



## Perlethorpe Environmental Education Centre Risk Assessments

RA number	RA name
P1.	Conservation activities
P2.	Blindfold trail and adventurous activities
P3.	Climbing tree at centre
P4.	Lone working at centre
P5.	Orienteering
P6.	Field studies
P7.	River, lake dipping
P8.	Shelter building
P9.	Working in the centre
P10.	Walks around sites near centre/all outdoor activities
P11.	Adventure playground
P12.	Evacuees
P13.	Orienteering
P14.	Lunch
P15.	Christmas Nativity
P16.	St John's Church and churchyard
P17.	Field studies on Budby Heathland
P18.	Overnight camping
P19	Camp Fire
P20.	Vikings of Perlethorpe

Nottinghamshire County Council schools should refer to the latest Generic Risk Assessments (normally kept by the Educational Visit Co-ordinator). Also available online from the Evolve website.

The Day Centre Codes of Practice document are sent to schools with booking confirmation letters, which further detail safety considerations that are relevant to a visit to one of the centres.

RA = Risk Assessment

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
<b>Conservation Activities</b>			<b>See Generic RA 32 - Conservation Activities</b>			
1	<b>Cuts from sharp tools or thorns etc</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Safety talks essential before pupils use tools. Wash hands thoroughly before eating.</li> <li>All participants must wear gloves.</li> <li>Full body cover essential.</li> </ul>	Each tool used needs safety talk (also see 3) <u>Some</u> gloves available at the Centre (not many) Long sleeves and trousers will avoid stings and grazes	Low	Yes
2	<b>Diseases</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Tetanus injections need to be up to date.</li> <li>Precautions taken when working in rivers or ponds (refer to pond/lake risk assessment).</li> <li>When litter-picking, plastic gloves must be worn.</li> </ul>		Very Low	Yes
3	<b>Tripping or falling</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Tools must <u>not</u> be left lying around. Always stick <u>into</u> ground after use.</li> </ul>		Low	Yes
4	<b>Lifting injuries</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Heavy objects must not be lifted, work as a team if necessary.</li> <li>Pupils must be shown how to lift objects.</li> <li>People on <u>each</u> end of large objects.</li> <li>Long objects should never be carried by one person.</li> </ul>	Always demonstrate this to pupils  Conservation activities need to be suited to the age and abilities of the pupils	Low	Yes
5	<b>Eye injuries</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>When bending down, ensure others are not using tools close by.</li> <li>First Aid Kit available at sites.</li> </ul>		Low	Yes
<b>Refer to 'Day Centres Codes of Practice' booklet</b>						

Date of assessment: June 2017

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Next assessment due: June 2018

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
<b>Blindfold trail and blindfold games</b>	<b>Bumps Trips Falls</b>	Pupils Staff Parents	<b>See Generic RA 14 Outdoor problem solving, RA 32 Blindfold trails</b> <ul style="list-style-type: none"> <li>Pupils given clear instructions about the activity.</li> <li>Adequate supervision ratio to allow one adult per group or for each obstacle on course.</li> <li>Area used must be suitable for games.</li> <li>Glasses to be removed.</li> <li>Supervision for "Clatter Bridge" when stepping on.</li> <li>Pupils hold on to rope at all times, younger pupils in pairs</li> <li>Teachers introduce safety procedures to pupils and adults before start of activity.</li> <li>Asthma inhalers taken on site. Teachers aware of confidence levels.</li> <li>Pupils accounted for at all times - never alone.</li> <li>Suitable clothing e.g. long sleeves and trousers.</li> <li>Pupils must 'spot' each other on activities where falls are possible.</li> <li>Safety talk given to pupils before any equipment used and close supervision.</li> <li>Gloves to be worn when working with logs, bracken etc. Hands washed after activity.</li> <li>Area used must be suitable for activity (e.g. no holes in surface).</li> <li>First aider working with group. First aid kit carried</li> <li>Pupils shown how to carry safely.</li> </ul> <b>Refer to 'Day Centres Codes of Practice' booklet</b>	Teachers attend inset for training	Low	Yes
<b>Adventurous activities and games</b>	<b>Asthma Cuts Grazes Slips Falls Bumps on head Falling logs, Lifting Injuries</b>	Pupils Staff Parents		Teachers inset essential and given codes of practice  System of quick checking needed (Centre staff or school staff)	Low – Medium	Yes

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Next assessment due: June 2018

