



Risk Assessments

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St Michael's Environmental Education Centre

ACTIVITY: Hillwalks and low level walks (day or night)

A1

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✕
Falls, drowning	Injury, death	Participants, staff	<ul style="list-style-type: none"> • Leader experienced in walking in terrain and leading groups • Weather forecast obtained and conditions monitored; route changed if necessary • Use of approved routes only 	Codes of Practice section	Low	✓
Getting lost	Injury	Participants, staff	<ul style="list-style-type: none"> • Leader has sufficient navigational skills/ brief of route or prior knowledge • Appropriate group size following Centre guidelines • Supervision by competent leaders • Head counts 	Briefing of participants and staff re supervision arrangements	Low	✓
Animals	Injury, illness	Participants, staff	<ul style="list-style-type: none"> • Brief group about dangers of infection from animal faeces (EColi) and preventative measures • Avoid contact/injury from large animals (cattle, horses etc.). If footpath crosses a field containing these animals, assess the situation and act appropriately; e.g. cross quietly as a group or take other route 	Brief group	Low	✓
Injury, illness or emergency away from immediate help	Injury, death	Participants, staff	<ul style="list-style-type: none"> • One leader with each group first aid trained • First aid kit • Gain information about pre existing medical conditions and ensure medication carried • Leaders are briefed and have planned emergency procedures • Communications (mobile phones) –arranged/ routes left at centre 	Pre-planning of emergency procedures and communications	Low	✓
Exposure to extreme weather – cold, wet, heat and sun	Injury, death	Participants, staff	<ul style="list-style-type: none"> • Daily weather forecast obtained and considered; plans adapted if necessary • All participants have suitable footwear, clothing and equipment to match expected conditions 	kit checked before departure	Low	✓

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✕
Winter conditions	Injury, death	Participants, staff	<ul style="list-style-type: none"> As for above but leader must take into account the appropriateness of the activity, route and the ability of the group given the prevailing and predicted conditions Additional personal equipment (e.g. extra warm clothes, spare gloves) Additional group equipment such as warm drinks, group shelter etc. Build in to planning the effects of snow on navigational features such as paths and snow slowing progress Avoidance of ice on paths/roads and steep slopes Snow play on slopes (e.g. polybagging) requires careful risk assessment (particularly of run-out), planning and supervision 	Leader winter competence approved by Head of Centre It may be necessary to amend planned activities if winter conditions arrive unexpectedly; however winter conditions may be relatively benign such as lying snow on a fine day	Low	✓
Traffic	Injury, death	all	<ul style="list-style-type: none"> Appropriate supervision and briefing for crossing roads 		Low	✓
Robin Hoods Cave	Death, injury	all	<ul style="list-style-type: none"> Ongoing risk assessment by qualified or competent leader Follow advice from Head of Centre or other OEE staff 		Low	✓
Stepping Stones (River Derwent and Mill pond)	Death, injury	all	<ul style="list-style-type: none"> Ongoing risk assessment by qualified or competent leader Follow advice from Head of Centre or other OEE staff 		low	✓

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment:: Aug 2016

signed:



next assessment due: Aug 2017

St Michael's Environmental Education Centre

A2

ACTIVITY: Use of train (as part of hillwalks activity or any other centre activity)

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ X
Trips, falls	Injury	Pupils Staff	Arrive in good time/wait against fence as train arrives and departs from platform/stay seated whilst travelling and don't touch controls etc/don't get on or off train until it has completely stopped/keep hold of rucksacks (no bags in aisles). * Site specific: - Edale Station → Hathersage. Assist pupils on the train, due to the gap between the platform & train (& height difference).	Follow DfEE guidelines	Low	✓
Getting lost	Injury	Pupils	Count pupils on and off train/all board same carriage wherever possible.	Follow DfEE guidelines	Low	✓
Extreme weather	Illness/ Injury	Pupils Staff	All of the Hope Valley stations are exposed with little shelter/contact centre by mobile phone if alternative route used due to train delay (more than 30 mins) or cancellation. Plan routes to catch train from Hathersage and walk back to the centre.	Follow DfEE guidelines Follow Centre Codes of Practice for "Hillwalks" ie Adequate supervision at all times, emergency equipment.	Low	✓

