

Brackenhurst Risk Assessments

Visit to Animal Care Unit
Cheese Making
Conservation Activities
Farm/Site Walk
Pond/Stream Dipping
Trailer Rides
Field Studies
Greenhouse Visit
Orienteering
Outdoor and Adventurous Activities
Working in the Centre
Visit to Anderson Shelter
Christmas Nativity
Orienteering Festival

Nottinghamshire County Council schools should refer to the Generic Risk Assessments in the 'Educational Visits Policy for Nottinghamshire Schools' (normally kept by the Educational Visit Co-ordinator). Also available on the Wired website.

Day Centre Codes of Practice are in the 'Introduction to the Environmental Education Day Centres' booklet – sent to schools with booking confirmation letters.

LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

CENTRE/BASE: BRACKENHURST

AREA OF CONCERN/ACTIVITY: VISIT TO ANIMAL CARE UNIT

HAZARD/ACTIVITY	RISK/HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE		
Handling animals	Scratch, bite	Pupils Staff Parents	<ul style="list-style-type: none"> School groups may only use the indoor rooms if accompanied by Centre teacher. Contact/handling is only permitted if supervised by Centre teacher. Safety talks to all visitors before any contact. Additional adult supervision of small groups essential. Hand washing essential after any contact with animals. First Aid packs to be carried. Visiting schools should provide relevant medical information for the Centre teacher. Inhalers/medication etc. to be carried during session and not left in the classroom. Safety talks to all visitors before entry to unit. Additional adult supervision of small groups essential. Fingers must not be put into eyes, nose or mouth. Regular contact by Centre teacher with staff at Animal Care Unit. 	Inset training and Codes of Practice	Low	Yes		
	Allergic Reaction	Pupils Staff Parents					Low	Yes
	Fall on tank Bump head	Pupils Staff Parents					Low	Yes
	Zoonoses Associated Disease Potential	Pupils Staff Parents					Low	Yes
Walk to site	Slip Trip Fall	Pupils Staff Parents	<ul style="list-style-type: none"> Suitable footwear to be worn. Limit numbers inside Animal Care rooms to a max of 8. <p>Refer to Brackenhurst Farm Visit Risk Assessment and EESS 'Introduction to the Environmental Education Day Centres'</p>		Low	Yes		

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signed: *Chewington.*

next assessment due: June 2010

LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

CENTRE/BASE: BRACKENHURST

AREA OF CONCERN/ACTIVITY: CHEESE MAKING

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Heating milk	Scalding	Pupils Staff Parents	<ul style="list-style-type: none"> Adults only operating the microwave oven. This adult should check that the milk is warm and not boiling. Adult/pupil ratios should be appropriate for the age group Adult only using scissors when cutting cloth. Children stay seated at all times. 	Inset Training and Codes of Practice	Low	Yes
Cutting cloth	Cut	Staff	<ul style="list-style-type: none"> This is done prior to session by centre staff 		Low	Yes
Making cheese	Disease, Food poisoning	Pupils Staff Parents	<ul style="list-style-type: none"> Ensure hands are washed before cheese making. Clean tables with anti-bacterial spray. Clean equipment and hand after use. See EESS Safety Policies & Codes of Practice Booklet 		Low	Yes

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LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

CENTRE/BASE: BRACKENHURST

AREA OF CONCERN/ACTIVITY: CONSERVATION ACTIVITIES – including Victorian Garden (page 1 of 2)

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Using tools	Injury from equipment Cuts lifting/ carrying	Pupils Staff Parents	See Generic RA 31 – Conservation Activities <ul style="list-style-type: none"> • Appropriate clothing for the task (gloves, footwear etc). • Tool safety talk/tools stuck in ground after use and not lying around. • One person should never carry long objects. • Appropriate adult supervision ratio – 1:6. • Demonstrate lifting and carrying techniques. • Beware of possible eye injury with garden canes/brambles. 	Inset training and Codes of Practice Visiting teachers need to be aware of risks and choose activities according to age and ability of children Each tool used needs a safety talk Always demonstrate use of tools and safety issues	Low	Yes
Conservation activities	Infection via cuts	Pupils Staff Parents	<ul style="list-style-type: none"> • Safety talks to all visitors including hands away from faces. • Work gloves and suitable complete body cover to be worn. • Cover cuts and grazes with a waterproof plaster or rubber glove. • First aid pack to be carried at all times. • Wash hands as soon as possible after activity. • Ensure tetanus injections are up to date. 		Low	Yes

LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

CENTRE/BASE: BRACKENHURST

AREA OF CONCERN/ACTIVITY: CONSERVATION ACTIVITIES – including Victorian Garden (page 2 of 2)

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Walk to site	Weil's Disease	Pupils Staff Parents	<ul style="list-style-type: none"> See pond/stream dipping risk assessment. 	On occasion conditions may be unsuitable	Low	Yes
	Wildlife attack	Pupils Staff Parents	<ul style="list-style-type: none"> Stay away from any wildlife areas. 		Low	Yes
	Weather	Pupils Staff Parents	<ul style="list-style-type: none"> Centre teacher or visiting teacher to obtain daily forecast. 		Low	Yes
	Slip Trip Fall	Pupils Staff Parents	<ul style="list-style-type: none"> Suitable footwear to be worn. 		Low	Yes
			Refer to Brackenhurst Farm Visit Risk Assessment and EESS 'Introduction to the Environmental Education Day Centres'			

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LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

CENTRE/BASE: BRACKENHURST

AREA OF CONCERN/ACTIVITY: FARM/SITE WALK (page 1 of 3)

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
<p>Walking around the site Including visit to sheep barns during lambing Equestrian Centre etc</p>	<p>Slip Trip Fall Bump</p>	<p>Pupils Staff Parents</p>	<p>See Generic RA 17 - Visits to Farms</p> <ul style="list-style-type: none"> • Ensure that staff is familiar with the site have attended appropriate Inset training or been fully briefed by leader. • Appropriate adult supervision: fives and under and special needs children 1:2, older children 1:5 or 1:6 is appropriate. Pupils never alone. • Pupils to be well behaved and under control. • Appropriate safety talk before walk. • Extreme care should be taken on and around the slabs at the Main Hall. They are slippery when wet. Beware of debris, equipment, machinery left unattended. • Groups to walk together on one side of the road and should stop to let any traffic pass. • Ensure that staff is familiar with the site and have access to a site map Children's safety talk should include briefing about staying together. • Ensure all visitors, adults and children are familiar with Farm Safety checklist. • Appropriate footwear should be worn and cleaned after use. Wellingtons are available at the Centre. • Hands washed after any contact to animals and gardening activities, especially before eating. This should be supervised for the youngest children. 	<p>Refer to Codes of Practice and Farm Safety checklist</p>	<p>Low</p>	<p>Yes</p>
	<p>Stranger Danger</p>	<p>Pupils</p>		<p>Site map available at Inset and in teacher safety packs</p>	<p>Low</p>	<p>Yes</p>
	<p>Road traffic including horses</p>	<p>Pupils Staff Parents</p>		<p>Found in Codes of Practice also refer to Farm Safety Checklist</p>	<p>Low</p>	<p>Yes</p>
	<p>Lost or separated</p> <p>Infection from contact with faeces</p>	<p>Pupils Staff Parents Pupils Staff Parents</p>		<p>Low/Medium</p>	<p>Yes</p>	<p>Yes</p>

LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

CENTRE/BASE: BRACKENHURST

AREA OF CONCERN/ACTIVITY: FARM/SITE WALK (page 2 of 3)

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Walking around the site	Contact with animals/ dog attack	Pupils Staff Parents	<ul style="list-style-type: none"> • How to act around unleashed dogs • Safety talks to all visitors before any contact with animals. • The Centre teacher must supervise any contact with the animals. • Pregnant women should not come into contact with pregnant sheep or goats. It cannot be guaranteed that sheep/goats are not pregnant and so advice is for pregnant women to not visit the farm. 	Provided at planning meeting or on arrival	Low	Yes
	Poison	Pupils Staff Parents	<ul style="list-style-type: none"> • Safety talk on berries/fungi given before leaving centre. 		Low	Yes
	Allergic reaction, Asthma, Bites		<ul style="list-style-type: none"> • Visiting schools should provide relevant medical information for the Centre teacher. • Inhalers/medication etc. to be carried during session and not left in the classroom. • First aid kit to be carried at all times. 		Low	Yes

LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

CENTRE/BASE: BRACKENHURST

AREA OF CONCERN/ACTIVITY: FARM/SITE WALK (page 3 of 3)

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Walking around the site	Contact with fences	Pupils Staff Parents	<ul style="list-style-type: none"> Electric fences are marked where appropriate. All visitors are advised to stay away from fences unless identified as safe. Barbed wire fences should be avoided at all times. 	Assume electrified unless stated as otherwise	Low	Yes
	Weather (injury, sunburn, extreme cold)	Pupils Staff Parents	<ul style="list-style-type: none"> Centre teacher or visiting teacher to obtain daily forecast. Appropriate clothing worn eg waterproofs, hat, gloves, sun cream. Some clothing available at centres, ask for details. 		Low	Yes
	Bite, alarmed livestock	Pupils Staff Parents	<ul style="list-style-type: none"> All visitors are to be quiet and calm and respect all animals on the farm. 	Could be laminated to prevent waste	Low	Yes
Close proximity to animals	Unaware of codes of practice	Pupils Staff Parents	<ul style="list-style-type: none"> Refer to EESS 'Introduction to the Environmental Education Day Centres' which all teachers are given and made aware of at INSET and other visiting adults at start of day to ensure best practice and awareness of all adults. 			

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LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

CENTRE/BASE: BRACKENHURST

AREA OF CONCERN/ACTIVITY: POND/STREAM DIPPING

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE	
Dipping on platform	Falling in	Pupils Staff Parents	<p>See Generic RA 11 - Field Studies in or by Inland Water</p> <ul style="list-style-type: none"> Always dip on the platform: 10 children max. Rails around platform. Pupils should never enter the water. Close adult supervision of small groups, 1:6. Throw line/spare clothes taken to pond. Safety talks to all visitors including hands away from faces. Cover cuts and grazes with waterproof plaster or rubber glove. First aid pack to be carried at all times. Wash hands and equipment as soon as possible after activity. Use wet wipes on site if appropriate. Avoid splashing. Stay on the platform away from any wildlife. 	Inset training and Codes of Practice	Low	Yes	
	Weil's disease and other diseases	Pupils Staff Parents			Low	Yes	
	Wildlife attack	Pupils Staff Parents			On occasion, conditions may be unsuitable	Low	Yes
	Water Condition	All			On occasion, conditions may be unsuitable	Low	Yes
Walk to site	Slip, Trip, Fall	Pupils Staff Parents	<ul style="list-style-type: none"> Suitable footwear/clothing to be worn. <p>Refer to Brackenhurst Farm Visit Risk Assessment EESS 'Introduction to the Environmental Education Day Centres'</p>		Low	Yes	

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LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

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AREA OF CONCERN/ACTIVITY: TRAILER RIDES

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Trailer Ride	Falling off	Pupils Staff Parents	<ul style="list-style-type: none"> • New door and higher rail surround in place. • Adult supervision of group is essential. • Total numbers on trailer reduced. All pupils, adults must be sitting down. No one is allowed to ride still standing. • Safety talks to all riding on the trailer. 	New College guidelines instigated the change	Low	Yes
	Falling down steps	Pupils Staff Parents	<ul style="list-style-type: none"> • Safety talks to all exiting the trailer. • Safety handrail now in place. 		Low	Yes
	Head Bump/ Tooth bump	Pupils Staff Parents	<ul style="list-style-type: none"> • Foam padding covering all central support rails. 		Low	Yes
	Weather	Pupils Staff Parents	<ul style="list-style-type: none"> • Wind chill factor is increased on the trailer. • Trailer rides should not go ahead on very cold days. <p>Refer to EESS 'Introduction to the Environmental Education Day Centres'</p>		On occasion conditions may be unsuitable	Low

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LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