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Climbing on tree in Centre playground	Falls from height of approx 2m.	Pupils Staff Parents	<p>See Generic RA 14 Outdoor problem solving</p> <ul style="list-style-type: none"> <li>• <u>Close</u> adult supervision at all times.</li> <li>• No more than 4 pupils on tree at one time (overloading).</li> <li>• No pupil should be lifted on to branch (smaller children should not be climbing on it).</li> <li>• Nothing should be carried to the tree to gain access to branch.</li> <li>• Pupils should not walk on branch.</li> </ul>	<p>Tree checked regularly by N.C.C. tree team for strength of branch</p> <p>Consider age of pupils when allowing climbing</p>	Low – Medium	Yes
	Uneven landing surface	Pupils Staff Parents	<ul style="list-style-type: none"> <li>• Pupils must not jump off, but be helped down carefully.</li> <li>• Adults must supervise dismounting.</li> </ul>	Adults need to <u>assist</u> dismount not lift whole weight of pupil	Low – Medium	Yes
	Height of tree		<ul style="list-style-type: none"> <li>• No pupil allowed beyond green carpeted area below branch.</li> </ul>	Rules discussed before pupils climb	Low	Yes
	Falling Deadwood	Pupils Staff Parents	<ul style="list-style-type: none"> <li>• Annual removal of deadwood also after bad weather as appropriate.</li> </ul> <p>Refer to 'Day Centres Codes of Practice' booklet</p>		Low	Yes

Date of assessment: June 2017

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HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
<b>Lone working in Centre</b>	<b>Intruders</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>• Inform someone when working late/early.</li> <li>• All doors/windows shut and locked when working alone in centre.</li> <li>• Carry mobile phone around when moving between buildings.</li> <li>• Contractors must make an appointment.</li> <li>• Do not open door until identity verified.</li> </ul>	All staff work alone at times (Head of Centre, Clerical Assistant and Cleaner) All to be aware of control measures Inform visitors who may be alone with a sick child etc	Low	Yes
	<b>Injury</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>• Do not climb when working alone.</li> <li>• Do not carry heavy objects alone.</li> <li>• Use tools correctly when working alone.</li> <li>• Do not go in the loft.</li> </ul>		Low /Medium	Yes
	<b>Fire</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>• Dial 999.</li> <li>• Exit building by nearest escape route and stay out until allowed in by emergency services.</li> <li>• Only fight fire when small enough to be put out by extinguisher. Use correct type.</li> <li>• Get well away from building (near car park) and stay out.</li> <li>• Avoid lone working when ever possible. (See also Specific Fire Risk Assessment at centre).</li> </ul> <p><b>Refer to 'Day Centres Codes of Practice' booklet</b></p>	Fire awareness of staff needed	Low	Yes

Date of assessment: June 2017

signed:



Next assessment due: June 2018

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Orienteering	Becoming lost or separated (risk from general public)	Pupils Staff Parents	<b>See Generic RA 20 - Orienteering</b> <ul style="list-style-type: none"> <li>Pupils in pairs /threes/groups at all times.</li> <li>Safety talk before activity - 'Stranger Danger'.</li> <li>Adults placed at strategic points (in pairs if possible) with whistles.</li> <li>Whistles for each group – pupils taught how to use them.</li> <li>Map reading skills taught well before activity.</li> </ul>	Inset training see codes of practice	Low	Yes
	Vehicles	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Area used well defined to pupils, including boundaries, out of bounds areas etc... Roads, fences, gates etc.</li> <li>No orienteering across busy roads.</li> <li>Adult Supervision on the roads.</li> </ul>	Familiarisation with sites used and define to pupils  Introductory safety talk covers points  British Orienteering rules apply here	Low	Yes
	Dogs	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Pupils advised not to approach them.</li> </ul>		Low	Yes
	Cuts Scratches Slips Asthma	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Full body cover to be worn at all times, and adequate footwear.</li> <li>First aid kit on site.</li> <li>Site assessed for potential dangers by Centre staff.</li> <li>Inhalers carried by pupils with asthma.</li> </ul>		Low/Medium	Yes
	Poisonous Plants/ Fungi	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Pupils warned of hazards of eating them. Hand washing.</li> </ul> <b>Refer to 'Day Centres Codes of Practice' booklet</b>		Low	Yes

Date of assessment: June 2017

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Next assessment due: June 2018

