

CATTON PARK GENERAL RISK ASSESSMENT

HAZARDS List significant hazards that might result in harm or affect others in the party	HAZARD RISK (High, medium or low)	WHO MIGHT BE HARMED List groups of people who are especially at risk from the identified hazard	CONTROL List existing controls or note where information may be found	FURTHER ACTION List the risks that are not controlled adequately and propose actions that are needed to reduce or eliminate the risks	OUTCOMES RISK (High, medium or low)
Getting on and off a coach/minibus	Medium	Children, adults	Pupil lining up and waiting routines as with normal school activities. Parking area at Catton Park (at Oak Lane entrance) to be available for coaches to drop children off safely.	Adults designed to wait outside the coach or minibus with designated groups. Other adults designated to be on the coach or mini bus. Children given very clear instructions about where to wait and who to report to. An adult is always first and last off the coach/mini bus.	Low
Slips and trips	Medium	Children, adults	Children told to behave in a calm, sensible manner – walking around the site. Children warned of brambles, fallen sticks/branches/logs, wet leaves and mud prior to their arrival on site and again at the site. Site checked in advance to ensure suitability.	First aid kit to be carried by each group leader. Qualified first aider always present. Group leader to ensure mobile phone available and to check mobile phone coverage in the park.	Low

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Litter and broken glass	Low	Children, adults	Site will be checked for litter in the morning before the activity is due to take place and dangerous objects will be removed. Children to be warned not to pick up litter. Areas with particularly hazardous litter such as broken glass will be avoided by all.	First aid kit to be carried by each group leader. Qualified first aider always present. Group leader to ensure mobile phone available and to check mobile phone coverage in the park.	Low
Adverse weather conditions – high winds	High	Children, adults	If high winds (trees are swaying more than 20°) the woodland based activities will not carry on or go ahead., All will return to school if the wind becomes too strong whilst on site. Trees at site will be assessed in advance to ensure they are safe. Areas where there are defective trees will not be used.	Group leader to have bus companies/drivers contact details, if applicable, to ensure that pick up times can be altered if necessary. Group leader to ensure mobile phone available and to check mobile phone coverage in the park.	Low

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Dogs and dog faeces	Medium	Children, adults	Warn children they are not to approach dogs or stroke them if the dogs do come over. Adults to ask owners to put their dogs on a lead if dogs do come over. Children are to wash hands (with antiseptic wipes or anti-bacterial gel) before eating snacks in case of contact with faeces.	First aid kit to be carried by each group leader. Qualified first aider always to be present. Signs to be placed on entrances to Catton Park to warn dog owners that children will be/are present. Group leader to ensure mobile phone available and to check mobile phone coverage in the park.	Low
Climbing trees	Medium	Children	Children will not be allowed to climb trees.	Any child climbing trees will be asked to stay with an adult to be supervised for the remainder of the visit.	Low
Poisonous plants and berries (holly, nightshade etc.)	Medium	Children	Children must wash their hands (with antiseptic wipes or anti-bacterial gel) after the activity. Children must not eat snacks before washing their hands. Children to be told not to put any plants or berries in their mouths.	Show the children which plants are poisonous. Contact hospital or doctor if ingestion occurs. Group leader to ensure mobile phone available and to check mobile phone coverage in the park.	Low

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Strangers	Medium	Children, adults	On-going vigilance by adults. Children told to make sure that adults know when strangers are present. Ensure adults know any relevant background of the children.	If strangers are acting suspiciously then children should be moved away from them. Any confrontations should be dealt with by the adults and, if necessary, by the police. Group leader to ensure mobile phone available and to check mobile phone coverage in the park.	Low
Children getting lost	Medium	Children	Have correct ratio of adults present for number of children. Ensure children stay in groups and at least in pairs. Children should stay with or be near to an adult at all times. Children should be regularly head counted by adults. Adults to wear florescent bibs to make them highly visible to children. Additional adults for specified children.	Group leader always to carry a whistle to attract attention in case anyone moves too far away. Children to be informed of meeting point in case they get lost.	Low

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Falling in the pond X1 pond top west corner X1 pond by Hayman Lodge	Medium	Children, adults	All will keep away from the pond. Ensure work or activities are not carried out near the pond. Both ponds have a gate and a fence around them. The Hayman Lodge pond gate is padlocked.	On-going vigilance by adults. Pond risk assessment to be used as well.	Low

Next review date: December 2019