

## **Specific Risk Assessments for Visits and Activities Perlethorpe Environmental Education Centre**

NB: These Specific Risk Assessments must be read in conjunction with the Nottinghamshire County Council Local Authority, Children, Families and Cultural Services – Generic Risk Assessments For Visits and Activities (September 2017)

These generic risk assessments are intended for use on all applicable events for a range of activities delivered on behalf of the Children, Families and Cultural Services. They should be consulted as the foundation for all the specific risk assessments within this document.

**Authors:** Keith Rider

**Release Date:** 21.09.2017

**Review Date:** 30.05.2018

**File Path:** k:\shared\risk assessments\2017-2018\perlethorpe risk assessment 2017.doc



**Nottinghamshire County Council Local Authority  
Children, Families and Cultural Services  
Specific Risk Assessments For Visits and Activities  
Perlethorpe Environmental Education Centre  
(Sept 2017)**



- 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. Evacuee Day
- P13. Orienteering Festival
- 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
- P21. World War1 / The Great War

# Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire  
County Council

## NUMBER P1 Conservation activities

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when generic controls applied
Using Tools	Pupils / Staff / Parents Cuts / Stings / Grazes	<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. Some gloves available at the Centre (not many). Long sleeves and trousers will avoid stings and grazes.	Yes	Low
Diseases	Pupils / Staff / Parents Illness	<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>		Yes	Low
Tripping / Falling	Pupils / Staff / Parents Injury	<ul style="list-style-type: none"> <li>• Tools must not be left lying around. Always put away after used.</li> </ul>	Each tool used needs safety talk.	Yes	Low
Lifting heavy objects	Pupils / Staff / Parents Injury	<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 each 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.	Yes	Low
Eye Injuries	Pupils / Staff / Parents Injury	<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>		Yes	Low
<b>See Generic RA 32 - Conservation Activities Refer to 'Day Centres Codes of Practice' booklet</b>					

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

Assessment carried out by: <b>Keith Rider</b>	Date: June 2017
---	-----------------

***These are Specific risk assessments identifying key hazards and control measures associated with visits or activities.***

## Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire  
County Council

### NUMBER P2 Blindfold Trail and Adventurous Activities

Hazards <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls applied
Blindfold trail and blindfold games	Pupils / Staff / Parents Bumps / Trips / Falls	<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 eg 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 (eg 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>	<p>Teachers attend inset for training. Teachers inset essential and given Codes of Practice. System of quick checking needed. (Centre staff or school staff)</p>	Yes	Low

## Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



### NUMBER P2 Blindfold Trail and Adventurous Activities

Hazards <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls applied
Adventurous activities and games	Pupils / Staff / Parents Asthma / Cuts / Grazes / Slips / Falls / Bumps on head / Falling logs / Lifting Injuries	<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>	Teachers attend inset for training. Teachers inset essential and given Codes of Practice. System of quick checking needed. (Centre staff or school staff)	Yes	Low / Med
<p><b>See Generic RA 14 Outdoor problem solving / RA 32 Blindfold trails</b> <b>Refer to 'Day Centres Codes of Practice' booklet</b></p>					

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

Assessment carried out by: <b>Keith Rider</b>		Date: June 2017
---	--	-----------------

# Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire  
County Council

## NUMBER P3 Climbing Tree at Centre

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Falls from height of approx 2m.	Pupils / Staff / Parents Injury / Death	<ul style="list-style-type: none"> <li>• Close 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 NCC tree team for strength of branch</p> <p>Consider age of pupils when allowing climbing</p>	Yes	Low / Med
Uneven landing surface	Pupils / Staff / Parents Injury	<ul style="list-style-type: none"> <li>• Pupils must not jump off, but be helped down carefully.</li> <li>• Adults must supervise dismounting.</li> <li>• No pupil allowed beyond green carpeted area below branch.</li> </ul>	<p>Adults need to assist dismount not lift whole weight of pupil.</p> <p>Rules discussed before pupils climb</p>	Yes	Low / Med
Falling Deadwood	Pupils / Staff / Parents Injury / Death	Annual removal of deadwood, also after bad weather as appropriate.		Yes	Low
<p><b>See Generic RA 14 Outdoor problem solving.</b> <b>Refer to 'Day Centres' Codes of Practice' booklet</b></p>					