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment:: Aug 2016

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next assessment due: Aug 2017

ACTIVITY: **Field Studies including stream study (at Brookfield Manor, by Victoria Mill & stepping stones by Millpond)**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Working on rough ground	Slips Trips	Participants, Staff	Provision of appropriate footwear/clothing/ equipment/brief from staff	Codes of Practice section	Low	✓
Extreme weather	Injury Illness	Participants, Staff	As above/advice from daily weather forecast		Low	✓
River studies/pond dipping	Death/ Illness	Participants, Staff	Approved locations only (which have good access and egress, safe depths/flow in normal conditions, good run- out, no significant bank hazards (trees/rock etc.), ease of group control)/advice from centre staff/weather forecast/familiarisation with location/assessment at site on day and during activity/no informal swimming/good supervision/cover cuts/wash hands after activity Awareness that water levels change and need to assess before and during activity.	1. Brookfield Manor grounds 2. By Victoria Mill 3. Stepping Stones by Millpond	Low	✓

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment: Aug 2016

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next assessment due: Aug 2017

St Michael's Environmental Education Centre

A4

ACTIVITY: Village Studies (including Village Challenge)

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Falling/trips	Injury	Participants Staff	<ul style="list-style-type: none"> • Appropriate protective clothing/footwear. • Supervision and briefing by experienced staff. • First Aid/safety equipment carried. • Correct staff/participants ratios • Prior knowledge of village/site and ongoing risk assessment • Access to phone. 	Codes of Practice section	Low	✓
Traffic accident	Injury				Low	✓
Getting lost	Injury/ illness				Low	✓
Site specific hazards (eg water)	Injury /death					
Abuse/abduction	Injury/ death					

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment: Aug 2016

signed: 

next assessment due: Aug 2017

ACTIVITY: Orienteering – (Brookfield Manor, Hathersage School Site, Hathersage North map & TOP Outdoors)

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Running over rough ground/ falling/trips	Injury	Participants/ Staff	<ul style="list-style-type: none"> • Appropriate protective clothing/footwear. • Supervision by experienced staff. • First Aid/safety equipment carried. • Correct staff/participant ratios. • Communications available • Clearly define boundaries and time limits. • Qualified first aider with group. • Appropriate courses • Weather forecast 	Codes of Practice section	Low	✓
Getting lost	Injury/ illness			Safety briefing as appropriate for visiting staff	Low	✓
Extreme weather	Injury/ illness			Low	✓	
Traffic accident	Injury			Low	✓	

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment: Aug 2016

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next assessment due: Aug 2017

ACTIVITY: Conservation

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Use of tools	Injury	Participants Staff	<ul style="list-style-type: none"> • Appropriate protective clothing/footwear. • Supervision by experienced staff. • First Aid/safety equipment carried. • Qualified first aider with group • Correct staff/pupil ratios. • Communications available • Thorough briefing at the start, including how to carry/use the tools safely. • Clearly define boundary . • See separate risk assessment A1 for further details regarding getting to the site. • Weather forecast. • Use of appropriate venues. 	Codes of Practice section	Low	✓
Falling/trips	Injury				Low	✓
Extreme weather	Injury/ illness				Low	✓

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

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St Michael's Environmental Education Centre

A7

ACTIVITY: Cycling – Fairholmes cycle hire, Derwent Valley

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Mechanical fault	Falls	Participants Staff	Use of suitable/maintained cycles/breakdown plan/participants not left on own	Codes of Practice section	Low	✓
Getting lost	Injury	Participants Staff	Advice on routes given/intended time of return	Standard walkable route back to cycle hire venue in case of breakdown	Low	✓
Traffic accident	injury	All	Supervision by leader in correct ratios/carry emergency pack and radio/phone	Phone or radio carried	Low	✓
Extreme weather	illness	All	Daily weather forecast/advice from Centre staff/provision of clothing & equipment		Low	✓
Falling Off!	Injury	All	Good brief by staff, carry centre first aid kit/helmets worn.		Low	✓

