

## CATTON PARK PARKLAND RISK ASSESSMENT

<b>Hazards</b>  <i>List significant hazards that may result in serious harm or affect people in the party.</i>	<b>Risk</b>  <i>Indicate the level of risk involved</i>	<b>Who might be harmed?</b>  <i>List groups of people who are especially at risk from the hazards identified.</i>	<b>Is the risk adequately controlled?</b>  <i>List existing controls or note where information may be found. (e.g. information, instruction training, systems or procedures)</i>	<b>What further actions are needed to control the risk?</b>  <i>List the risks that are not adequately controlled and propose actions that are needed to reduce or eliminate the risks.</i>	<b>Tick if these actions are in place</b>	<b>Out-come</b>
<b>Poor preparation and planning</b> <ul style="list-style-type: none"> <li>• First aid provision</li> <li>• Communication</li> <li>• <b>Emergency procedures</b></li> </ul>	High	All in group	<ul style="list-style-type: none"> <li>• A trained first aider should be accompanying the group at all times and a first aid kit carried.</li> <li>• A welfare kit containing items such as; sun cream, insect repellent, sting relief, wet wipes etc may also be appropriate – <b>parental consent must be given</b> for these items to be used on children.</li> <li>• Ensure pupils and accompanying adults medical and emergency contact details are carried at all times.</li> <li>• 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.</li> <li>• Ensure a means of communication is available – test mobile phone coverage before visit.</li> <li>• Leaders may want to use an emergency signal with children e.g. whistle/bell and practice procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure First Aid qualification is updated every 3 years.</li> <li>• If a medical condition is disclosed, ensure any medication required is carried and individuals know their own limits.</li> <li>• Ensure mobile phone is charged and check reception on day of training. Keep phone where all adults know its location.</li> <li>• Ensure emergency procedures information has been tailored to site (e.g. grid references, contact numbers, access points etc) and written down.</li> <li>• Ensure emergency procedures are known by all adults (and their role in an emergency) and a written version made available.</li> </ul>		<b>Low</b>
Contact with Water – <b>Two ponds, one in the top west corner of the Park and one next to Hayman Lodge</b> <ul style="list-style-type: none"> <li>• Drowning</li> <li>• Hypothermia</li> <li>• Weils disease</li> <li>• Victorian pond</li> </ul>	HIGH	All in group	<ul style="list-style-type: none"> <li>• Pupils kept a safe distance from the pond.</li> <li>• Pupils told not to drink from outside water sources.</li> <li>• If activity involves contact with water, pupils and adults should cover any cuts on hands with waterproof dressings.</li> <li>• Hands will be washed after the activity and possibly wet-wipes carried.</li> <li>• Both ponds fenced and gated. Hayman Lodge pond has a padlock.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate supervision.</li> <li>• Leaders aware of the symptoms of Weils disease.</li> <li>• Spare clothing carried and available to change into.</li> <li>• Pond risk assessment to used in conjunction with this risk assessment.</li> </ul>		LOW

Group members separated	HIGH/ MEDIUM	Pupils	<ul style="list-style-type: none"> <li>• Pupils given instructions prior to visit.</li> <li>• Party to be kept in small groups with appropriate ratio of adults.</li> <li>• Regular head counts.</li> </ul>	<ul style="list-style-type: none"> <li>• Remind pupils of agreed procedures before visit.</li> <li>• Brief staff/helpers of their roles.</li> </ul>	LOW
<b>Contact with insects:</b> <ul style="list-style-type: none"> <li>• Stings/ bites</li> <li>• Anaphylactic shock</li> <li>• Lymes disease</li> </ul>	HIGH/ MEDIUM	All in group	<ul style="list-style-type: none"> <li>• Leader to ensure any individual with allergies to insect stings are identified and are carrying necessary medication e.g. epi-pen.</li> <li>• Leader to carry insect repellent and sting relief cream in safety bag – correct permissions to be obtained for the use of it.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Adults may offer insect repellent and sting relief cream to children if appropriate permission has been obtained from parent.</li> <li>• 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.</li> <li>• Leaders trained to use an epi-pen, if necessary, for individuals in group.</li> </ul>	LOW
<b>Allergies:</b> <ul style="list-style-type: none"> <li>• Hay fever</li> <li>• stings</li> <li>• food</li> <li>• plants</li> </ul>	HIGH/ MEDIUM	All in group	<ul style="list-style-type: none"> <li>• Leader to ensure any individual with allergies are identified through medical forms and are carrying necessary medication e.g. epi-pen.</li> <li>• If possible, change delivery of course in order not to not bring allergen into contact with person with allergy.</li> <li>• Daily site check will identify any specific allergens present.</li> </ul>	<ul style="list-style-type: none"> <li>• Leaders trained to use an epi-pen if required.</li> <li>• Warn of any species that may cause an allergic reaction e.g. some plant saps</li> <li>• Ensure an individual's medications are available during visit.</li> </ul>	LOW
<b>Cold/wet weather:</b> <ul style="list-style-type: none"> <li>• Hypothermia</li> </ul>	MEDIUM	All in group.	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Leader should carry spare warm clothing, hats, gloves, etc.</li> <li>• Weather conditions are considered as part of the daily site check. If too cold/wet/windy, alternative delivery of the activities should be considered.</li> </ul>	<ul style="list-style-type: none"> <li>• Leader to check all pupils and adult helpers are dressed appropriately.</li> <li>• Do not enter woods in windy weather.</li> <li>• If conditions worsen; leader to lead group back to inside facilities.</li> </ul>	LOW
<b>Hot/sunny weather:</b> <ul style="list-style-type: none"> <li>• sunburn</li> <li>• sunstroke</li> <li>• dehydration</li> </ul>	MEDIUM	All in group	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Leader ensures plenty of extra drinking water is available.</li> <li>• Weather conditions are considered as part of the daily site check. If very sunny, available shade should be considered.</li> </ul>	<ul style="list-style-type: none"> <li>• Drinking water carried and all are encouraged to drink regularly.</li> <li>• Leader should carry spare hats and sun cream and appropriate parental permissions arranged for the use of sun cream.</li> <li>• Base group activities in shaded areas where possible.</li> </ul>	LOW

Poisoning/ Stomach upset <ul style="list-style-type: none"> <li>• Yew, Box, Holly,</li> <li>• Fungi</li> <li>• Plants</li> </ul>	MEDIUM	Mainly Pupils	<ul style="list-style-type: none"> <li>• Check for any poisonous plants on site and if any are present make all aware of location and identifiable traits.</li> <li>• Wash hands before eating – carry clean water, hand gel and/or wet wipes.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage good food hygiene practice.</li> <li>• Ensure pupils do not put any objects or dirty fingers in mouths.</li> </ul>		LOW
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**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 2019