CENTRE/BASE: BRACKENHURST

AREA OF CONCERN/ACTIVITY: FIELD STUDIES

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE	
Woodland search	Insect bite	Pupils Staff Parents	<p>See Generic RA 7 - Walks In Normal Country</p> <ul style="list-style-type: none"> • First aid pack to be carried at all times. • Safety talks to all visitors about safe collection of minibeasts and correct use of equipment. • Appropriate adult supervision of small groups, suggest 1:6. • Children and adults must not leave designated areas. • Allergies, medical conditions to be pointed out by visiting teacher prior to activity commencing. • Safety talks to all visitors. • No one to collect berries or mushrooms. <p>• Stay away from any wildlife areas.</p> <p>• Centre teacher or visiting teacher to obtain daily forecast.</p> <p>• Wash hands and equipment as soon as possible after activity. Use wet wipes on site if appropriate.</p> <p>• Cover open cuts and scratches with a waterproof plaster.</p>	Inset training and Codes of Practice	Low	Yes	
	Mush-rooms and berries	Pupils Staff Parents			Low	Yes	
	Wildlife attack	Pupils Staff Parents			Low	Yes	
	Weather	Pupils Staff Parents			Low	On occasion conditions may be unsuitable	Yes
	Infection tetanus etc	Pupils Staff Parents			Low	Supervised for younger children	Yes
Walk to site	Slip Trip Fall Bump	Pupils Staff Parents	<ul style="list-style-type: none"> • Suitable footwear/clothing to be worn. <p>Refer to Brackenhurst Farm Visit Risk Assessment and EESS 'Introduction to the Environmental Education Day Centres'</p>		Low	Yes	

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LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

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AREA OF CONCERN/ACTIVITY: GREENHOUSE VISIT

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Walking near greenhouse	Slip Trip Fall Bump Cut from glass	Pupils Staff Parents	<ul style="list-style-type: none"> Walking only in and around greenhouse. Appropriate adult supervision. Pupils to be well behaved and under control. Appropriate safety talk before activity. Limit numbers inside greenhouse area - maximum 20. Less inside a small greenhouse like the peach case, recommend group size & supervision 1:6. 	Refer to Codes of Practice	Low	Yes
	Poisonous Irritant plants	Pupils Staff Parents	<ul style="list-style-type: none"> Visitors to be informed of hazardous plants by Centre teacher, greenhouse staff or clear signs. 	These areas are to be avoided	Low	Yes
	Contact with chemicals	Pupils Staff Parents	<ul style="list-style-type: none"> Visitors to be informed of chemical use by Centre teacher, greenhouse staff or clear signs. Washing of hands after greenhouse/garden activities. 		Low	Yes
Slip Trip Fall Bump	Pupils Staff Parents	<ul style="list-style-type: none"> Suitable footwear to be worn. Weather conditions (high winds) should be taken into consideration when visiting greenhouse area. <p>Refer to EESS 'Introduction to the Environmental Education Day Centres'</p>	Low		Yes	
Walk to site						

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LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

CENTRE/BASE: BRACKENHURST

AREA OF CONCERN/ACTIVITY: ORIENTEERING – page 1 of 2

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Orienteering on centre site	Slip Trip Fall Bump	Pupils Staff Parents	<p>See Generic RA 20 - School Led Group to Organised Orienteering Event</p> <ul style="list-style-type: none"> • Appropriate clothing for orienteering. • Appropriate adult supervision ratios; 1:6. • Appropriate safety talk before activity, to include fences, hygiene, boundaries etc. • Suitable footwear to be worn. • First aid pack/mobile phone to be carried at all times. • Whistle to be carried for first aid purposes and to gather group. 	Wellingtons available for use at the centre	Low	Yes
	Asthma	Pupils Staff Parents	<ul style="list-style-type: none"> • Inhalers to be carried and not left in classroom. 		Low	Yes
	Vehicles/ machinery/ equipment on site	Pupils Staff Parents	<ul style="list-style-type: none"> • Orienteering visitors warned of possible machinery/equipment vehicles in area and how to act. 		Low	Yes
	Infection/ disease from faeces	Pupils Staff Parents	<ul style="list-style-type: none"> • Safety talks to all visitors including use of and cleaning appropriate footwear • Wash hands as soon as possible after activity. 		Low	Yes

LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

CENTRE/BASE: BRACKENHURST

AREA OF CONCERN/ACTIVITY: ORIENTEERING – page 2 of 2

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Orienteering on centre site	Animal attack /runaway horse	Pupils Staff Parents	<ul style="list-style-type: none"> All visitors informed how to behave around horses. 	On occasion, conditions may be unsuitable	Low	Yes
	Weather	Pupils Staff Parents	<ul style="list-style-type: none"> Centre teacher or visiting teacher to obtain daily forecast, assess ongoing weather conditions. <p>Refer to Brackenhurst Farm Visit Risk Assessment and EESS 'Introduction to the Environmental Education Day Centres'</p>		Low	Yes

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LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

CENTRE/BASE: BRACKENHURST

AREA OF CONCERN/ACTIVITY: OUTDOOR AND ADVENTUROUS ACTIVITIES

HAZARD/ ACTIVITY	RISK HAZARD	PERSO NS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Team Challenges	Slip Trip Fall Bump	Pupils Staff Parents	<p>See Generic RA 14 - Outdoor Problem Solving</p> <ul style="list-style-type: none"> • Appropriate clothing and footwear for the activity. • Appropriate adult supervision ratio, suggest 1:6. • Children are well supervised and under control. • Pupils, staff, adults have understood objectives and are working safely. • Demonstrate lifting and carrying techniques, with objects and other people. • First aid pack to be carried at all times. • Suitable clothing – see Intro to Day Centres booklet. 	Inset training and Codes of practice Visiting teachers need to be aware of risks and choose activities according to age and ability of children	Low	Yes
Sensory/ Blindfold games	Asthma attack	Pupils Staff Parents	<ul style="list-style-type: none"> • Inhalers to be carried and not left in classroom. 		Low	Yes
	Slip Trip Fall Bump	Pupils Staff Parents	<ul style="list-style-type: none"> • Suitable clothing see Intro to Day Centres booklet. • Wash hands as soon as possible after activity. • Adequate supervision to allow one adult per group. • Teacher gives safety talk before starting activity. • Use of appropriate area. Check for hazards before starting. • Remove glasses before wearing blindfold. 		Low	Yes
	Weather	Pupils Staff Parents	<ul style="list-style-type: none"> • Centre teacher or visiting teacher to obtain daily forecast. <p>Refer to EESS 'Introduction to the Environmental Education Day Centres'</p>	On occasion, conditions may be unsuitable	Low	Yes

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LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

CENTRE/BASE: BRACKENHURST

AREA OF CONCERN/ACTIVITY: WORKING IN THE CENTRE – page 1 of 2

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Working in the centre	Fire	Pupils Staff Parents	<ul style="list-style-type: none"> • Only fight fires if small enough and use the correct extinguisher. • Dial 9 – 999 and evacuate the building or evacuate and Dial 999 from the mobile. • Assemble at appropriate points. • Do not re-enter the building until told it is safe to do so be the emergency services. • Carry out regular fire drills. 	<p>Staff fire awareness required</p> <p>List of all on site must be brought by schools</p> <p>Signs fitted to exits</p> <p>Windows open to allow use as an exit</p>	Low	Yes
	Electrical shock	Pupils Staff Parents	<ul style="list-style-type: none"> • Shown how to use equipment including R.C.D.s . • PAT testing carried out each year. • Ongoing visual checks. • Electrical items not used near water. 	<p>Each group visit only for a day</p> <p>Need regular updates</p>	Low	Yes
	Burns Scalds	Pupils Staff Parents	<ul style="list-style-type: none"> • Hot drinks must not be passed around over the children. • COSHH substances stored appropriately. • First aid kits available. • Pupils not allowed in kitchen area. 		Low	Yes

LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

CENTRE/BASE: BRACKENHURST

AREA OF CONCERN/ACTIVITY: WORKING IN THE CENTRE – page 2 of 2

HAZARD/ ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Working in the centre continued	Finger traps Cuts, Bruises Trip, Slip, Fall Tools used	Pupils Staff Parents	<ul style="list-style-type: none"> • Finger guards fitted to doors where pupils have access. • Scissors are not pointed. • Furniture checked regularly. • Tools stored in locked areas. • Floor well maintained and non-slip cleaning materials used. • When floors are wet 'wet floor' sign used. • Spills wiped up immediately. • Glue guns to be used by adults only. • First aid kits available. 		Low	Yes
	Personal attack	Pupils Staff Parents	<ul style="list-style-type: none"> • All doors locked when visitors on site. • No child to be left alone anywhere at any time. <p>Refer to EESS 'Introduction to the Environmental Education Day Centres'</p>		Low	Yes

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LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

CENTRE/BASE: BRACKENHURST

AREA OF CONCERN/ACTIVITY: VISIT TO ANDERSON SHELTER

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
<p>Visit to the Anderson Shelter (Part of Evacuee Day)</p>	<p>Slip Trip Fall Bump</p>	<p>Pupils Staff Parents</p>	<ul style="list-style-type: none"> • Ensure staff familiar with shelter and attended appropriate INSET. • Pupils well behaved and under control. • Appropriate safety talk. • Limit numbers 6 maximum inside shelter. • Suitable footwear to be worn. <p>Refer to EESS 'Introduction to the Environmental Education Day Centres'</p>	<p>Refer to Codes of Practice</p>	<p>Low</p>	<p>Yes</p>

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LEARNING OUTSIDE THE CLASSROOM SUPPORT SERVICE: RISK ASSESSMENT PROFORMA

CENTRE/BASE BRACKENHURST

AREA OF CONCERN/ACTIVITY: CHRISTMAS NATIVITY

HAZARD ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Walking to/ from Home Farm area	Traffic	Staff Visitor Pupil	<ul style="list-style-type: none"> Ensure staff familiar with site and route and have attended the appropriate Inset training. Appropriate adult supervision as specified in guidelines. It is advisable for the children to wear fluorescent vests or bands. Pupils to be well behaved and under control. Contact/handling is only permitted if supervised by Centre teacher. Safety talks to all visitors before any contact with animals. Hand washing essential after any contact with animals. First Aid pack to be carried. Visiting schools should provide relevant medical information for the Centre teacher. Inhalers/medication etc to be carried during the session and not left in the classroom. <p>Refer to Brackenhurst Farm Visit/Animal Care Unit Risk Assessments and EESS 'Introduction to the Environmental Education Day Centres'</p>	Refer to Codes of Practice and Farm Safety checklist	Low	Yes
Handling Animals	Bite, trodden on by sheep/donkey	Staff Visitor Pupil		Inset Training	Low -Medium	Yes
	Allergic Reaction	Staff Visitor Pupil		Low	Yes	

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CENTRE/BASE: BRACKENHURST

AREA OF CONCERN/ACTIVITY: ORIENTEERING FESTIVAL

HAZARD/ACTIVITY	RISK HAZARD	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	YES IF ALL IN PLACE
Orienteering near main hall and gardens and sports field.	Getting lost	Pupils	Pupils in small groups with adult helper, ratios as per Intro to Day Centres booklet. Counting pupils regularly and especially at end of activity. Map reading skills taught well at beginning of activity.	Introduction also notes sent to schools	Low	Yes
	Slip trip fall bump	Pupils visitors	Safety parameters stressed to pupils-boundaries, fences, hygiene. Slippery slabs in area around Hall and gardens. Cleaning of and appropriate footwear.			
	Infection from faeces	Pupils visitors	Hand washing after every activity.			
	Weather	Pupils visitors	Centre teacher/teacher to obtain daily weather forecast.		Low	Yes
	Cut graze from barbed wire fence	Pupils, visitors	Care needed, stressed at beginning of activity in Safety Talk.	Intro. safety talk	Low	Yes
	Shock from electric fence	Pupils, Visitors	Care needed, stressed at beginning of activity. See also Brackenhurst specific orienteering risk assessment.	Intro. safety talk	Low	Yes

Date of assessment: June 2009
Hazard sheet/assessment ref:

signed:

Chewington

next assessment due: June 2010