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**SCHOOL VISIT RISK ASSESSMENT**

# RISK ASSESSMENT FOR GREENWAY

**Adult: Ratio (supervision)**

**EYFS = 1:4**

**KS1 = 1:6**

**KS2 = 1:10**

**KS3+ = 1:15**

**SEN 1:1 negotiable**

Risks to be highlighted and discussed during a pre-visit, sent with booking information or to be available and visible during a visit.

A named First Aider is available on sites to be visited. First Aid boxes to be carried by visiting school leader.

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| **ANIMALS IN THE CLASSROOM.** | | | | |
| **HAZARDS** |  | **RISKS** | | |
| Protecting/ caring for  Mini Beasts in classroom – e.g.  Worms, Woodlice, snails. Injury to animals | EXPOSURE MED | CONTROL Adequate ventilation, light levels and temperature. Provision of near natural habitat whenever possible. Children to be supervised as to correct handling if allowed. Animals to be contained until released at earliest opportunity. | LIKELIHOOD LOW | **WHO AFFECTED**  **ALL** |
| Infection, skin irritation, bites, allergic reaction | LOW | School provide information about individual medical requirements and restrict access to activity accordingly. Provision of disposable gloves or hand-wash gel when needed. Children closely supervised in small groups and instructed how to handle animals carefully and safely. Minimal handling preferred | LOW | ALL |
| Splinters from wood | Low | Adequate pupil/adult ratios – small groups with adult leader. Adult supervision whilst moving wood, logs etc. | LOW | LOW |
| VISIT TO ANIMAL MANGEMENT CENTRE |  | Ms Amy Dunbar, Manager, has been fully involved in the planning of this part of the visit and has advised on the risks involved and the minimising of risks (infections and injuries) to young children and accompanying adults. | SEE ANIMAL MANAGEMENT RISK ASS. | ALL |
| Bites when handling animals | Medium | Centre Staff will only allow pupils and helpers to handle certain animals given prior permission. Correct ways of handling animals will be demonstrated and pupils will not be left unaccompanied whilst handling. | MEDIUM | ALL |
| Bites from animals in cages | Medium | Pupils pre-advised about the dangers of putting fingers through bars or wire netting. Very young children to be closely watched at all times and whenever necessary, they should keep their distance from the front of pens. | MEDIUM | ALL |
| Risk of infections | LOW/  MEDIUM | Scrupulous hand hygiene and a clean environment. Pupils instructed not to put fingers in their mouths. Hands to be cleansed after visiting enclosures and handling animals or touching gates/fencing. Foot dipping into disinfectant if instructed to be necessary. Anti-bacterial gel dispensers fixed to enclosures. | LOW | ALL |

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**Ratio Adults: Pupils**

**EYFS 1:4**

**KS1= 1:6 (age 5-7)**

**KS2= 1:10 (age 8-11)**

**KS3 + =1:15 (age 11+)**

**SEN 1:1 negotiable**

**SCHOOL VISIT- RISK ASSESSMENT: Horticulture, growing/planting in the Classroom, Glasshouse visits. May 2017**

RISKS TO BE DISCUSSED DURING A PLANNED PRE-VISIT

OR SENT WITH VISIT DOCUMENTATION.