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

Assessment carried out by: Keith Rider <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> </div>	Date: June 2017
---	-----------------

## Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services

### NUMBER P4 Lone Working at the Centre



Nottinghamshire  
County Council

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action - Step 3 Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Intruders	Staff Attack / Injury / Death	<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 (Tutors / Admin/ Cleaner). All to be aware of control measures. Inform visitors who may be alone with a sick child etc	Yes	Low
Working around the Centre	Staff Injury	<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>		Yes	Low / Med
Fire	Staff Injury / Death	<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 whenever possible.</li> </ul> (See also Specific Fire Risk Assessment at Centre).	Fire awareness of staff needed	Yes	Low
<b>Refer to 'Day Centres Codes of Practice' booklet</b>					

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

Assessment carried out by: Keith Rider		Date: June 2017
--	---	-----------------

## Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire  
County Council

### NUMBER P5 Orienteering

.Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Becoming lost or separated (risk from general public)	Pupils / Staff / Parents Attack / Abduction / Injury	<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 Familiarisation with sites used and define to pupils	Yes	Low
Vehicles	Pupils / Staff / Parents Injury / Death	<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>	Introductory safety talk covers points. British Orienteering rules apply here.	Yes	Low
Dogs	Pupils / Staff / Parents Injury / Death	Pupils advised not to approach them.		Yes	Low
Cuts / Scratches / Slips / Asthma	Pupils / Staff / Parents Injury / Illness	<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>		Yes	Low / Med
Poisonous Plants / Fungi	Pupils / Staff / Parents Poisoning / Illness / Death	<ul style="list-style-type: none"> <li>• Pupils warned of hazards of eating them.</li> <li>• Hand washing.</li> </ul>		Yes	Low
<p><b>See Generic RA 20 - Orienteering</b> <b>Refer to 'Day Centres Codes of Practice' booklet</b></p>					

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

Assessment carried out by: <b>Keith Rider</b>	Date: June 2017
---	-----------------



# Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire  
County Council

## NUMBER P6 Field Studies

Hazards Considered <i>Step 1)</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action - Step 3 Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Poisonous plants / fungi	Pupils / Staff / Parents Poisoning / Illness / Death	<ul style="list-style-type: none"> <li>• Pupils given safety talk before setting out.</li> <li>• Wash hands before lunch.</li> <li>• Warned not to touch fungi, eat berries.</li> </ul>	Teachers Inset Training essential	Yes	Low
Insect bites / stings	Pupils / Staff / Parents Illness / Allergic Reaction / Anaphylactic Shock / Death	First Aid Kit carried. Medication to be carries at all times.		Yes	Low
Weather	Pupils / Staff / Parents	Consider weather conditions adequate clothing.		Yes	Low
Asthma attack	Pupils / Staff / Parents Illness / Death	<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>		Yes	Low
Tools	Pupils / Staff / Parents Injury / Death	Pupils should be shown how to use any equipment safely before the activity.		Yes	Low
Hazardous litter	Pupils / Staff / Parents Illness / Injury	No picking up of glass or hazardous items.		Yes	Low
Dogs	Pupils / Staff / Parents Injury / Death	Pupils warned about how to behave when dogs about – no touching animals met on site.		Yes	Low
Becoming Lost	Pupils / Staff / Parents Attack / Injury / Abduction	<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>	Walks are way marked (red posts)	Yes	Low
Intruders	Pupils / Staff / Parents	Doors to be kept closed on the punch code.		Yes	Low