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Field Studies	Poisonous plants/fungi	Pupils, Staff Parents	<b>See Generic RA 32 Woodland activities, RA 7 Walks in normal country, RA17 Visits to farms</b> <ul style="list-style-type: none"> <li>Pupils given safety talk before setting out. Warned not to touch fungi, eat berries. Wash hands before lunch.</li> <li>First Aid kit carried.</li> <li>Consider weather conditions adequate clothing.</li> <li>Hands always washed after activities.</li> <li>Pupils in groups with close adult supervision at all times.</li> <li>Asthma inhalers carried to site.</li> <li>Pupils should be shown how to use any equipment safely before the activity.</li> <li>No picking up of glass or hazardous items.</li> <li>Pupils warned about how to behave when dogs about – no touching animals met on site.</li> <li>Relevant maps given to staff and parents.</li> <li>Regular counting of heads.</li> <li>Public are noticed by teaching staff (no child to be alone).</li> <li>Hands washed after activities.</li> <li>Copies of all relevant codes given out at start of day to ensure best practice and awareness.</li> </ul> <b>Refer to 'Day Centres Codes of Practice' booklet</b>	Teachers inset training essential	Low	Yes
	Inset bites/stings	Pupils, Staff Parents			Low	Yes
	Weather				Low	Yes
	Asthma attack or allergy	Pupils, Staff Parents			Low	Yes
	Tools	Pupils, Staff Parents		Walks are way marked (red posts)	Low	Yes
	Hazardous litter	Pupils			Low	Yes
	Dogs	Pupils			Low	Yes
	Becoming lost/ Intruders	Pupils			Low	Yes
	Hygiene	Pupils, Staff Parents		Could be laminated to avoid waste	Low	Yes
	Helpers unaware				Low	Yes

Date of assessment: June 2017

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Next assessment due: June 2018

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
River Dipping	Weils Disease and other diseases	Pupils Staff Parents	<p><b>See Generic RA 11 Field studies in or by inland water</b></p> <ul style="list-style-type: none"> <li>State of water assessed by leader (e.g. algae).</li> <li>Pupils given safety talk before activity (e.g. no hands in eyes or mouth or nose during activity).</li> <li>Wellingtons to be worn at all times.</li> <li>Weil's disease Information given to teachers and parents, First Aid pack at site.</li> <li>Cover all cuts/grazes on hands with waterproof plasters or gloves.</li> <li>No pushing or splashing.</li> <li>Wash hands and disinfect equipment as soon as possible after activity (use wet wipes on site if appropriate).</li> </ul>	<p>Inset Training and Codes of Practice</p> <p>Cards given to teachers on day of activity</p>	Low	Yes
	Falling in water	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Only use steps or platforms to dip or enter water.</li> <li>Close adult supervision of small groups in well defined area.</li> <li>Spare clothing on site.</li> <li>Site access inspected before activity by leader (speed and depth of river).</li> <li>Throwing line taken when by lake or deeper water.</li> </ul>		Low	Yes
	Ex WWII ammunition objects in the water	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Upstream trench checked monthly.</li> <li>River checked before/during session.</li> <li>Advice taken from NCC H&amp;S Team</li> </ul> <p>River has been swept/checked twice by professional ordnance company. No findings.</p> <p><b>Refer to 'Day Centres Codes of Practice' booklet</b></p>		Low	Yes

Date of assessment: June 2017

signed:

Next assessment due: June 2018



HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
<b>Shelter Building</b>	<b>Cuts Splinters Trips, Falls etc</b>	Pupils, Staff Parents	<b>See Generic RA 32 Shelter building</b> <ul style="list-style-type: none"> <li>First Aid kit carried.</li> <li>Full body cover at all times, old clothes, long sleeves and trousers, suitable footwear.</li> <li>Gloves should be worn, especially when pulling up bracken.</li> <li>Medication/ asthma inhalers, sun cream where needed.</li> <li>Wash hands thoroughly afterwards.</li> <li>Not to be used in late July/August due to fears about spores from Bracken.</li> <li>No one to be inside shelter when being demolished. Adult supervision to ensure safe construction – consider size and weight of materials used i.e. not too long – one person on each end. Test shelter before anyone inside.</li> <li>Safety talk before start of activity.</li> <li>Pupils shown correct way to lift.</li> <li>Pupils should not lift heavy items.</li> <li>Size of shelters should be appropriate to age of pupils.</li> <li>Consider weather conditions, e.g. high winds, thunder storms etc.</li> <li>Account for all pupils at all times.</li> <li>Closely – supervised small groups.</li> <li>Define area to be used, to pupils.</li> </ul> <b>Refer to 'Day Centres Codes of Practice' booklet</b>	Inset training and codes of practice	Low/ Medium	Yes
	<b>Disease</b>	Pupils, Staff Parents		Teacher awareness of risks essential	Low	Yes
	<b>Bracken</b>	Pupils, Staff Parents			Low	Yes
	<b>Falling logs Branches (head or eye injuries)</b>	Pupils, Staff Parents			Low	Yes
	<b>Lifting injury</b>	Pupils, Staff Parents		Get up-to-date forecast for day	Low	Yes
	<b>Weather</b>	Pupils, Staff Parents			Low	Yes
	<b>Becoming lost</b>	Pupils			Low	Yes