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| **STAFF INVOLVED**: Schools Outdoor Learning Manager; Caroline Phillips (01270 625131 extn.3904) | | | | |
| **HAZARDS** |  | **RISKS** | | |
|  | EXPOSURE | CONTROL | LIKELIHOOD | **WHO AFFECTED** |
| Slipping and tripping on grassy areas and muddy pathways. | LOW | Plan a safe route. Children to be instructed how to walk sensibly and to be aware of obstacles like tree roots, puddles etc. Running not allowed.  Sensible footwear to be worn. Schools advised beforehand.  Route checked on morning or before a visit. | Low/medium depending on ground conditions | Pupils (and adults) |
| Slipping and tripping in glasshouses and greenhouses | LOW | College Health and Safety Regulations  Departmental Risk Assessments available on request | LOW | ALL |
| Breaking/Broken glass | LOW | College Health and Safety Guidelines  Pupils to be made aware of the dangers beforehand and by Reaseheath staff in the Learning Lab. Close supervision in required group size. Good behaviour at all times with NO running allowed. | LOW | ALL |
| Stings from insects, stinging nettles etc | MED | School to follow own procedures, but first aid kit to be available and emergency mobile phone to be carried. Pupils advised not to touch certain plants. Some may require the wearing of rubber gloves. | MED | ALL |
| Allergy to Environment  Including the touching of soils and composts. | Low to High | Teachers must be aware of which children have allergies. Remove child from the environment and treat according to their history and/or take Drs advice. Qualified first aiders available on site. | Low/medium | ALL |
| Falls into Water tanks/butts. Getting wet/drowning | LOW | Pupils to be made aware of the hazards they are likely to meet in this environment. They should stay clear of any water and only be allowed to handle small amounts of water when instructed. Close supervision at all times. | LOW | ALL |
| Falling. Obstructions, falling branches, tree roots, logs, sticks and garden canes. Sticks in eyes. Steps | MED | Close supervision at all times. Group to be instructed at the beginning of the visit about the hazards they are likely to come into contact with in this working environment. Group leaders to be aware.  Reaseheath College Health and Safety Policy in operation. | MED | ALL |
| Dangerous Chemicals and liquids. Poisoning and burns. | LOW | Covered by Reaseheath H&S procedures  NO contact by untrained individuals. | LOW | ALL |
| Burning and scalds from Heaters | LOW | Children to be supervised and to be asked not to touch heaters,  or to go near them. | LOW | Pupils |
| Injury from tools | LOW/MED | Pupils will be taught correct and safe usage when necessary. OTHERWISE, tools not being used will not be touched. College Policy in operation. Tools to be carefully stored when not in use. | LOW/MED | Pupils |

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**Adult: Child Supervision Ratios**

**EYFS = 1:4**

**KS1 = 1:6**

**KS2 = 1:10**

**KS3+ = 1:15**

**SEN 1:1 negotiable**

**SCHOOL VISIT**

**Farm tour**

**Risk Assessment**

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| **RA updated Sept.2017** | | | | |
| **STAFF INVOLVED** **Guides and Farm Staff** | | | | |
| **HAZARDS** |  | **RISKS** | | |
|  | SEVERITY | CONTROL | LIKELIHOOD | **WHO AFFECTED** |
| Animal – bites/kicks/licks | Low | Initial health and safety talk  Restrict handling to selected docile animals | Low | Children |
| Zoonoses | Medium | Supervised handling and personal hygiene  Pregnant ladies- no contact with expectant ewes  Schools strongly recommended not to allow pregnant women to visit. | Low | Children - Guides  Pregnant Ladies |
| Obstructions and hazards on walking route eg machinery/straw barns | Medium | Guides to select unobstructed route free from hazards. Adequate supervision to ensure children/young people do not access hazardous areas | Low | All |
| Road Traffic | Medium | Guides to select safest route and ensure adequate supervision at all times. High visibility jackets worn by adults. | Low | All |
| Lake/Ponds and Stretches of water | Medium | Adults in charge of each group of children – Initial health and safety talk and all instructed to keep children away from lake/areas of water. | Low | Children |
| Orf | Medium | Supervised handling of lambs by guides | Low | All |
| Footwear | Medium | All children asked to wear wellingtons at all times and to be washed prior to leaving. Children to change out of wellingtons before leaving Reaseheath and carry boots in plastic bag home. Boots to be thoroughly cleaned at home to ensure all manure is removed. | Medium | All visitors |
| Tuberculosis (TB) | Medium | Children asked not to touch cattle. | Low | Children |
| Touching animals, fences and gates. Possible spread of E.coli. | Medium | All members of visiting party must wash hands with antibacterial soap after stroking livestock or use gel from wall dispensers/ carried by Guides. | Low | All |
| Mobile Toilets | Low | Take care on mobile toilet steps or ramp and be supervised. Children must be accompanied to the toilets by DBS checked supervisors. | Low | All visitors |
| Viewing gallery staircase | Low | Supervising adults to be informed that children need to be supervised in small groups when negotiating stairs | Low | All visitors |

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**School visit Risk Assessment: Arrival on site and Classroom**

**Adult: Pupil Supervision Ratios**

**EYFS = 1:4**

**KS1 = 1:6**

**KS2 = 1:10**

**KS3 + = 1:15**

**SEN 1:1 negotiable**

RISKS TO BE DISCUSSED DURING A PLANNED PRE-VISIT,

OR SENT WITH VISIT DOCUMENTATION.

