any areas where there may be insects swarming.		B & D
Injury as a result of being hit with a sweep net	All	L	Pupils instructed how to use equipment safely. Anyone not heeding instructions will have the net taken away from them.		B & D
Soil getting into eyes	All	L	Participant advised not to rub the eyes and first aider to deal with the situation and rinse eye out accordingly.		D
Environmental Art and other art/craft activities					
Injury from using scissors incorrectly	Pupils	L	Pupils to take care when cutting materials.		D
Pupils accidentally poking themselves in the eye with art materials – sticks etc	Children	L	Pupils told to take care and warned about the pointy end on the sticks. First Aid equipment to be available at the visitor centre		B&D
Explore Your Senses session					
Pupils with Small cuts or pricks from the items they are handling (holly & bramble leaves etc)	Children	L	Pupils told to handle their items with care and gently use their hands to feel the items given to avoid any small cuts.		D
Feeling nauseous from smelling different scents during the 'smell' session	All	L/M	To avoid this participants will not be smelling any scents direct from bottles or jars which can be stronger. The scent activity will be carried out in a large open area and different scents applied to tissue making the smells more subtle.		B&D

Personal Protective Equipment Needed: First Aid bag Lifebelt Mobile phone	Provided By: School Groundwork	Level of First Aid provision needed: Full First Aid at Work level	First Aiders: School staff Groundwork Staff
Nearest Telephone: Mobile or at Visitor Centre	Police Reference No. (If applicable): Nearest hospital or doctor Kent & Canterbury Hospital Tel. 01227 766877 Faversham Health Centre Tel. 01795 562011		OS Grid Reference: TQ 002 624 entrance of Bysing Road a tuning off the B2045 close to Bretts Offices, Oare.