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment: Aug 2016

signed:



next assessment due: Aug 2017

ACTIVITY: Winter snow activities – Brookfield Manor

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Extreme weather	Illness Injury	Participants Staff	<ul style="list-style-type: none"> • Appropriate protective clothing and footwear • Supervision by experienced staff. • First Aid/safety equipment carried. • Qualified first aider with group. • Correct staff/pupil ratios. • Communications available • Choice of site with suitable slow down and stopping area for sledges. • Daily weather forecast. • Use of suitable /maintained sledges. 	Codes of Practice section	Low	✓
Getting Lost	Injury/ illness				Low	✓
Traffic accident	injury				Low	✓
Falling	Injury				Low	✓

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment:: Aug 2016

signed:



next assessment due: Aug 2017

St Michael's Environmental Education Centre

A9

ACTIVITY: Search and Rescue – Brookfield Manor

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Getting Lost	Illness Injury	Participants Staff	<ul style="list-style-type: none"> • Appropriate protective clothing./footwear • Supervision by experienced staff. • First Aid/safety equipment carried. • Correct staff/participants ratios. • Weather forecast. • Qualified first aider with group. 	Codes of Practice section	Low	✓
Working on rough ground /falling/trips					Low	✓
Extreme weather					Low	✓

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment:: Aug 2016

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next assessment due: Aug 2017

St Michael's Environmental Education Centre

A10

ACTIVITY: Swimming in local public pool (including Hathersage Open Air Pool)

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Use of swimming pools	Drowning Injury	Participants Staff	<ul style="list-style-type: none"> • Refer to latest LA guidelines on swimming • Risk assess the swimming capability of the participants, preferably prior to the visit (e.g. by colleague who takes swimming) or upon arrival at the pool (information on consent form needs to be validated) • Use local authority run pools during life guarded sessions <ul style="list-style-type: none"> • There is constant pool supervision by qualified lifeguards during swimming sessions • If there is a resuscitator it must only be used by someone trained to use it • First aid equipment must be adequate and only used by someone qualified to do so • Lifesaving equipment is adequate • Water temperature is appropriate • Water appears clear and is regularly tested for quality • Depth of water is suitable for group and activities • Changing facilities safe and hygienic • Participants must be briefed as to how to behave in and around the water • If no lifeguard available, a designated leader must hold a relevant lifeguard award and act as a lifesaver. In addition to the lifesaver, there must also be a qualified first aider present. • In addition to lifesavers/lifeguards, sufficient leaders must act as observers to swimmers. <p>Diving should be allowed only with specific LA approval</p>	Hathersage Pool or LA run pools only (e.g. Ponds Forge)	Low	✓

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment:: Aug 2016

signed:



next assessment due: Aug 2017

St Michael's Environmental Education Centre

A11

ACTIVITY: Use of Hathersage Village Playground

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Falls, trips, running over uneven ground	Injury	Participants	<ul style="list-style-type: none"> • Visual check, by a member of staff, of 'floor surfacing' and equipment before use. • Supervision by staff. • Correct staff: pupil ratio • Briefing to pupils at the start regarding care for each other and other children using the area. • Suggested ban on use of seesaw and connecting 'bridge' between the two towers • Qualified first aider in the group. • First aid equipment carried <p>* Schools are advised to only use the playground for limited periods of time (approximately 15 minutes maximum) eg on return to the centre at the end of a full day's walk.</p> <p>Groups are discouraged from using the area outside local school hours (in the evenings) when it is heavily used by local children, and residents in neighbouring houses are easily offended by the noise.</p> <p>(The top part of the playground is only suitable for children under 5 years of age.)</p>	Adequate supervision at all times	low	✓

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment:: Aug 2016

signed:



next assessment due: Aug 2017

ACTIVITY: **Bunkhouse and low level camping**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Camp cooking	Burns/ injury	Participants Staff	Brief and training on use of stoves from OEE to supervising adult/ correct equipment/storage of fuel/supervised use/first aider on site.	Codes of Practice section/ briefing sheet	Low	✓
Extreme weather	Illness/ injury	Participants Staff	Advice from forecast daily/use of appropriate clothing/ equipment.		Low	✓
Co-habiting tents!	Injury	Participants	With younger pupils, adult camping nearby/older pupils – brief given by school staff.		Low	✓
Security/ Intruders	Injury	Participants	Correct ratios/ adult always present		Low	✓