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| --- | --- | --- | --- | --- |
| **HAZARDS** |  | **RISKS** | | |
|  | EXPOSURE | CONTROL | LIKELIHOOD | **WHO AFFECTED** |
| JOURNEY FROM COACH TO SCHOOLS LEARNING LAB | LOW | PLAN A SAFE ROUTE, CHILDREN TO BE INSTRUCTED BY TEACHERS AND/OR REASEHEATH STAFF HOW TO WALK SENSIBLY AND TO BE AWARE OF TRAFFIC PASSING BY IN THE VACINITY.ADULTS TO SUPERVISE AT FRONT AND BACK OF GROUP. USE FOOTPATHS WHENEVER POSSIBLE. | LOW/MEDIUM | PUPILS  (AND ADULTS) |
| WALK FROM CLASSROOM TO MOBILE TOILETS | LOW | ALL CHILDREN TO BE SUPERVISED AT ALL TIMES BY AN ADULT AND TO BE LED TO TOILETS BY SAFEST ROUTE (NOT THROUGH THE STUDENT CARPARK BEHIND WINDSOR HALL OF RESIDENCE) | LOW | PUPILS AND ADULTS |
| HYGIENE/ UNCLEAN HANDS | LOW/MED | ALL CHILDREN TO WASH HANDS AFTER VISITING THE TOILET or following a ‘dirty’ activity. SOAP AND PAPER TOWELS TO BE AVAILABLE. Antibacterial Gel available in classroom. | LOW/MED | PUPILS |
| SHARP OBJECTS i.e. scissors, craft knives | LOW/MED | ALL SHARP IMPLEMENTS TO BE STORED SAFELY OUT OF SIGHT AT ALL TIMES UNLESS BEING USED BY PUPILS OR ADULTS. Children to be supervised and taught how to use scissors safely prior to visit. | LOW | ALL |
| SOLVENTS AND OTHER DANGEROUS SUBSTANCES | NONE | IN LINE WITH REASEHEATH COLLEGE HEALTH AND SAFETY POLICY, NO DANGEROUS SUBSTANCES TO BE ALLOWED IN THE MOBILE CLASSROOMS WHEN SCHOOL PARTIES PRESENT. | LOW | ALL |
| MOBILE DISPLAYS AND DISPLAY BOARDS | MEDIUM/  HIGH | IF BEING USED AS A TEACHING RESOURCE, ITEM TO BE SECURE AND UNLIKELY TO TOPPLE. Pupils to be informed and supervised accordingly when teaching resources are to be used or viewed. | LOW | ALL |
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**Ratio Adults: Pupils**

**EYFS 1:4**

**K.S 1= 1:6 (age 5-7)**

**K.S 2= 1:10 (age 8-11)**

**K.S.3+=1:15 (age 11+)**

**SEN 1:1 negotiable**

**SCHOOL VISIT- RISK ASSESSMENT:**

**Food: Classroom and processing hall activities.**

RISKS TO BE DISCUSSED DURING A PLANNED PRE-VISIT

OR SENT WITH VISIT DOCUMENTATION.

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| **DATE UNDERTAKEN: 2008**  **Date Updated: 2017** | | | | |
| **STAFF INVOLVED**: Schools Outdoor Learning Manager; Caroline Phillips (01270 625131 ext. 3904)  Food department staff | | | | |
| **HAZARDS** |  | **RISKS** | | |
|  | EXPOSURE | CONTROL | LIKELIHOOD | **WHO AFFECTED** |
| Slipping and tripping on wet floors in processing halls. | LOW | Plan a safe route. Children to be instructed how to walk sensibly and to be aware of obstacles like tree roots, puddles etc. Running not allowed.  Sensible footwear to be worn. Schools advised beforehand.  Route checked on morning or before a visit.  College Health and Safety Regulations  Departmental Risk Assessments available on request | Low/medium depending on processing hall activities. | Pupils (and adults) |
| Breaking/Broken glass | LOW | College Health and Safety Guidelines  Pupils to be made aware of the dangers beforehand and by Reaseheath  staff at the Outdoor Education Centre. Close supervision in required group size. Good behaviour at all times with NO running allowed. | LOW | ALL |
| Food allergies. | Low to High | Teachers must be aware of which children have allergies. Remove child from the environment and treat according to their history and/or take Drs advice. Qualified first aiders available on site. | Low/medium | ALL |
| Dangerous Chemicals and liquids. Poisoning and burns. | LOW | Covered by Reaseheath H&S procedures  NO contact by untrained individuals. | LOW | ALL |
| Burning and scalds from ovens | LOW | Children to be supervised and to be asked not to touch heaters,  or to go near them. Staff to put products in oven. | LOW | Pupils |
| Injury from utensils | LOW/MED | Pupils will be taught correct and safe usage when necessary. OTHERWISE, utensils not being used will not be touched. College Policy in operation. Utensils to be carefully stored when not in use. | LOW/MED | Pupils |