Date of assessment: June 2017

signed:

Next assessment due: June 2018



HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
<b>Working in the Centre</b>	<b>Fire</b>	Pupils, Staff Parents	<ul style="list-style-type: none"> <li>Dial 999 evacuate the building by nearest exit. Check toilets etc.</li> <li>Only fight fires when small enough to use extinguisher. Use correct type.</li> <li>Assemble on car par and take register of pupils, staff and parents.</li> <li>Do no re-enter the building until told to do so by emergency services.</li> <li>Regular Fire drills.</li> <li>Flammable liquids stored correctly.</li> <li>See also Fire Risk assessment.</li> </ul>	Fire awareness of staff needed Signs fitted to exits  List of all on site must be brought by schools  Each group visit only for a day	Low	Yes
	<b>Electrical Shock</b>	Pupils, Staff Parents	<ul style="list-style-type: none"> <li>R.C.Ds used wherever needed.</li> <li>P.A.T. testing each year.</li> <li>Visual checks of equipment when used.</li> <li>Blanks in unused sockets.</li> <li>Electrical items not used near water.</li> </ul>	Need regular updates	Low	Yes
	<b>Burns/ Scalds</b>	Pupils, Staff Parents	<ul style="list-style-type: none"> <li>No children allowed in kitchen area.</li> <li>No hot drinks to be carried around classrooms.</li> </ul>		Low	Yes
	<b>Chemicals</b>	Pupils, Staff Parents	<ul style="list-style-type: none"> <li>Stored in locked area.</li> <li>Coshh sheets available.</li> </ul>		Low	Yes
			<b>Refer to 'Day Centres Codes of Practice' booklet</b>			

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
<b>Working in the Centre (continued)</b>	<b>Finger Traps</b>	Pupils, Staff Parents	<ul style="list-style-type: none"> <li>Finger guards fitted to doors where pupils have access.</li> </ul>		Low	Yes
	<b>Cuts Bruises Burns</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Pupils not allowed in kitchen area.</li> <li>Scissors are not pointed.</li> <li>First Aid kits available.</li> <li>Furniture checked regularly.</li> <li>Victorian room/desks - teachers warned to supervise children closely in here.</li> </ul>		Low	Yes
	<b>Trips Slips Falls</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Floors well maintained and non-slip cleaning materials used.</li> <li>When floors are wet, "wet floor" sign used.</li> <li>Spills wiped up immediately.</li> </ul>		Low	Yes
	<b>Tools used</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Shown how to use them R.C.D.s used for glue guns. Children not use glue guns.</li> <li>Tools stored in locked areas.</li> </ul>		Low	Yes
	<b>Personal attack</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>All entrances on door codes when visitors on site.</li> <li>Visitor books kept and badges given to visitors other than schools.</li> <li>Centre signs discourage visitors wandering in.</li> <li>No child to be left alone anywhere at any time.</li> </ul>		Low	Yes