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment:: Aug 2016

signed:



next assessment due: Aug 2017

St Michael's Environmental Education Centre

A13

ACTIVITY: Use of the public service bus (as part of the hillwalks activity or any other centre activity)

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Trips, falls	Injury	Participants Staff	Arrive in good time/wait away from the edge of the kerb/don't get on or off the bus until it has completely stopped/stay seated whilst travelling (no seat belts provided on public service buses)/keep hold of rucksacks (no bags in aisles.)	Follow DfEE guidelines	Low	✓
Getting lost	Injury	Participants	Count participants on and off the bus (especially extra care if catching the Hope Valley College bus).	Follow DfEE Guidelines	Low	✓
Extreme weather	Illness/ injury	Participants Staff	Some of the bus stops are exposed with little shelter. Contact centre by mobile phone if alternative route used due to bus delay (more than 30mins). Plan routes to catch bus from Hathersage and walk back to the Centre, wherever possible.	Follow DfEE guidelines Follow Centre Codes of Practice for "Hillwalks" ie adequate supervision at all times, emergency equipment.	Low	✓

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment:: Aug 2016

signed:



next assessment due: Aug 2017

ACTIVITY: **Crossing the Stepping Stones (River Derwent & Hood Brook at the Millpond)**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Drowning	Injury/ death	Participants Staff	<p>Centre member of staff checks the river levels <u>on the day</u>, to advise visiting staff and suggest alternative route if necessary. River levels must also be assessed at arrival at location before crossing.</p> <p>Centre member of staff/experienced group leader from the school positions themselves in the middle of the stepping stones (to assist). Adult from the group positioned at both ends to send/receive pupils, and supervise pupils away from the river bank at both ends.</p> <p>Daily weather forecast</p> <p>Appropriate protective clothing/footwear.</p>		Low	✓
Falling/trips	Injury		Qualified First Aider with the group		Low	✓
Hypothermia	Illness		<p>First Aid & safety equipment carried.</p> <p>Communications available</p> <p>Correct staff/participants ratios.</p>		Low	✓

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment:: Aug 2016

signed:



next assessment due: Aug 2017

ACTIVITY: **Fireworks and bonfire night event at Hathersage School (Event run by Hathersage Fire Brigade)**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Getting lost	Illness/ injury	Participants/ staff	<ul style="list-style-type: none"> • Appropriate protective clothing/footwear • Ensure supervising staff competent and understand their roles • Correct staff/participant ratios (Small groups with each leader) • First aid and safety equipment provided at the venue • Follow instructions/directions given by marshals at the event, eg Stand away from marked danger areas. • Be aware of other people with fireworks, eg sparklers 	Adequate supervision at all times	Low	✓
Fire and fireworks	Burns/ injury/ fire			Ongoing assessment by leader at start and during the activity	Low	✓
Moving on rough ground in the dark/ falling/ trips	Injury			Plan supervision before visit and brief staff and pupils	Low	✓
Extreme weather	Illness/ injury				Low	✓

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment:: Aug 2016

signed:



next assessment due: Aug 2017

St Michael's Environmental Education Centre

A16

ACTIVITY: Onsite Traversing Wall

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Falls from height	injury	All users	<ul style="list-style-type: none"> • All teachers and leaders briefed on safe use. • Included in Introduction talk for school groups and visiting leader checklist. • Sign provided with guidance for all users, referring to traversing only, toilet door, spotting, and awareness of school staff. • Special needs users-leaders advised to provide supervision at all times. • Monthly and annual maintenance checks. 	Introduction talk and leader checklist.	Low	✓

