

CATTON PARK PARKLAND RISK ASSESSMENT

Hazards <i>List significant hazards that may result in serious harm or affect people in the party.</i>	Risk <i>Indicate the level of risk involved</i>	Who might be harmed? <i>List groups of people who are especially at risk from the hazards identified.</i>	Is the risk adequately controlled? <i>List existing controls or note where information may be found. (e.g. information, instruction training, systems or procedures)</i>	What further actions are needed to control the risk? <i>List the risks that are not adequately controlled and propose actions that are needed to reduce or eliminate the risks.</i>	Tick if these actions are in place	Out-come
Poor preparation and planning <ul style="list-style-type: none"> • First aid provision • Communication • Emergency procedures 	High	All in group	<ul style="list-style-type: none"> • A trained first aider should be accompanying the group at all times and a first aid kit carried. • A welfare kit containing items such as; sun cream, insect repellent, sting relief, wet wipes etc may also be appropriate – parental consent must be given for these items to be used on children. • Ensure pupils and accompanying adults medical and emergency contact details are carried at all times. • If an individual has a medical condition/allergy, the leader should be aware of school health care plan for the individual and if required produce a Risk assessment for the individual's needs. • Ensure a means of communication is available – test mobile phone coverage before visit. • Leaders may want to use an emergency signal with children e.g. whistle/bell and practice procedures. 	<ul style="list-style-type: none"> • Ensure First Aid qualification is updated every 3 years. • If a medical condition is disclosed, ensure any medication required is carried and individuals know their own limits. • Ensure mobile phone is charged and check reception on day of training. Keep phone where all adults know its location. • Ensure emergency procedures information has been tailored to site (e.g. grid references, contact numbers, access points etc) and written down. • Ensure emergency procedures are known by all adults (and their role in an emergency) and a written version made available. 		Low

<p>Contact with Water – Two ponds, one in the top west corner of the Park and one next to Hayman Lodge</p> <ul style="list-style-type: none"> • Drowning • Hypothermia • Weils disease • Victorian pond 	HIGH	All in group	<ul style="list-style-type: none"> • Pupils kept a safe distance from the pond. • Pupils told not to drink from outside water sources. • If activity involves contact with water, pupils and adults should cover any cuts on hands with waterproof dressings. • Hands will be washed after the activity and possibly wet-wipes carried. • Both ponds fenced and gated. Hayman Lodge pond has a padlock. 	<ul style="list-style-type: none"> • Appropriate supervision. • Leaders aware of the symptoms of Weils disease. • Spare clothing carried and available to change into. • Pond risk assessment to used in conjunction with this risk assessment. 	LOW
Group members separated	HIGH/ MEDIUM	Pupils	<ul style="list-style-type: none"> • Pupils given instructions prior to visit. • Party to be kept in small groups with appropriate ratio of adults. • Regular head counts. 	<ul style="list-style-type: none"> • Remind pupils of agreed procedures before visit. • Brief staff/helpers of their roles. 	LOW
<p>Contact with insects:</p> <ul style="list-style-type: none"> • Stings/ bites • Anaphylactic shock • Lymes disease 	HIGH/ MEDIUM	All in group	<ul style="list-style-type: none"> • Leader to ensure any individual with allergies to insect stings are identified and are carrying necessary medication e.g. epi-pen. • Leader to carry insect repellent and sting relief cream in safety bag – correct permissions to be obtained for the use of it. • Candidates are advised to wear appropriate outdoor clothing. Long sleeves and trousers are advised, and adults should be aware of the appearance and correct method for the removal of ticks. 	<ul style="list-style-type: none"> • Adults may offer insect repellent and sting relief cream to children if appropriate permission has been obtained from parent. • At the end of the visit bare skin should be checked for ticks and any removed immediately if present. Leaders are made aware of the symptoms of Lyme disease. • Leaders trained to use an epi-pen, if necessary, for individuals in group. 	LOW
<p>Allergies:</p> <ul style="list-style-type: none"> • Hay fever • stings • food • plants 	HIGH/ MEDIUM	All in group	<ul style="list-style-type: none"> • Leader to ensure any individual with allergies are identified through medical forms and are carrying necessary medication e.g. epi-pen. • If possible, change delivery of course in order not to not bring allergen into contact with person with allergy. • Daily site check will identify any specific allergens present. 	<ul style="list-style-type: none"> • Leaders trained to use an epi-pen if required. • Warn of any species that may cause an allergic reaction e.g. some plant saps • Ensure an individual's medications are available during visit. 	LOW

<p>Cold/wet weather:</p> <ul style="list-style-type: none"> Hypothermia 	MEDIUM	All in group.	<ul style="list-style-type: none"> Pupils and adult helpers are given pre-visit information advising them to wear appropriate outdoor clothing and footwear (warm layers, hats, gloves, waterproofs, boots/wellies) Leader should carry spare warm clothing, hats, gloves, etc. Weather conditions are considered as part of the daily site check. If too cold/wet/windy, alternative delivery of the activities should be considered. 	<ul style="list-style-type: none"> Leader to check all pupils and adult helpers are dressed appropriately. Do not enter woods in windy weather. If conditions worsen; leader to lead group back to inside facilities. 	LOW
<p>Hot/sunny weather:</p> <ul style="list-style-type: none"> sunburn sunstroke dehydration 	MEDIUM	All in group	<ul style="list-style-type: none"> Pupils and adult helpers are given pre-visit information advising them to wear appropriate outdoor clothing and footwear (sun hats, sun cream, light trousers, boots) and to bring a drink. Leader ensures plenty of extra drinking water is available. Weather conditions are considered as part of the daily site check. If very sunny, available shade should be considered. 	<ul style="list-style-type: none"> Drinking water carried and all are encouraged to drink regularly. Leader should carry spare hats and sun cream and appropriate parental permissions arranged for the use of sun cream. Base group activities in shaded areas where possible. 	LOW
<p>Poisoning/ Stomach upset</p> <ul style="list-style-type: none"> Yew, Box, Holly, Fungi Plants 	MEDIUM	Mainly Pupils	<ul style="list-style-type: none"> Check for any poisonous plants on site and if any are present make all aware of location and identifiable traits. Wash hands before eating – carry clean water, hand gel and/or wet wipes. 	<ul style="list-style-type: none"> Encourage good food hygiene practice. Ensure pupils do not put any objects or dirty fingers in mouths. 	LOW

Notes:

- Please ensure that the correct ratios are adhered to.
- It is important that the visiting teacher in charge remains responsible at all times, and the correct insurance is obtained.
- Please also refer to appropriate additional risk assessments for Hayman Lodge, general Catton Park and working in the woodlands.

You should use this document to create your own Risk assessments, appropriate to the activities you are planning and the specific children in the group.

Next review date: December 2018