***These are Specific risk assessments identifying key hazards and control measures associated with visits or activities.***

**Nottinghamshire County Council Specific Risk Assessment  
Children, Families and Cultural Services**




Nottinghamshire  
County Council

**NUMBER P6 Field Studies**

Hazards Considered <i>Step 1)</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Hygiene	Pupils / Staff / Parents Illness / Death	<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	Yes	Low
<b>See Generic RA 32 Woodland Activities / RA 7 Walks in Normal Country / RA17 Visits to Farms. Refer to 'Day Centres Codes of Practice' booklet</b>					

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

Assessment carried out by: <b>Keith Rider</b> 	Date: June 2017
---	-----------------

## Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire  
County Council

### NUMBER P7 River / Lake Dipping

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action Step 3 Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Weils Disease	Pupils / Staff / Parents Illness / Death	<ul style="list-style-type: none"> <li>• State of water assessed by leader (eg algae).</li> <li>• Pupils given safety talk before activity (eg 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.</li> <li>• 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>	Inset Training and Codes of Practice. Cards given to teachers on day of activity.	Yes	Low
Falling in water	Pupils / Staff / Parents Drowning / Injury / Death	<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>		Yes	Low
Objects Underwater (eg Ex WWII ammunition)	Pupils / Staff / Parents Injury / Death	<ul style="list-style-type: none"> <li>• River checked before / during session.</li> <li>• Advice taken from NCC H&amp;S Team</li> <li>• River has been swept/checked twice by professional ordnance company. No findings.</li> </ul>		Yes	Low

**See Generic RA 11 Field Studies in or by Inland Water.  
Refer to 'Day Centres Codes of Practice' booklet.**

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

Assessment carried out by: <b>Keith Rider</b>	Date: June 2017
---	-----------------

## Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



### NUMBER P8 Shelter building

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied	
Cuts / Splinters / Trips / Falls etc	Pupils / Staff / Parents Injury / Death	<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.</li> <li>• Adult supervision to ensure safe construction (consider size and weight of materials used ie not too long / one person on each end).</li> <li>• 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> </ul>	Inset Training and codes of practice  Teacher awareness of risks essential	Yes	Low / Med	
Disease	Pupils / Staff / Parents Illness / Death			Yes	Low	
Bracken	Pupils / Staff / Parents Injury / Illness			Yes	Low	
Falling Logs / Branches	Pupils / Staff / Parents Injury / Death			Yes	Low	
Lifting	Pupils / Staff / Parents Injury			Yes	Low	
Weather	Pupils / Staff / Parents Illness / Death			Get up-to-date forecast for day	Yes	Low
Becoming Lost	Pupils / Staff / Parents Injury / Abduction / Death			<ul style="list-style-type: none"> <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>	Yes	Low
<b>See Generic RA 32 Shelter building. Refer to 'Day Centres Codes of Practice' booklet</b>						

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

***These are Specific risk assessments identifying key hazards and control measures associated with visits or activities.***

**Nottinghamshire County Council Specific Risk Assessment  
Children, Families and Cultural Services**

**NUMBER P8 Shelter building**



Assessment carried out by: **Keith Rider**

A handwritten signature in black ink that reads "Keith Rider".