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment:: Aug 2016

signed:



next assessment due: Aug 2017

St Michael's Environmental Education Centre

A17

ACTIVITY First Aid in non remote areas

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Trips/fall leading to bleeding, unconsciousness , sprains/minor fractures	Injury Death	All	Knowledge to deal with immediate temporary care for these incidents/carry first aid and emergency kit/communications with Centre staff (phones/radios)/venues not high risk (safe water crossings, open land or pathways, no cliff edges etc)/good supervision and correct ratios.	With all hazards, adult with group should have current first aid qualification to ensure knowledge is available to deal with emergencies.	Low	✓
Choking by eating	Death	All	Knowledge to deal with choking scenario		Low	✓
Prior illness leading to seizure	Death	All	Knowledge of pupil medical history/knowledge to deal with safe control of seizure eg epileptic fit.		Low	✓
Hot or cold injury	Illness	All	Weather forecast/adequate drink supply/advice from Centre staff daily on venues/appropriate outdoor equipment.		Low	✓
Road traffic accident – road crossings	Death	All	Good supervision in correct ratios by competent adults. See Risk Assessment A20		Low	✓

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment:: Aug 2016

signed:

next assessment due: Aug 2017

ACTIVITY **Problem solving exercises**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ X
Avoidable objective dangers/unsuitable location	Injury	Participants, staff	<ul style="list-style-type: none"> Location is suitable with no objective dangers (e.g. steep slopes are avoided) Usually close to St Michael's, communications, first aid etc 	Codes of Practice and First Aid at Centre	Low	✓
Fall from height, objects falling from above, trips and slips	Injury	Participants, staff	<ul style="list-style-type: none"> Activities are specifically assessed by a practice run Low level, no activity above reach of participants Leader and other adults understand how to 'spot' participants appropriately Participants involved in spotting are trained appropriately Group size and ratios suitable Proper briefing of participants, behaviour monitored and vigilance of all staff during activity, particularly if participants blindfolded 		Low	✓
Equipment failure, use of equipment	Injury	Participants, staff	<ul style="list-style-type: none"> Any equipment used is tested and found suitable for the task Lifting of heavy equipment is avoided or properly managed with clear briefings (safe manual handling taught and carried out) 		Low	✓
Illness or injury if away from base	Injury or illness	Participants, staff	<ul style="list-style-type: none"> Group leader first aid trained Information about existing medical conditions known by staff Accident/emergency procedures known by leaders First aid equipment carried by party 		Low	✓

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment:: Aug 2016

signed:



next assessment due: Aug 2017

ACTIVITY **Environmental Art and Activities (including building shelters)**

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Use of natural materials	Injury, death	Participants, staff	<ul style="list-style-type: none"> • Appropriate protective clothing and equipment (eye protection, gloves, boots, full arm and leg cover, as judged necessary by staff) • Supervision in appropriate ratios • Specific risk assessments in place for each activity 	Brief participants safety issues/ Codes of Practice	Low	✓
Building shelters with natural materials	Injury or death from materials or structure falling onto participants	Participants, staff	<ul style="list-style-type: none"> • Build on level ground • Use suitably sized materials for age and size of participants • Operating procedures are planned and agreed including size and type of materials that can be used and means of carrying and lifting • Participants and staff to continually assess suitability of materials for soundness and stability of structure built • Participants may not enter shelter until it is assessed for stability by staff (do not sleep in shelters) • Do not pick or use living material, litter or waste • After activity ends dismantle shelters with care (main supports last) and leave area as undisturbed as possible 	Codes of Practice and Guidance sheets	Low	✓
Blindfold activities, nightline	Eye injury, trip injury	Participants	<ul style="list-style-type: none"> • Area/route used specifically assessed for hazards • If necessary, eye protection used • Participants briefed re hazards and care required • If at night, leaders have effective torches 		Low	✓
Poisoning, infection, accident	Injury, death	Participants, staff	<ul style="list-style-type: none"> • Assess risks in specific environment used • Brief participants re poison/infection hazards • Arrange suitable protective gloves and equipment if risk assessment suggests necessary • Supervision and first aid provision (see Risk Assessment 1) 		Low	✓