Date of assessment: June 2017  
assessment due: June 2018

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Next

HAZARD ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
<b>Walks around sites near Centre</b>	<b>Vehicles</b>	Pupils Staff Parents	<b>See Generic RA 7 Walks in normal country, RA 17 Visits to farms</b> <ul style="list-style-type: none"> <li>First Aid kit carried (Safety packs).</li> <li>All pupils, staff etc... To walk on one side of road, together and stop when vehicles go past. Adults to walk on road side of pupils. Countryside Code.</li> <li>Adequate close supervision of pupils. Preferably small groups with an adult. Safety talk before walks including 'stranger danger' awareness.</li> </ul>	Inset Training and see codes of practice	Low /Medium	Yes
	<b>Farming or forestry activities</b>	Pupils, Staff Parents	<ul style="list-style-type: none"> <li>Adhere to any special circumstances or, warning notices</li> <li>Signs to warn drivers on site of children.</li> </ul>	No child ever alone anywhere on site or in Centre	Low	Yes
	<b>Weather insect bites sheep etc</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Adequate clothing and consider weather conditions.</li> <li>Insect allergies made known to teacher.</li> <li>Pregnant women should not come into contact with pregnant sheep or goats and avoid fields where lambs are being born.</li> </ul>	Information to teachers/parents before visit, at Inset training and codes of practice	Low	Yes
	<b>Getting lost</b>	Pupils	<ul style="list-style-type: none"> <li>Teacher/leader should be aware of site and have relevant map.</li> </ul>		Low	Yes
	<b>Deer</b>	Pupils, Staff Parents	<ul style="list-style-type: none"> <li>No access near deer during rutting October.</li> </ul>		Low	Yes
	<b>Lyme disease</b>	Pupils, Staff Parents	<ul style="list-style-type: none"> <li>Lyme disease- long sleeves/trousers when walking through long grass near deer.</li> </ul>		Low	Yes
			<b>Refer to Perlethorpe's 'Field Studies' Risk Assessment (P6) and 'Day Centres Codes of Practice' booklet</b>			

Date of assessment: June 2017

signed:



Next assessment due: June 2018

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
<b>Adventure playground in grounds at Perlethorpe</b>	<b>Trip Fall Slip</b>	Pupils Staff Parents	<p><b>See Generic RA 41 Playgrounds and adventure playgrounds</b></p> <ul style="list-style-type: none"> <li>Pupils must not run through the equipment.</li> </ul>	Adult, close supervisions essential at all times	Low-medium	Yes
	<b>Falls from equipment</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Pupils must not climb on top of equipment not provided for that purpose. Any other falls will be from low height and protected by safety surface (6" depth cushion fall). Pupils not to climb over traversing wall. Only to climb around.</li> </ul>	Ratio of 1:10 adults to children is essential at all times Notices to be placed in playground Information for teachers on Inset	Low	Yes
	<b>Over- crowding on the equipment</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>No more than 4 people to be on any part of the equipment at any time. Pupils not to walk behind children climbing on the traversing wall.</li> </ul>	One adult needs to be placed by each piece of equipment close supervision is essential	Low	Yes
	<b>Running on to the track by the field</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>No child to go through gate on track side of playground without adult supervision.</li> <li>ALL PUPILS MUST BE SUPERVISED AT ALL TIMES BY AN ADULT INSIDE THE PLAYGROUND AREA.</li> </ul> <p><b>Refer to 'Day Centres Codes of Practice' booklet</b></p>	Pupils not to be allowed to cross track unsupervised	Low	Yes

Date of assessment: June 2017

signed:

Next assessment due: June 2018



HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Entry and exit of Anderson Shelter for gas mask testing and air raid	Slips, Trips, Falls, Bumps to head	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Pupils given safety talk to the correct procedure for entering and exiting the shelter.</li> <li>Care going through entrance.</li> <li>Adequate close supervision of pupils.</li> <li>Warn of uneven floor, adult supervision.</li> <li>Maximum of 15 pupils in the shelter.</li> <li>First Aid Kit on site with access to qualified first aiders.</li> </ul>	Check slipperiness of steps each session	Low	Yes
Visit to Royal Lancers museum	Slip Trips Falls  Vehicles In car park	Pupils Staff Parents  Pupils Staff Parents	<ul style="list-style-type: none"> <li>Close supervision.</li> <li>First Aid kit carried ( safety packs )</li> <li>All pupils, staff etc... To walk on the right hand side of road, together and stop when vehicles go past.</li> <li>Adults to walk on road side of pupils.</li> </ul> Adequate close supervision of pupils	Liaison with museum staff for potential risks.	Low	Low

Date of assessment: June 2017

signed:



Next assessment due: June 2018

CENTRE: PERLETHORPE

P13

AREA OF CONCERN/ACTIVITY: ORIENTEERING FESTIVAL (1 of 2)

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
<b>Orienteering in the grounds in front of Thoresby Hotel</b>	<b>Asthma</b>	Pupils Staff Parents	<b>See Generic RA 20 Orienteering event</b> <ul style="list-style-type: none"> <li>Inhalers to be carried with you at all times not left in the classroom.</li> </ul>	Mentioned during introduction (safety talk)	Low	Yes
	<b>Slip Trip Fall</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>First Aid Kit on site with access to qualified first aiders.</li> <li>Appropriate staff per pupil ratio and supervision.</li> </ul>	Guidance notes sent to schools (including correct clothing)	Low	Yes
	<b>Dogs</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Pupils advised how to behave when dogs are about not to go up to them but leave all dogs alone.</li> </ul>	Introductory safety talk covers this	Low	Yes
	<b>Weather</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Appropriate staff pupil ratio and supervision and appropriate clothing.</li> </ul>	Termly planning meetings are offered for the Festivals.	Low	Yes