Date: June 2017

## Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services

### NUMBER P9 Working in the Centre



Nottinghamshire  
County Council

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action Step 3 Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Fire	Pupils / Parents / Staff Injury / Illness / Death	<ul style="list-style-type: none"> <li>• Dial 999 evacuate the building by nearest exit.</li> <li>• 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 / 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>	<p>Fire awareness of staff needed.</p> <p>Signs fitted to exits.</p> <p>List of all on site must be brought by schools.</p> <p>Each group visit only for a day.</p>	Yes	Low
Electrical Shock	Pupils / Parents / Staff Injury / Illness / Death	<ul style="list-style-type: none"> <li>• RCDs used wherever needed.</li> <li>• PAT 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.	Yes	Low
Hot Liquids	Pupils / Parents / Staff Burns / Scalds	<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>		Yes	Low
Chemicals	Pupils / Parents / Staff Injury / Illness / Burns	<ul style="list-style-type: none"> <li>• Stored in locked area.</li> <li>• COSHH sheets available.</li> </ul>		Yes	Low
Finger Traps	Pupils / Parents / Staff Injury	<ul style="list-style-type: none"> <li>• Finger guards fitted to doors where pupils have access.</li> </ul>		Yes	Low
Cuts / Bruises / Burns	Pupils / Parents / Staff Injury / Death	<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>		Yes	Low

***These are Specific risk assessments identifying key hazards and control measures associated with visits or activities.***

## Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services

### NUMBER P9 Working in the Centre



Nottinghamshire  
County Council

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Trips / Slips / Falls	Pupils / Parents / Staff Injury / Death	<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>		Yes	Low
Tools	Pupils / Parents / Staff Injury / Death	<ul style="list-style-type: none"> <li>• Shown how to use them RCDs used for glue guns.</li> <li>• Children not use glue guns.</li> <li>• Tools stored in locked areas.</li> </ul>		Yes	Low
Personal Attack	Pupils / Parents / Staff Injury / Death	<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>		Yes	Low
<b>Refer to 'Day Centres Codes of Practice' booklet</b>					

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

Assessment carried out by: <b>Keith Rider</b>		Date: June 2017
---	--	-----------------

**Nottinghamshire County Council Specific Risk Assessment  
Children, Families and Cultural Services**



**NUMBER P10 Walks around sites near Centre / All Outdoor Activities**

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Vehicles	Pupils / Parents / Staff Injury / Death	<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.</li> <li>• Adults to walk on road side of pupils.</li> <li>• Countryside Code.</li> <li>• Adequate close supervision of pupils. Preferably small groups with an adult.</li> <li>• Safety talk before walks including 'stranger danger' awareness.</li> </ul>	Inset Training and see Codes of Practice. Numbers vary according to age, ability and activity.	Yes	Low / Med
Farming or forestry activities	Pupils / Parents / Staff Injury / Death	<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	Yes	Low
Getting Lost	Pupils Injury / Abduction / Death	<ul style="list-style-type: none"> <li>• Teacher / leader should be aware of site and have relevant map.</li> </ul>	Information to teachers / parents before visit, at Inset Training and Codes of Practice	Yes	Low
Weather	Pupils / Parents / Staff Illness / Death / Injury	Adequate clothing and consider weather conditions.	Get up-to-date forecast for day	Yes	Low
Animals (Deer / Sheep / Dogs)	Pupils / Parents / Staff	<ul style="list-style-type: none"> <li>• Pregnant women should not come into contact with pregnant sheep or goats and avoid fields where lambs are being born.</li> <li>• No access near deer during rutting October.</li> <li>• Pupils warned about how to behave when dogs about – no touching animals met on site.</li> </ul>	Information to teachers / parents before visit, at Inset Training and Codes of Practice	Yes	Low



**Nottinghamshire County Council Specific Risk Assessment  
Children, Families and Cultural Services**



Nottinghamshire  
County Council

**NUMBER P10 Walks around sites near Centre / All Outdoor Activities**

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Insects	Pupils / Parents / Staff Illness / Death	<ul style="list-style-type: none"> <li>Insect allergies made known to teacher.</li> </ul>	Information to teachers / parents before visit, at Inset Training and Codes of Practice	Yes	Low
Disease (eg Lyme)	Pupils / Parents / Staff	<ul style="list-style-type: none"> <li>Lyme disease- long sleeves/trousers when walking through long grass near deer.</li> </ul>	Information to teachers / parents before visit, at Inset Training and Codes of Practice	Yes	Low
<p><b>See Generic RA 7 Walks in normal country / RA 17 Visits to farms. Refer to Perlethorpe's 'Field Studies' Risk Assessment (P6) and 'Day Centres Codes of Practice' booklet.</b></p>					