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity

Date of assessment:: Aug 2016

signed:



next assessment due: Aug 2017

St. Michael's Environmental Educational Centre

ACTIVITY: General road crossing and road crossing to Brookfield Manor

Hazard/ activity	Risk/ Hazard	Persons At risk	Control measures	COMMENTS ACTIONS	RESIDUAL RISK RATING	Yes or no
Road traffic	Injury, Death	All	<p>Visiting leaders are encouraged to use pelican crossing during self-led activities.</p> <p>All road crossing should include the following;</p> <ol style="list-style-type: none"> 1. Prior briefing of group, 2. Staff take control and give clear instructions, 3. Use pedestrian crossings whenever possible, 4. Plan crossings at locations with slower moving traffic, where unavoidable - 5. Staff must establish clear line of sight both ways (where necessary, staff should cross road first to ensure a clear view of oncoming traffic both ways), 6. Ensure pupils are attentive and prepared, 7. Staff should wait for a safe and traffic free time to cross. Leaders must be aware that they have no authority to stop traffic and should not try to do so. 8. leader should consider the most appropriate method of crossing; either all at once in a line ("shoulder to shoulder"), or in small groups. 9. Staff should remain in control, have sight of pupils at all times and cross with the group; the last person to exit the road is normally a member of staff. 10. Crossing main roads outside the village/30 mph speed limit should normally be done in managed small groups. In such cases special care should be taken to ensure an adequate line of sight free from obstructed views (e.g. the A6187 opposite Surprise View Car Park and also below Surprise View as opposed to close to the corner). <p>In addition to the above, all groups crossing to Brookfield Manor</p>	<p>Road crossing to be included in Induction for new leaders.</p> <p>Reminder to all leaders on arrival.</p> <p>Where there are temporary traffic lights in the village, the Head of Centre will advise visiting staff on appropriate crossing procedures, based on a dynamic risk assessment.</p>	Low	Yes
Crossing outside St Michael's	Road Traffic Accident	Group Leader, all		Covered in staff		

		<p>should; 1. Ensure that a leader crosses the road at a safe place prior to the group crossing and positions themselves on the opposite side of the road to the Centre. 2. Crossing is then carried out as a group with a minimum of 2 members of staff present. This procedure is not necessary for the reverse journey from Brookfield Manor to the Centre.</p> <p>A member of staff must be on each side of the road to ensure a clear line of sight around bend in the road and the two adjacent junctions. A clear view of the traffic from the Brookfield Manor side can be maintained at the roadside by the gate entrance. Hi-viz vests to be worn.</p> <p>When safe to do so all the group should cross at once “shoulder to shoulder”.</p>	induction procedures		
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Date of Assessment: *August 2016*

Signed: 
Gary Richards

Next assessment: *August 2017*

St Michael's Environmental Education Centre

D1

ACTIVITY: Using the centre as a residential base – page 1 of 2

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ X
Using bunkbeds	Falling	Pupils	Brief in intro talk/centre tour/ladders at end or side		low	Yes
Fire	Burns/ death	All	Fire practice each group/regular alarm system+lighting tests/fire policy/maintenance of fire equipment/no smoking policy/suitable storage of flammable materials/COSHH assessments/maintain fire doors/closures/waste bins secure Separate fire risk assessment completed	H&S file/ fire logbook/ memos to staff/ COSHH assessments	low	Yes
Defective floor cover/cable management	Trips	All	Termly inspection by other service manager/continued awareness		low	Yes
Electrical equipment	Injury	All	Regular inspection/check on use/advice to staff	Annual PATs tests	low	Yes
Use/storage of chemicals	Burns/ illness	All	Correct storage/advice to staff/COSHH assessments/protective clothing		low	Yes
Wet areas (flooring)	Slips	All	Regular cleaning/mats & steps in shower areas		low	Yes
Overnight use by pupils – illness/issues overnight	Illness/ injury	Pupils	Teachers/adults sleep in same area of centre/settle pupils before retiring/information sheet re: these arrangements supplied to schools to issue to parents, with consent form		low	Yes

