

ACTIVITIES: RISK ASSESSMENT (Updated & reviewed April 2010)

*** 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 ***

Activity Assessed: - Walking visit to site - Pond dipping - Minibeast hunting - Environmental Art			Assessment Date:	Assessed By:	
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.		B & D
Onset of extreme weather conditions	All	L	Pupils to remain in the visitor centre until the weather improves.		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
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
Injury from slipping or tripping on uneven or wet surfaces, roots or equipment.	All	L	Pupils warned to take care. 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
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 in the visitor centre	All	L	Equipment checked and PAT tested. All warned to take care with all electrical equipment (only if applies during the visit).		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 shafts	All	L	Warned not to climb on railings and attempt to access buildings		D
Contact with poisonous or stinging plants	All	L	Make site users aware of plants to avoid. Trained first aider to deal with more severe cases.		B & D
Injury from using scissors incorrectly	Pupils	L	Pupils to take care when cutting materials.		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
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		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	
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		First Aiders: School staff Groundwork Staff	
				OS Grid Reference: TQ 002 624 entrance of Bysing Road a tuning off the B2045 close to Bretts Offices, Oare.	