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

Assessment carried out by: <b>Keith Rider</b>		Date: June 2017
---	--	-----------------

# Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire  
County Council

## NUMBER P11 Adventure Playground

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action - Step 3 Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
<b>ALL PUPILS MUST BE SUPERVISED AT ALL TIMES BY AN ADULT INSIDE THE PLAYGROUND AREA.</b>					
Trip / Slip / Falls	Pupils / Staff / Parents Injury / Death	Pupils must not run through the equipment.	Adult / close supervisions essential at all times	Yes	Low / Med
Falls from equipment	Pupils / Staff / Parents Injury / Death	<ul style="list-style-type: none"> <li>• Pupils must not climb on top of equipment not provided for that purpose.</li> <li>• Any other falls will be from low height and protected by safety surface.</li> <li>• 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	Yes	Low
Over-crowding on the equipment	Pupils / Staff / Parents Injury / Death	<ul style="list-style-type: none"> <li>• No more than 4 people to be on any part of the equipment at any time.</li> <li>• 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.	Yes	Low
Running on to the track by the field	Pupils / Staff / Parents Injury / Death	<ul style="list-style-type: none"> <li>• No child to go through gate on track side of playground without adult supervision.</li> </ul>	Pupils not to be allowed to cross track unsupervised.	Yes	Low
<b>See Generic RA 41 Playgrounds and Adventure Playgrounds. Refer to 'Day Centres Codes of Practice' booklet</b>					

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

Assessment carried out by: <b>Keith Rider</b>		Date: June 2017
---	---	-----------------

## Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire  
County Council

### NUMBER P12 Evacuee Day

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Entry and exit of Anderson Shelter	Pupils / Parents / Staff Slips / Trips / Falls / Bumps to Head	<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	Yes	Low
Visit to Royal Lancers Museum	Pupils / Parents / Staff Slips / Trips / Falls	<ul style="list-style-type: none"> <li>• Close supervision.</li> <li>• First Aid kit carried ( safety packs )</li> </ul>	Liaison with museum staff for potential risks.	Yes	Low
Vehicles	Pupils / Parents / Staff Injury / Death	<ul style="list-style-type: none"> <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>• Adequate close supervision of pupils.</li> </ul>		Yes	Low

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

Assessment carried out by: <b>Keith Rider</b>		Date: June 2017
---	---	-----------------

# Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire  
County Council

## NUMBER P13 Orienteering Festival

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action - Step 3 Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Asthma	Pupils / Parents / Staff Illness / Death	Inhalers to be carried with you at all times not left in the classroom.	Mentioned during introduction (safety talk)	Yes	Low
Slip / Trip / Fall	Pupils / Parents / Staff Injury / Death	<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)	Yes	Low
Dogs	Pupils / Parents / Staff Injury / Death	Pupils advised how to behave when dogs are about not to go up to them but leave all dogs alone.	Introductory safety talk covers this	Yes	Low
Weather	Pupils / Parents / Staff Illness / Injury / Death	Appropriate staff pupil ratio and supervision and appropriate clothing.	Termly planning meetings are offered for the Festivals.	Yes	Low
Poisonous plants / Fungi	Pupils / Parents / Staff Illness / Death	Pupils warned about hazards also wash hands before eating.	Introduction safety talk	Yes	Low
Getting Lost	Pupils / Parents / Staff Injury / Abduction / Death	<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>	Introduction safety talk	Yes	Low
Visitors to the Park	Pupils / Parents / Staff Injury / Abduction / Death	Pupils instructed on correct behaviour etc not to approach strangers. Stranger Danger. See also above.	Introduction safety talk	Yes	Low