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**Ratio Adults: Pupils**

**EYFS: 1:4**

**KS1 - 1:6 (age 5-7)**

**KS2 - 1:10 (age 8-11)**

**KS3+ 1:15 (age 11+)**

**SEN 1:1 negotiable**

RISKS SHOULD BE DISCUSSED DURING A PLANNED PRE-VISIT AND SENT WITH VISIT DOCUMENTATION.

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| --- | --- | --- | --- | --- |
| **WOODLAND WALK RISK ASSESSMENT** | | | | |
| **HAZARDS** |  | **RISKS** | | |
|  | EXPOSURE | CONTROL | LIKELIHOOD | **WHO AFFECTED** |
| SLIPPING AND TRIPPING  ON GRASSY AREAS AND MUDDY PATHWAYS | LOW | PLAN A SAFE ROUTE, CHILDREN TO BE INSTRUCTED HOW TO WALK SENSIBLY AND TO BE AWARE OF OBSTACLES LIKE TREE ROOTS, PUDDLES ETC. WEAR SUITABLE FOOTWEAR. | LOW/MEDIUM DEPENDING ON GROUND CONDITIONS | PUPILS  (AND ADULTS) |
| CUTS, ABRASIONS, INFECTIONS FROM CONTACT WITH FOREIGN OBJECTS | LOW | SITE AND ROUTE TO BE CHECKED PRIOR TO THE WALK TAKING PLACE. VISIBLE FOREIGN OBJECTS MOVED BY HANDLER USING DISPOSABLE GLOVES OR ‘LITTER PICKER’ | LOW | ALL |
| STINGS FROM INSECTS  STINGING NETTLES ETC | LOW | SCHOOL TO FOLLOW OWN PROCEDURES BUT FIRST AID KIT TO BE AVAILABLE AND EMERGENCY MOBILE PHONE CARRIED. | LOW | ALL |
| POISONING FROM BERRIES AND FUNGI | LOW  (MOSTLY SEASONAL) | INSRUCTION AT THE BEGINNING OF THE ACTIVITY AND CLOSE SUPERVISION IN SMALL (RECOMMENDED SIZE GROUPS). NOT TO BE PICKED, EATEN OR TOUCHED. | LOW | ALL |
| ALLERGY TO ENVIRONMENT | LOW’HIGH | TEACHERS MUST BE AWARE OF WHICH CHILDREN HAVE ALLERGIES. REMOVE CHILD FROM ENVIRONMENT AND TREAT ACCORDING TO THEIR HISTORY AND OR TAKE DOCTORS ADVICE. QUALIFIED FIRST-AIDERS AVAILABLE ON SITE. | LOW/MEDIUM | PUPILS |
| FALLING. OBSTRUCTIONS e.g. TREE BRANCHES, LOGS, FLY TIPPING, | LOW | SITE MAINTENANCE MONITORED ON REGULAR BASIS. GUIDE TO CHECK BEFORE WALK TAKES PLACE. REPORT OBSTACLES OR HAZARDS.  GROUP TO BY-PASS OBSTRUCTIONS IF SAFE TO DO SO. | LOW | ALL |
| SLIPPING/FALLING INTO LAKE | MEDIUM | ALL PUPILS TO BE INSTRUCTED OF THE DANGERS OF PLAYING OR WANDERING NEAR TO WATER PRIOR TO THE WALK. SMALL GROUPS WELL SUPERVISED AND GOOD BEHAVIOUR AT ALL TIMES. | LOW | PUPILS |