

Team / Facility	Sewerby Hall & Gardens	Assessor	Graeme Harvey
Date of Assessment	07/07/15	Planned Review Date	07/07/16

Task/Operation and location:	Educational Visits to Sewerby Hall and Gardens	Number of Persons at risk:	Members of the Public	<80
			Site Personnel and Visitors	<12

RISK ASSESSMENT

This Risk Assessment has been completed in accordance with the Councils Code of Practice & Guidelines relating to the Management of Health and Safety at Work Regulations 1999. The risk rating has been deduced from the following formula – Likelihood x Severity.

Note – The likelihood of an accident/incident accruing may increase according to the frequency of the task. The severity of an accident/incident may be affected by the number of persons at risk.

Likelihood (L)		Severity (S)	
1	Almost impossible	1	Low -Causing a minor injury. Cuts or bruising
2	Improbable/ not very likely to happen	2	Medium – Absence from work for less than 3 days/strain and sprain
3	Possible/could happen	3	Major – Absence from work for more than 3 days/ fractures, burns etc
4	Very likely/would not be surprised	4	High – Long term absence from work/slipped disc
5	Inevitable/certain to happen	5	Fatality

Total Score	Risk Category
1	Considered tolerable risk, normal day to day activity
2-10	Risk is to be controlled as far as is reasonably practicable by completion of risk assessment & method statement
11-20	Hazard must be avoided or the level of risk reduced significantly by control measures & safe systems of work
21-25	Advice should be obtained from the Safety Services Unit before proceeding with the task.

Significant Identified Hazards	Existing Control Measures	L	S	Total Score = L x S	Existing Control Measures OK Y/N	Additional Control Measures Required to Reduce Level of Risk to Acceptable Level	L	S	Total Score = L x S
Slip / Trip / Fall	LEA Educational Visits Safety Policy and Guidelines. Staff / Leader Training and Experience. ERYC Safety Protocols and Procedures. Site Specific Safety Protocols and Procedures	2	3	6	Yes				
Inappropriate/Insufficient Supervision	LEA Educational Visits Safety Policy and Guidelines. Staff / Leader Training and Experience. ERYC Safety Protocols and Procedures. Site Specific Safety Protocols and Procedures	2	3	6	Yes				
Biological Microbiological	ERYC Safety Protocols and Procedures. Site Specific Safety Protocols and Procedures. Contact with animals under direct supervision of Zoo staff. Staff / Leader Training and Experience.	2	4	8	Yes				
Animal attack or Bites	ERYC Safety Protocols and Procedures. Site Specific Safety Protocols and Procedures. Contact with animals under direct supervision of Zoo staff. Staff / Leader Training and Experience.	2	3	6	Yes				
Skylarking	LEA Educational Visits Safety Policy and Guidelines. Staff / Leader Training and Experience. ERYC Safety Protocols and Procedures. Site Specific Safety Protocols and Procedures	3	3	9	Yes				
Physical/Verbal Assault	LEA Educational Visits Safety Policy and Guidelines. Staff / Leader Training and Experience.	2	5	10	Yes				

	ERYC Safety Protocols and Procedures. Site Specific Safety Protocols and Procedures								
Fire	LEA Educational Visits Safety Policy and Guidelines. Staff / Leader Training and Experience. ERYC Safety Protocols and Procedures. Site Specific Safety Protocols and Procedures	2	5	10	Yes				

Training Requirements

- Competent experienced persons who have received relevant and necessary training, and wearing appropriate PPE should only undertake tasks
- Induction training for new staff / ongoing staff training / task specific training
- All educational staff appropriately trained, experienced and qualified to competently fulfil their leadership roles and responsibilities
- Leaders have appropriate first aid training

Personal Protective Equipment Required

- Appropriate footwear
- Appropriate clothing for weather conditions including sun hat, sun cream, water/drinks

Emergency Arrangements

- Leaders aware how to contact site manager and all accidents/near miss incidents are reported to the duty manager and relevant accident reporting procedures adhered to
- Only first aid trained staff to carry out first aid
- Procedure for when young people become lost or separated from the group

Additional Risk Assessments Relevant To This Work Operation/Task (COSHH, Moving & Handling, Lone Working etc.)

- L&T RA/BIO Bio Hazard
- L&T RA/FR Fire / Protection, Detection & Control
- L&T RA/STF Slip / Trip / Fall
- L&T RA/SL Skylarking
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations (SSU02)
- Violence & Challenging Behaviour and Working Alone in Safety Guidelines (SSU06)
- First Aid at Work Guidelines (SSU07)
- Fire Precautions Code of Practice & Guidelines (SSU19)
- Accident Reporting / RIDDOR
- ERYC Statement of Safety Policy
- CSD Statement of Safety Policy
- eRiding Educational Visits Generic Risk Assessment
- LEA Educational Visits Safety Policy and Guidelines