**Nottinghamshire County Council Specific Risk Assessment  
Children, Families and Cultural Services**



Nottinghamshire  
County Council

**NUMBER P13 Orienteering Festival**

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Vehicles	Pupils / Parents / Staff Injury / Death	<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>	Introduction safety talk	Yes	Low / Med
<p><b>See Generic RA 20 Orienteering Event. Refer to 'Day Centres Codes of Practice' booklet</b></p>					

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

Assessment carried out by: <b>Keith Rider</b> 	Date: June 2017
---	-----------------

## Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire  
County Council

### NUMBER P14 Lunch

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action - Step 3 Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Slips / Trips / Falls	Pupils / Parents / Staff Injury / Death	<ul style="list-style-type: none"> <li>• When it is lunch time the visiting teachers and adults 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> <li>• Advice given to take care when sitting on picnic benches. Signs put up to remind people.</li> </ul>	No running in the classrooms. Supervision needed in the Victorian room.	Yes	Low / Med
Dusty Ground	Pupils / Parents / Staff Injury / Illness	Provision made with eye sluice equipment in event of emergency.	Refer to risk assessment: Adventure Playground	Yes	Low
Loose / Broken Branches	Pupils / Parents / Staff Injury	<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>		Yes	Low
<b>Refer to NCC building RA's</b> <b>Refer to 'Day Centres Codes of Practice' booklet</b>					

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

Assessment carried out by: **Keith Rider**

Date: June 2017

# Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire  
County Council

## NUMBER P15 Christmas Nativity

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action - Step 3 Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
<b>Walk from Nazareth (Centre) to Bethlehem (Deer Barn)</b>					
Vehicles	Pupils / Staff / Parents Injury / Death	<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	Yes	Low / Med
<b>Christmas Crafts in the Centre</b>					
Farming or Forestry Activities	Pupils / Staff / Parents Injury / Death	<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>	Inset Training and see Codes of Practice	Yes	Low
<b>See Generic RA 7 Walks in normal country, RA 17 Visits to farms Refer to the Specific RA P9 'Working in the Centre'. Refer to 'Day Centre's Codes of Practice' booklet</b>					

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

Assessment carried out by: <b>Keith Rider</b>	Date: June 2017
---	-----------------

**Nottinghamshire County Council Specific Risk Assessment  
Children, Families and Cultural Services**




Nottinghamshire  
County Council

**NUMBER P16 St John's Church and Churchyard**

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
<b>Activities in the Church</b>					
Trips / Slips / Falls	Pupils / Parents / Staff Injury / Death	<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	Yes	Low
<b>Going outside unsupervised</b>					
Trips / Slips / Falls	Pupils Injury / Abduction / Death	Pupils are remotely supervised, they work in groups, pupils never on their own.		Yes	Low
<p><b>See Generic RA 39 Castles, historic buildings etc</b>  <b>Refer to Specific RA P10 'Walks around sites near Centre / all Outdoor Activities'</b>  <b>Refer to 'Day Centres Codes of Practice' booklet</b></p>					

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

Assessment carried out by: <b>Keith Rider</b> 	Date: June 2017
---	-----------------



## Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire  
County Council

### NUMBER P17 Field Studies on Budby Heathland

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not further actions</i>	Risk when all generic controls are applied
Poisonous plants / fungi	Pupils / Parents / Staff Illness / Death	<ul style="list-style-type: none"> <li>Pupils given safety talk before setting out. Warned not to touch fungi, eat berries.</li> <li>Wash hands before lunch.</li> </ul>	Teachers Inset Training essential	Yes	Low
Insect bites / stings	Pupils / Parents / Staff Illness / Death	First Aid kit carried.		Yes	Low
Weather	Pupils / Parents / Staff Injury/Illness/Death	Consider weather conditions adequate clothing.		Yes	Low
Asthma attack / allergy	Pupils / Parents / Staff Illness / Death	<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>		Yes	Low
Hazardous litter	Pupils / Parents / Staff Injury / Illness / Death	No picking up of glass or hazardous items.		Yes	Low
Dogs	Pupils / Parents / Staff Injury / Death	Pupils warned about how to behave when dogs about – no touching animals met on site.		Yes	Low
Becoming lost / Intruders	Pupils / Parents / Staff Injury / Abduction / Death	<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>		Yes	Low
Hygiene	Pupils / Parents / Staff Illness	<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>	Teachers Inset Training essential	Yes	Low
<b>See Generic RA 32 Woodland Activities and RA 7 Walks in Normal Country. Refer to “Day Centers’ Codes of Practice” booklet</b>					