St Michael's Environmental Education Centre

D1_{cont}

ACTIVITY: Using the centre as a residential base page 2 of 2

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Lifting/manual handling of people	Injury	All	Changing bed has regular service. Visual inspection before each use. Equipment only to be used by those qualified/trained to use such resources.	Visiting staff must visit in advance to be aware of limitations of facilities.	Low	✓
Site Security <ul style="list-style-type: none"> • Intruders • Pupil leaving the building unsupervised. 	Injury	All	Physical barriers:- door codes/locks; gates and high level closure to yard; briefing at intro talk on arrival; teachers sleep in adjacent dorms on same floor level as pupils; site security memo's to staff; advice to visiting staff to brief parents/carers regarding residual risk at meeting before arrival – seek appropriate information on consent forms eg whether pupil "sleep walks".	Codes of practice H&S file Pre Course Visit information to staff re briefing parents/ Carers. Information for parents and carers sheet	Low	✓
	Injury	All			Low	✓
	Injury	Pupils			Low	✓
	Injury	Pupils			Low	✓

Date of assessment: Aug 2016

signed:



next assessment due: Aug 2017

St Michael's Environmental Education Centre

D2

ACTIVITY: Caretaking/cleaning/maintenance (incl. contractors on site)

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Using tools/machinery	Injury	Pupil Staff Visitors	"Safe working practice" information circulated to staff; advice from NCC; protective equipment/clothing provided.	Copy in H&S file	Low	✓
Electrical equipment	Injury/ shock	All	Regular testing/advice to staff to check regularly.	H&S file (PAT testing each year)	Low	✓
Lifting/manual handling	Injury	Staff	Training and advice provided for relevant staff.	Copy in H&S file	Low	✓
Using chemicals	Burns/ Injury/ illness	Staff	COSHH assessments/advice to staff/safe storage/protective clothing/training and advice provided for relevant staff		Low	✓
Working at height – slips/falls	Injury	Staff	Document/advice circulated; advice from NCC.	HSE Safe use of ladders and stepladders	Low	✓
Working alone	Injury	Staff	Document circulated. Training and advice		Low	✓
Contractors working on site	Injury	All	Follow safe working practice advice from NCC; clearly marked/taped off working area; school on site made aware where work taking place; visiting contractors identifiable (See D7 risk assessment) Contractors read site safety information sheet.	Site safety info sheet in signing in book	Low	✓

Date of assessment:: Aug 2016

signed:



next assessment due: Aug 2017

St Michael's Environmental Education Centre

D3

ACTIVITY: Catering

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✕
Faulty/ dangerous equipment	Injury	All	Electrical tests annually/ clear labels/ advice to schools/ regular replacement/ regular checks & reviews		Low	✓
Contamination/ poisoning	Illness	All Visitors	Qualified caterers/ provision of appropriate facilities (food hygiene)/ advice on food prep /records kept as appropriate/ advice sheets for meals / lead schools by example/ all systems in line with FSA and HACCP principles.	See codes of practice/ H&S file/ FSA Safer Food Better Business	Low	✓
Pupils in kitchen area	Injury	Pupils	High level of awareness by staff Briefing at Introduction talk	Briefing of leaders	Low	
Water quality	Illness	All	Regular tests/ annual servicing of water treatment.	Records kept	Low	✓

Date of assessment:: Aug 2016

signed:



next assessment due: Aug 2017

St Michael's Environmental Education Centre

D4

ACTIVITY: Outside group using the centre as a residential base

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✕
Risk assessment sheet for "using the centre as a residential base" plus			Briefing re. Safe use of building, especially highlighting: - <ul style="list-style-type: none"> • No smoking on site or grounds • Office kept locked but emergency contact board (with cellar key) located in entrance lobby. • Sensitivity of our relationship in the village, eg. noise. • Fire alarm procedures 	Use leader checklist when appropriate. Pre Visit planning. Issue of detailed guidance before visit and available on arrival.	Low	✓