CENTRE: PERLETHORPE

P13

AREA OF CONCERN/ACTIVITY: ORIENTEERING FESTIVAL (2 of 2)

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
<b>Orienteering in the grounds in front of Thoresby Hotel</b>	<b>Poisonous Plants Fungi</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Pupils warned about hazards also wash hands before eating.</li> </ul>	Introduction Safety Talk	Low	Yes
	<b>Getting Lost</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Pupils in pairs/three's.</li> <li>Adults placed at strategic points.</li> <li>Map reading skills taught well at beginning of activity.</li> <li>Safety parameters stressed – boundaries and time limits.</li> <li>Counting pupils regularly and also at the end of activity.</li> </ul>	Introductory Safety Talk	Low	Yes
	<b>Visitors to the Park</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Pupils instructed on correct behavior etc Not to approach strangers. Stranger Danger. See also above.</li> </ul>	Introduction Safety Talk	Low	Yes
	<b>Vehicles</b>	Staff Parents Pupils	<ul style="list-style-type: none"> <li>School bus and cars must park in the school car park provided.</li> <li>Pupils made aware of road safety.</li> </ul> <p><b>Refer to 'Day Centres Codes of Practice' booklet</b></p>	Introduction Safety Talk	Low/medium	Yes

Date of assessment: June 2017

signed:

Next assessment due: June 2018



HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
<b>Lunch Times</b>	<b>Slip Trips Falls</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>When it is lunch time the <b>visiting teachers and adults</b> are in charge of the children.</li> <li>Someone should be in the playground keeping watch at all times.</li> <li>Someone should be in the adventure play ground to make sure there are no more than four children to each piece of equipment.</li> </ul>	No running in the classrooms  Supervision needed in the Victorian room	Low	Yes
	<b>Could be dusty due to sandy soil</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Provision made with eye sluice equipment in event of emergency.</li> </ul>	Refer to risk assessment: Adventure Playground	Low	Yes
<b>Falling off picnic tables</b>	<b>Falls</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Advice given to take care when sitting on benches.</li> <li><b>Signs put up to remind people.</b></li> </ul>		Low/Med	Yes
<b>Willow sculpture</b>	<b>Loose/ broken branches</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Children should be supervised at all times when inside it.</li> <li>Weekly inspections of the willow sculpture for damage.</li> </ul> <p><b>Refer to NCC building RA's Summer 2015</b></p> <p><b>Refer to 'Day Centres Codes of Practice' booklet</b></p>		Low	

Date of assessment: June 2017  
assessment due: June 2018

signed:



Next

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Walk from Nazareth (Centre) to Bethlehem (Deer Barn)	Vehicles	Pupils Staff Parents	<p>See Generic RA 7 Walks in normal country, RA 17 Visits to farms</p> <ul style="list-style-type: none"> <li>• First Aid kit carried ( safety packs )</li> <li>• All pupils, staff etc... To walk on the right hand side of road, together and stop when vehicles go past.</li> <li>• Adults to walk on road side of pupils.</li> <li>• While walking through field adults should walk on fence side of pupils.</li> <li>• Adequate close supervision of pupils while crossing the cross roads.</li> </ul>	Inset Training and see codes of practice	Low /Medium	Yes
Christmas Crafts in the Centre	Farming or Forestry Activities	Pupils Staff Parents	<ul style="list-style-type: none"> <li>• Adhere to any special circumstances or, warning notices.</li> <li>• Signs to warn drivers of Children on site.</li> <li>• Children reminded that Perlethorpe is a working farm.</li> </ul> <p>Refer to the "Working in the Centre" risk assessment.</p> <p>Refer to 'Day Centre's Codes of Practice' booklet</p>		Low	Yes

Date of assessment: June 2017

signed:



Next assessment due: June 2018

CENTRE: PERLETHORPE

P16

AREA OF CONCERN/ACTIVITY: St JOHN'S CHURCH AND CHURCHYARD

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Activities in the church	<b>Trips Slips Falls</b>	Pupils Staff Parents	<b>See Generic RA 39 Castles, historic buildings etc</b> <ul style="list-style-type: none"> <li>Pupils given safety talk to the possible hazards whilst being in the church.</li> <li>Adequate close supervision of pupils.</li> <li>Warn of uneven floor, no pupils to go up steps to pulpit, be careful around lecterns (falling over).</li> <li>First Aid Kit on site with access to qualified first aiders.</li> <li>Site pre visited by leader.</li> <li>Put an adult at the entrance.</li> </ul>	Check slipperiness of floor each session	Low	Yes
Churchyard	<b>Going outside unsupervised</b>	Pupils	<ul style="list-style-type: none"> <li>If pupils are remotely supervised, they work in groups, pupils never on their own.</li> </ul> <p>Refer to the 'Walks Around Sites Near Centre (P12)/All Outdoor Activities' risk assessment</p> <p><b>Refer to 'Day Centres Codes of Practice' booklet</b></p>		Low	Yes

Date of assessment: June 2017

signed:



Next assessment due: June 2018

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Field Studies on heathland	Poisonous plants/fungi	Pupils, Staff Parents	<b>See Generic RA 32 Woodland activities, RA 7 Walks in normal country</b> <ul style="list-style-type: none"> <li>Pupils given safety talk before setting out. Warned not to touch fungi, eat berries. Wash hands before lunch.</li> </ul>	Teachers inset training essential	Low	Yes
	Inset bites/stings	Pupils, Staff Parents	<ul style="list-style-type: none"> <li>First Aid kit carried.</li> </ul>		Low	Yes
	Weather		<ul style="list-style-type: none"> <li>Consider weather conditions adequate clothing.</li> </ul>		Low	Yes
	Asthma attack or allergy	Pupils, Staff Parents	<ul style="list-style-type: none"> <li>Hands always washed after activities.</li> <li>Pupils in groups with close adult supervision at all times.</li> <li>Asthma inhalers carried to site.</li> </ul>		Low	Yes
	Army maneuvers	Pupils, Staff Parents	<ul style="list-style-type: none"> <li>Check with Thoresby Estate on the maneuvers schedule.</li> <li>Avoid areas the army will be using.</li> </ul>		Low	Yes
	Hazardous litter	Pupils	<ul style="list-style-type: none"> <li>No picking up of glass or hazardous items.</li> </ul>		Low	Yes
	Dogs	Pupils	<ul style="list-style-type: none"> <li>Pupils warned about how to behave when dogs about – no touching animals met on site.</li> </ul>		Low	Yes
	Becoming lost/ Intruders	Pupils	<ul style="list-style-type: none"> <li>Relevant maps given to staff and parents.</li> <li>Regular counting of heads.</li> <li>Public are noticed by teaching staff (no child to be alone).</li> </ul>		Low	Yes
	Hygiene	Pupils, Staff Parents	<ul style="list-style-type: none"> <li>Hands washed after activities.</li> <li>Copies of all relevant codes given out at start of day to ensure best practice and awareness.</li> </ul>	Could be laminated to avoid waste	Low	Yes
	Helpers unaware		<b>Refer to “Day Centers’ Codes of Practice” booklet</b>		Low	Yes

Date of assessment: June 2017

signed:

Next assessment due: June 2018

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
<b>Camp cooking</b>	<b>Burns/ Injury</b>	Pupils Staff	<b>See Generic RA 23 Standing Camps</b> <ul style="list-style-type: none"> <li>Brief and training on use of stoves from OEE staff to supervising adult/correct equipment/storage of fuel/ supervised use/first aider on site. <u>Camping gas stoves to be used outside. OEE staff to check operation prior to group usage.</u></li> </ul>	Inset Training and see codes of practice <u>Update Sept 2017</u>	Low	Yes
<b>Extreme weather</b>	<b>Illness/ Injury</b>	Pupils Staff	<ul style="list-style-type: none"> <li>Advice from forecast daily/use of appropriate clothing/equipment. Group can shelter in the centre. Assessed by NCC Fire Team.</li> </ul>		Low	Yes
<b>Co-habiting tents</b>	<b>'Injury'</b>	Pupils Staff	<ul style="list-style-type: none"> <li>With younger pupils, adult camping nearby/older pupils – full brief given by school staff.</li> </ul>		Low	Yes
<b>Illness/injury overnight</b>	<b>Illness/ Injury</b>	Pupils Staff	<ul style="list-style-type: none"> <li>Adult sleeping in tent nearby with younger pupils/older pupils have access to adult via unlocked door in main centre. Information sheet supplied to school to issue to parents re: arrangements.</li> </ul>	Staff monitor guy lines and equipment daily	Low	Yes
<b>Intruders/Security</b>	<b>Lost child</b>	Pupils Staff	<ul style="list-style-type: none"> <li>Adult sleeping in tent nearby. Village in semi-private location. Safety talk before activity - 'Stranger Danger'.</li> </ul>		Low	Yes
<b>Equipment failure</b>	<b>Injury</b>	Pupils Staff	<ul style="list-style-type: none"> <li>Equipment used has been properly maintained and checked before use. Tents erected by competent staff.</li> </ul>		Low	Yes