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

Assessment carried out by: <b>Keith Rider</b>	Date: June 2017
---	-----------------

**These are Specific**

**ing key hazards and control measures associated with visits or activities.**

# Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire  
County Council

## NUMBER P18 Overnight Camping

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Camp Cooking	Pupils / Staff Injury / Burns	<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.</li> <li><u>Camping gas stoves to be used outside.</u></li> <li><u>OEE staff to check operation prior to group usage.</u></li> </ul>	Inset Training and see codes of practice <u>Update Sept 2017</u>	Yes	Low
Weather	Pupils / Staff Illness / Injury	<ul style="list-style-type: none"> <li>Advice from forecast daily / use of appropriate clothing / equipment.</li> <li>Group can shelter in the centre.</li> <li>Assessed by NCC Fire Team.</li> </ul>		Yes	Low
Co-habiting tents	Pupils / Staff Illness / Injury	<ul style="list-style-type: none"> <li>With younger pupils, adult camping nearby</li> <li>Older pupils – full brief given by school staff.</li> </ul>		Yes	Low
Camping Overnight	Pupils / Staff Illness / Injury	<ul style="list-style-type: none"> <li>Adult sleeping in tent nearby with younger pupils.</li> <li>Older pupils have access to adult via unlocked door in main centre.</li> <li>Information sheet supplied to school to issue to parents re: arrangements.</li> </ul>		Yes	Low
Intruders / Security	Pupils / Staff Injury / Abduction / Death	<ul style="list-style-type: none"> <li>Adult sleeping in tent nearby.</li> <li>Village in semi-private location.</li> <li>Safety talk before activity - 'Stranger Danger'.</li> </ul>		Yes	Low
Equipment Failure	Pupils / Staff Injury / Death	<ul style="list-style-type: none"> <li>Equipment used has been properly maintained and checked before use.</li> <li>Tents erected by competent staff.</li> </ul>		Staff monitor guy lines and equipment daily	Yes

**See Generic RA 23 Standing Camps**

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

Assessment carried out by: **Keith Rider**

Date: June 2017

***These are Specific Risks, not generic risks, identifying key hazards and control measures associated with visits or activities.***

## Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire  
County Council

### NUMBER P19 Camp Fire

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action - Step 3 Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Fire	Pupils / Staff Burns / Injury / Death	<ul style="list-style-type: none"> <li>• On arrival, tutor must seat the group in a carefully controlled manner.</li> <li>• Tutors should ensure that the campfire is lit prior to the group arriving.</li> <li>• Group must be positioned a safe distance away and briefed to stay at a designated distance from the fire.</li> <li>• Group must remain seated at all times throughout the campfire, and tutor to remain vigilant at all times</li> </ul>		Yes	Low
Extinguishing the fire	Pupils / Staff Injury	<ul style="list-style-type: none"> <li>• Tutors must ensure that group are a safe distance away before attempting to put out the fire.</li> <li>• The fire should be extinguished until all the embers have stopped glowing.</li> </ul>		Yes	Low
Fire getting out of control	Pupils / Staff Injury / Death	<ul style="list-style-type: none"> <li>• Any spare wood should remain a safe distance away from the fire.</li> <li>• A bucket of water should always be at the activity area to put the fire out when needed.</li> <li>• Campfire activity must be carried out in designated Area</li> </ul>		Yes	Low
Building works	Pupils / Staff Injury / Death	<ul style="list-style-type: none"> <li>• Refer to NCC building RA's Summer 2015</li> <li>• Correct safety talk.</li> <li>• Activities adapted to building works.</li> <li>• Clear communication with contractors and NCC project manager.</li> </ul>	On-going safety talks as necessary.	Yes	Low
<b>See Generic RA 32 Woodland Activities</b>					