Date of assessment:: Aug 2016

signed:



next assessment due: Aug 2017

St Michael's Environmental Education Centre

D5

ACTIVITY: Providing First Aid Training

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Treatment and handling of simulated "casualties"	lifting	All	Informed briefing/practice. Ask participants for any medical/injury issues in advance. A dummy will be used for any lifting scenarios.		Low	✓
Use of resusciannes	Cross contamination/infection	All	Informed instruction re disinfecting resusciannes before use. (Provide alternative for those allergic to mediwipes.)	changes of lungs & faces after each course	Low	✓
Outdoor scenarios	Injury trips	All	Specify area to be used for scenarios/reminder regarding uneven surfaces (care for self & each other)/appropriate clothing. Appropriate choice of scenarios.		Low	✓
Casualty care including rolling, kneeling	Injury	All	Suitability of floor surface.	Karrimats kneeling pads provided	Low	✓

Date of assessment:: Aug 2016

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next assessment due: Aug 2017

Any first aid treatment administered to course participants during the course is logged in the First aid course logbook, and a copy (or nil return) is sent to ITC for their records after each course.

St Michael's Environmental Education Centre

D6

ACTIVITY: Arrival and departure at the centre by coach

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✗
Traffic accident	Injury/ Death	Pupils Staff	Make sure coach parks on LH side of the road (off loading door onto the pavement not the road). Luggage removed from coach by adults only, deposited inside gates of the centre. Reverse when loading the coach.		Low	✓
Trips, falls	Injury	Pupils Staff	Stay seated whilst the coach is moving (with seatbelts fastened).		Low	✓
Getting lost	Injury	Pupils	Count pupils on and off the coach.		Low	✓

Date of assessment:: Aug 2016

signed:

next assessment due: Aug 2017

St Michael's Environmental Education Centre

D7

ACTIVITY: Using the Centre as a Residential Base (DBS checks)

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	✓ ✕
Police Checks on staff and visitors:- <ul style="list-style-type: none"> Centre Staff: DBS clearance on designated staff from OEE working at the Centre 	Injury	Pupils Staff	<ul style="list-style-type: none"> Initial induction: - staff instructed not to work in a lone situation with any individual child. (Leave the job and return later if necessary). DBS procedure completed as per LA guidelines. 	Induction notes (H&S file) reinforced to all staff eg via S&S DBS procedure.	Low	✓
	Injury	Pupils visitors	<ul style="list-style-type: none"> When possible, pre-arranged appointments only Enter by front door and sign in visitor's book in the office. Tour building with St Michael's staff if needed/contractors accompanied to area of site when working Visiting school staff briefed to inform pupils if an area is temporarily out of bounds.	Visitor's book in office All Centre staff aware of procedure for signing in and accompanying visitor/contractor around the site	Low	✓

Date of assessment:: Aug 2016

Signed:



next assessment due: Aug 2017

St Michael's Environmental Education Centre

ACTIVITY: Dogs on Site and on activities

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	✓	✗
Attack by dog on person	injury	All	Only dogs known to be placid allowed on site and always only in agreement with Head of Centre. Ask if any young people/staff are concerned by dogs and act accordingly. Dogs must be on leash around centre.	Prior agreement by Head of Centre and visiting group leader if staff dog taken on an activity	low		
Sheep attack by dog	death	sheep	All dogs must be on leash if on activity (e.g. hill or local walk).		low		
Distraction of dog owning instruction staff	death	Pupils	Whilst instructing, staff with dogs must ensure their dogs are on a leash so as not to distract them or the group.		low		
Contamination of food	illness	all	Dogs not allowed in the building at any time		low		
Dog mess on site	illness	all	Dogs must be fully supervised or on leash whilst on site, and any mess immediately cleared up/disposed of in bins.	Plastic bags available	low		

Date of assessment:: Aug 2016

Signed:



next assessment due: Aug 2017

St Michael's Environmental Education Centre

ACTIVITY: Exposure to latex

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS - ACTIONS	RESIDUAL RISK RATING	✓ ✕
Contact with latex via gloves	illness	all	Minimise use of latex gloves to work in which they are essential (i.e. contact with bodily fluids) Provide alternative gloves for other work Only purchase recommended gloves in Safety Briefing Section B5 Alert staff to symptoms of reactions to latex gloves Do not allow any other persons to use latex gloves	Memo staff to this effect Memo staff who purchase gloves Memo staff Memo staff	low	✓

Date of assessment:: Aug 2016

Signed:



next assessment due: Aug 2017