PLEASE NOTE THIS LIST IS NOT EXHAUSTIVE CONSIDER OTHER ASSESSMENTS THAT MAY BE RELATED

SAFE WORKING METHOD

Details Of How The Task Will Be Carried Out

General

- Prior written assurance will be obtained (see recommended enquiry form in Safety Guidelines) from the venue manager that appropriate risk assessments have been completed, and that suitable and sufficient safety management systems are in place
- Group leader(s) will make a pre-visit to inspect the site and check that all safety management systems are satisfactory
- Coach parking arrangements are discussed including the safe transfer of children from the coach into the grounds
- Particular care will be given to access and inclusion issues e.g. for wheelchair users
- On arrival the group will be fully briefed regarding potential hazards, 'no-go areas', and safety measures/procedures
- All staff will be informed of emergency and first aid procedures and how to contact the duty manager if required at any time. Leaders are made aware of the Fire Assembly Point for each area
- Young people will be briefed on 'what to do' if separated from the group
- Staff will know their responsibilities and that they are 'on duty' at all times
- The group are briefed regarding behaviour required, particularly when visiting the zoo area
- Individuals who cannot be trusted to behave sensibly are more carefully supervised, or excluded if necessary
- Staffing ratios are appropriate to the site and group. NB as a general rule the following are recommended:-
 - 1:1 for children under 1 year old
 - 1:2 for children 1-2 years old
 - 1:3 for children 2-3 years old
 - 1:4 for children 3-5 years old
 - 1:8 for children between 5 and 8 years old
- Young people stay in allocated groups during the visit, and leaders carry out regular head counts
- All leaders are fully aware of their roles and responsibilities of safety rules and procedures
- There are sufficient appropriately trained first aiders available who carry first aid kits which have been checked and fully stocked
- Young people requiring toilet and washing facilities are supervised, remain in groups at all times to avoid the risk of assault
- That if there are special events going on in the grounds at the time of visit (e.g. jousting tournaments etc.) young people are briefed and special one-off safety arrangements are made

Weather Conditions

- Group members wear appropriate clothing, including sturdy outdoor shoes and suitable outdoor all weather clothing to suit weather conditions
- That sun cream, sun hats, water and drinks are available if the weather forecast suggests excessive heat/sunshine might be a problem

Zoo Visits

- The overall group leader will ensure that leaders have read, understood and follow all relevant advice given by the HSE (Information sheet A1S 23 – Advice to Teachers on Farm Visits, DfES (HASPEV and Handbook for Group Leaders) and LEA Safety Guidelines
- The farm facilities provided match the recommendations to those given by the HSE (A1S 23 Advice to Farmers). The risk assessments and safety management systems for visiting groups are inspected and assessed to be adequate
- Young people are fully briefed before and during the visit, especially re. hygiene and where/when eating or chewing are allowed
- Cuts, grazes etc. on young peoples hands are covered with waterproof dressings
- Eating areas are separate from those where there is any contact with animals
- There are adequate, clean and well-maintained hand washing facilities on site
- There is clear information for visitors on the risks and precautions to take
- All group members listen carefully to and follow the instructions and information given by zoo staff
- Staff are aware that arrangements at zoos can change daily, and that reassessments may be needed at the start or during the visit
- Leaders will brief the group and ensure that young people do not enter areas containing animals such as deer/wallaby paddocks and do not touch or feed animals unless the zoo personnel are supervising and give permission
- That young people are made aware of the dangers of deep water in the penguin pool, and steep/slippery areas around waterfalls and ponds
- That young people approach and handle animals quietly and gently, and do not frighten, chase or torment the animals
- Leaders will brief the group and ensure that all group members always wash hands thoroughly before and after eating, after any contact with animals and again upon leaving the zoo.
- That young people eat only food they have brought with them, or food for human consumption that they have bought on

the site in designated areas.

- That youngsters do not place their faces against the animals or put their hands in their own mouths after feeding animals
- Do not eat until they have thoroughly washed their hands and do not sample any animals foodstuffs
- Do not touch animals droppings (if they do, then hands should be washed and dried immediately)
- Do not drink from zoo taps (other than in designated public facilities)
- Do not suck fingers or put their hands, pens/pencils etc. into mouths
- Change or clean footwear before leaving the site
- The overall group leader will advise pregnant women to avoid contact with lambing ewes
- Parents, that if a member of the group shows signs of illness (e.g. sickness or diarrhoea) after a visit, a doctor should be consulted as soon as possible and informed regarding recent contact with animals

All Walks

- The overall group leader will ensure that all leaders understand their roles and responsibilities
- That they are competent and experienced at walking and leading similar groups in similar terrain and have adequate navigational skills
- The group leader will ensure that leaders are experienced and competent at ongoing dynamic risk assessment/management
- That all group members have suitable footwear (e.g. no high heels)
- That hazardous areas (e.g. steep slopes, scree, etc.) are avoided
- Extra supervision/care is provided over awkward or steep terrain
- That the group keeps well away from the pitch and putt course unless taking part in this activity
- An adult carefully supervises the group when the group crosses any internal roadways, especially those which are partially hidden by walls
- The group is briefed not to throw stones or walk on flower beds
- The group is briefed not to climb over fences/walls, or to climb trees
- Emergency procedures are discussed, and contingencies established, to deal with the potential rescue/evacuation of an injured group member
- The overall group leader will ensure that other leaders choose routes and distances that are appropriate to the group members abilities
- Are aware of and responsive to the different abilities within the group (e.g. walk at a slower pace together, or slowest at the front)
- Keep the group together, and do not allow them to split up, or get too spread out. Do not allow some members to go ahead of the rest of the group
- Appoint an assistant leader to bring up the rear of the group and undertake regular and frequent head counts
- Take appropriate rest breaks
- If the weather forecast suggests excessive heat/sunshine might be a problem, the overall group leader will ensure that group members have
 - Sun hats/sun cream
 - Water/drinks
 - Shade available for rest stops

Main House

- The group is well supervised by an adequate number of competent staff
- The group are briefed regarding behaviour required and not to touch the paintings and other artefacts
- Children are not to use the lift unless supervised by a member of staff
- Individuals who cannot be trusted to behave sensibly are more carefully supervised, or excluded if necessary
- If there are other activities going on in the hall such as tea dances, craft fairs children are kept away from these areas or allowed in under special supervision arrangements

Children's Play area

- Young people using this area are supervised at all times
- Young people only use play equipment suitable to their age and height and are briefed on the dangers of 'skylarking'
- Young people are briefed on the potential for trip hazards when leaving raised areas of bark chippings and reminded to walk not run

Assessors Signature

Managers Signature

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Date:

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