

Risk Assessment

Activity Assessed: Educational Activities	
Activity Location: Knapp and Papermill	
Assessed by: Marissa Ryland	Date: January 2016
Reviewed: Marissa Ryland (January 2019)	

Hazard (potential for harm)	What is already being done?	Necessary Further Action
Slips and Trips	<ol style="list-style-type: none"> 1. Plan to minimize or avoid identified site hazards 2. Leader to undertake regular checks of learning sites and advise groups on potential hazards that might be encountered. 3. Group to be advised to wear strong footwear & clothing. 	Leader can request someone does not take part if not properly equipped
Falling trees and branches	<ol style="list-style-type: none"> 1. Leader to avoid unsafe areas. 2. Site checked prior to activities particularly after gales and storms etc. 3. Overhanging branches impeding safe walking to be pruned back. 4. Annual visual check of trees in woodland to be undertaken. 	Increased awareness in windy conditions. Abandon session in high winds. (Winds above 31mph using the Beaufort Wind Scale as a guide)
Injury from litter in school learning sites.	<ol style="list-style-type: none"> 1. Sites checked by leader beforehand and litter removed. 	
Cattle on site	<ol style="list-style-type: none"> 1. Reserve officer to inform Engagement Officers of when cattle are on site and where. Engagement Officers to enact appropriate mitigations as appropriate including moving lunch site, leading students through areas with cattle in and taking alternative paths as necessary and briefing students on appropriate behaviour. 	
Biological Hazard (from soil, water plants or animals) including allergies and water borne diseases such as Weil's disease.	<ol style="list-style-type: none"> 1. Teacher to inform leader of any allergies prior to session and reasonable mitigation will be discussed and implemented on the day of the visit. 2. Hand washing facilities or hand wipes/gel to be available and use advised before lunch/at end of session 3. Advise participants to cover any recent or open cuts with plasters and nitrile gloves particularly when pond dipping or working in the river. 4. Pupils advised not to pick or eat anything unless they are told they can. 	
Traffic Risk – crossing lane or around site entrance/barns	<ol style="list-style-type: none"> 1. Coach to pull as appropriate into lay by or suitable alighting area. 2. Students to stay on grass verge wherever possible when walking to entrance. 3. Staff to supervise crossing the road- with lookouts to stop traffic as necessary. 4. Sign on reserve gate to remind children only to cross road with staff. 	WT staff/volunteers to wear hi-vis when blocking the road.
Children getting lost	<ol style="list-style-type: none"> 1. Teacher and leader to define clear boundaries to work within. 2. Pupils supervised at all times by teaching staff with leader rotating around groups. 3. When moving around site an adult will lead and another will back mark. 	Teacher pupil ratio adhered to. Regular head counts by school staff.
Use of tools, materials and equipment (inc. Strain or injury through the use of.)	<ol style="list-style-type: none"> 1. Event leader to give safety briefing on use of equipment and materials 2. Equipment to be checked before session and any faults to be reported. 3. No equipment to be left lying around but stored safely away. 	Leader to consider planned activities and add specifics to bottom of risk assessment.

	<ol style="list-style-type: none"> 4. Teachers to ensure supervision ratios are correct 5. Safe working area to be identified 6. Gloves and necessary PPE to be available. 7. Teacher to advise leader of any health issues of group 	
Water hazard - working in and around streams, rivers, and ponds (e.g. depth and force of water, danger of drowning)	<ol style="list-style-type: none"> 1. Leader and teacher to plan session to avoid deepest areas. 2. Leader to assess river site before students enter. 3. In event of previous heavy rainfall leader to check weather and river before session. Recent heavy rain may cause cancellation. 4. Leader & visiting staff to ensure safe behaviour in and at water margins. 5. Supervision ratios to be at least to local authority standards. 6. Leader to carry safety aid. 	Teachers to ensure they meet at least LEA ratio standards. We normally split the children into five groups. We work in a close range to each other but we recommend an adult for each group where possible. We will be working in water through the day. <u>Wildlife Trust staff cannot be included in school ratios.</u>
Risk from other users of site E.g. Dog walkers, Horse Riders, Cyclists, reserve workers.	<ol style="list-style-type: none"> 1. Groups advised of public nature of reserve. 2. Group advised of correct behavior whilst on site 3. Group to remain together in chosen work area 	Monitor site for conservation activity.
Weather Conditions	<ol style="list-style-type: none"> 1. Weather conditions to be considered and activities altered if necessary. 2. Water bottles to be taken with students in especially hot conditions. 3. Teachers to be advised of appropriate clothing and to make sure students are kitted out correctly. 	Teacher to supervise to ensure students don't become dehydrated in hot weather. Take shelter in visitor centre if necessary. Activity halted in the event of extreme conditions
Bites/stings	<ol style="list-style-type: none"> 1. Children advised to be careful of nettles and be aware of stinging insects 2. Appropriate clothing to be worn – long trousers/sleeves. 	
First Aid and Emergency Aid.	<ol style="list-style-type: none"> 1. All WWT staff are first aid trained and will carry first aid packs and the emergency pack. 2. The Knapp is a low mobile phone signal area. In the event of an incident the emergency plan will be followed. Teaching staff will be given the emergency plan to read through at the start of the session. 3. Teachers must register their own personal mobile phones with www.emergencysms.org.uk useful for low signal areas. 4. Teachers must inform staff of all medical conditions that children and adults have and all relevant medication must be carried on their person through the day. 5. All school staff attending to have read the emergency plan before the date of the school trip. 	Teachers to give medical information about the group to Wildlife Trust through the booking form and ensure all children and adults have medication they need on their person through the day. Schools are asked to bring a staff member who is first aid trained to allow WWT staff members to run the emergency plan and get a phone call out to emergency services.
Other activity specifics		