Date of assessment: June 2017  
signed:



**Next assessment due: June 2018**

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
<b>Fire</b>	<b>Burns</b>	Pupils, staff	<p><b>See Generic RA 32 Woodland activities</b></p> <p>On arrival, tutor must seat the group in a carefully controlled manner. tutors should ensure that the campfire is lit prior to the group arriving. Group must be positioned a safe distance away and briefed to stay at a designated distance from the fire. Group must remain seated at all times throughout the campfire, and tutor to remain vigilant at all times.</p>		Low	Yes
<b>Extinguishing the fire</b>	<b>Burns</b>	Pupils, staff	<p>Tutors must ensure that group are a safe distance away before attempting to put out the fire. The fire should be extinguished until all the embers have stopped glowing.</p>		Low	Yes
<b>Fire getting out of control</b>	<b>Burns</b>	Pupils, staff	<p>Any spare wood should remain a safe distance away from the fire. A bucket of water should always be at the activity area to put the fire out when needed. Campfire activity must be carried out in designated Area</p>		Low	Yes
<b>Building works</b>	<b>Injury</b>	Pupils, staff	<p><b>Refer to NCC building RA's Summer 2015 Correct safety talk.</b> <b>Activities adapted to building works.</b> <b>Clear communication with contractors and NCC project manager.</b></p>	On-going safety talks as necessary.	Low	Yes

Date of assessment: June 2017

signed:



Next assessment due: June 2018

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Walk from Centre to Viking camp (Deer Barn)	Vehicles	Pupils Staff Parents	<p><b>See Generic RA 7 Walks in normal country, RA 17 Visits to farms</b></p> <ul style="list-style-type: none"> <li>• First Aid kit carried ( safety packs )</li> <li>• All pupils, staff etc... To walk on the right hand side of road, together and stop when vehicles go past.</li> <li>• Adults to walk on road side of pupils.</li> <li>• While walking through field adults should walk on fence side of pupils.</li> <li>• Adequate close supervision of pupils while crossing the cross roads.</li> </ul>	Inset Training and see codes of practice	Low /Medium	Yes
	Farming or Forestry Activities	Pupils Staff Parents	<ul style="list-style-type: none"> <li>• Adhere to any special circumstances or, warning notices.</li> <li>• Signs to warn drivers of Children on site.</li> <li>• Children reminded that Perlethorpe is a working farm.</li> </ul> <p>Refer to the 'Shelter Building" risk assessment.</p> <p><b>Refer to 'Day Centre's Codes of Practice' booklet</b></p>		Low	Yes
Viking shelters						

Date of assessment: June 17

signed:

Next assessment due: June 2018



HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Flour grinding (querns)	Trapping fingers	Pupils Staff Parents	See Generic RA 7 Walks in normal country, RA 17 Visits to farms	Inset Training and see codes of practice	Low /Medium	Yes
Viking jewelry	Hitting fingers	Pupils Staff Parents	<ul style="list-style-type: none"> <li>First Aid kit carried ( safety packs )</li> <li>All pupils, staff etc... To have a full introduction of the activity.</li> <li>Adults to lift quern tops not the children.</li> <li>Children should leave all parts of the quern on the floor.</li> <li>Care to be taken when using the hammer</li> <li>Clear instruction given to group</li> </ul>		Low /Medium	
Viking shelters	Farming or Forestry Activities	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Adhere to any special circumstances or, warning notices.</li> <li>Signs to warn drivers of Children on site.</li> <li>Children reminded that Perlethorpe is a working farm.</li> </ul> <p>Refer to the 'Shelter Building" risk assessment.</p> <p>Refer to 'Day Centre's Codes of Practice' booklet</p>		Low /Medium	Yes

Date of assessment: June 17

signed:



Next assessment due: June 2018