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

Assessment carried out by: **Keith Rider**

Date: June 2017

# Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire  
County Council

## NUMBER P20 Vikings of Perlethorpe

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action - Step 3 Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Vehicles	Pupils / Parents / Staff Injury / Death	<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	Yes	Low / Med
Farming or Forestry Activities	Pupils / Parents / Staff Injury / Death	<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>		Yes	Low / Med
Viking Shelters	Pupils / Parents / Staff Injury / Death	Refer to the Specific RA P8 'Shelter Building'.		Yes	Low
Flour grinding (Querns)	Pupils / Parents / Staff Injury	<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/ bench depending on location of quern.</li> </ul>		Yes	Low / Med
Viking Jewellery	Pupils / Parents / Staff Injury	<ul style="list-style-type: none"> <li>• Care to be taken when using the hammer.</li> <li>• Clear instruction given to group.</li> </ul>		Yes	Low / Med
<p><b>See Generic RA 7 Walks in Normal Country and RA 17 Visits to Farms</b>  <b>Refer to 'Day Centre's Codes of Practice' booklet.</b></p>					

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

Assessment carried out by: <b>Keith Rider</b>	Date: June 2017
---	-----------------

# Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services



Nottinghamshire  
County Council

## NUMBER P21 World War 1/ The Great War

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action - Step 3 Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
<b>Walk from Perlethorpe EEC to QRLNY museum</b>					
Vehicles	Pupils / Parents / Staff Injury / Death	<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.                             <ul style="list-style-type: none"> <li>▪ Walk in straight line through car park at Thoresby Courtyard</li> </ul> </li> </ul>	Inset Training and see Codes of Practice	Yes	Low/ Med
Visit to QRLNY museum	Pupils / Parents / Staff Slips / Trips / Falls	<ul style="list-style-type: none"> <li>▪ Close supervision. (open to public)</li> <li>▪ First Aid kit carried ( safety packs )</li> <li>▪ Use of artefacts (follow instructions while using)</li> <li>▪ Using head phones, should stand still so stereo isn't pulled down</li> </ul>	Liaison with museum staff for potential risks.	Yes	Low
<b>Use of River Meden for second half of visit</b>					
Weils Disease	Pupils / Staff / Parents Illness / Death	<ul style="list-style-type: none"> <li>• State of water assessed by leader (eg algae).</li> <li>• Pupils given safety talk before activity (eg 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.</li> <li>• 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>	Inset Training and Codes of Practice. Cards given to teachers on day of activity.	Yes	Low

***These are Specific risk assessments identifying key hazards and control measures associated with visits or activities.***

## Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services

### NUMBER P21 World War 1/ The Great War



Nottinghamshire  
County Council

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	<i>Further action - Step 3 Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Falling in water	Pupils / Staff / Parents Drowning / Injury / Death	<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>		Yes	Low
Objects Underwater (eg Ex WWII ammunition)	Pupils / Staff / Parents Injury / Death	<ul style="list-style-type: none"> <li>• River checked before / during session.</li> <li>• Advice taken from NCC H&amp;S Team</li> <li>• River has been swept/checked twice by professional ordnance company. No findings.</li> </ul>		Yes	Low
<b>See Generic RA 11 Field Studies in or by Inland Water. Refer to 'Day Centres Codes of Practice' booklet.</b>					

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

Assessment carried out by: <b>Keith Rider</b>		Date: January 2018
---	--	--------------------