Kent Wildlife Trust

Health and Safety at Work

# Activity Risk Assessment: Visiting Groups

*This form is a general Risk Assessment for all groups and visitors which may visit our site.*

*Group Leaders have a responsibility to assess the risk for their own groups; this form is provided to help with this assessment and identifies precautions which are taken* ***by the Trust*** *which significant reduce the identified risks.*

***Name of site:*** *TYLAND BARN VISITORS CENTRE including Nature Park and training room: -*

***Date of assessment:*** *20 Jan 2014 Mary Blackwell / Steve Rebindaine*

***Date of Review:*** *February 2015-MB/Review, updated December 2015 MB/SR, Feb 2018 MB, March 2019 LMB, Feb 2020 LMB, Sept 2020 LMB, Nov 2021 LMB*

***Date of latest review:*** *May 2023 TW*

**To be used in conjunction with the Emergency Site Information form and the Whole Site Risk Assessment**

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| Description of Hazard and Risk | Who is at risk and from what? | What action or precautions are needed? | Action Required | Further action required, by who and when to be completed? |
| 1. **Vehicles** **movement including coaches** turning into car park where visitors and may be walking.
 | **Public including children, staff and volunteers** are at risk of injury if they are stuck by a moving vehicle. | * Where practical, arriving school groups should unload in the car park to avoid road traffic. If this is not practical, sufficient numbers of teachers, staff or volunteers are available to marshal the children from the coach into the grounds.
* Coaches are encouraged to reverse into the car park or to block the entrance to reduce the risk of moving vehicles when unloading or loading children.
* Adult supervision if crossing roads to access coaches
* Accompanying adults are encouraged to be vigilant in public car park
* ‘Slow’ sign for entrance to public car park
 | **All Trust staff** requested not to park on main road enabling safer access for coaches.Schools contacted prior to visit by phone and **Checklist** |  |
| 1. **Trips, slips and falls**
 | **Public including children, staff and volunteers** are at risk of tripping over hazards or slipping on wet surfaces including the Play Area and small brick walls in the sensory garden near the VC. | * Encourage children to walk, not run when on site
* Maintain the paths and steps in a good state of repair
* Small brick boundaries in the sensory garden to have a visual and physical marker to prevent tripping
* Staff report potential hazards as part of the daily grounds inspection
* Walkways and group work areas kept clear
* Education equipment is kept with the group in clear sight and away from pathways
* Careful supervision of the children in the Forest School area (balance beams, den building etc)
 | **Daily check** list completed by Visitor Centre and Education TeamsVisiting Adults to supervise the children on the play areas and during visit | WTQ (walk together quietly) as part of ever group leaders introduction talk and to be reinforced throughout the session**Education team** |
| 1. **Condition of signs**, benches, barriers, steps and tables.
 | **Public including children, staff and volunteers** are at risk of injury  | * Check on a regular basis and repair or replace as necessary
 | Rolling programme of replacement, maintenance and repair **Visitor Centre Team** | Continued maintenance by **Education Team** & **Nature Parks and Gardens Development Officer** |
| 1. **Electrical equipment and wiring**
 | **Public including children, staff and volunteers** are at risk of could get electrical shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires | * Defective equipment taken out of use safely
* Staff not to bring in their own appliances
* Fixed electrical installations inspected and tested on schedule
* High risk portable equipment tested on schedule
* Socket covers used in locations where small children could access the sockets
* Regular PAT and Electrical Installation tests as per KWT guidance
 | Replace missing socket covers spares found in filing drawer **Resources for Education Officers****Pat testing completed 16th August 2022 – annual review** | **Support Services** Ensure PAT and fixed electrical inspections are carried out on schedule |
| **Fire in classroom** and evacuation of site if fire in other buildings. | **Staff and visitors** are at risk of smoke inhalation and burns if trapped in a burning building | * Appropriate extinguishers in place – checked annually by KCC
* All visiting staff and groups are made aware of procedures during introduction
* Fire assembly point(s) clearly identified as part of introduction talk
 | Testing of Fire Alarm by **Fire Safety Officer** weeklyFire extinguisher **inspection due 1st June 2023** | **Facilities Manager** to monitor qualifications and request training as needed. |
| 1. **Condition and storage** of classroom furniture-falling tables and chairs stacked too high.

Unexpected item storage | **Public including children, staff and volunteers** are at risk of injury by falling furniture or poorly stored equipment | * Storage - keep access to doorways and fire exits clear
* Indoor tables and chairs to be stored in the storage room – secured with cord
* Outdoor tables to be stacked and stored in teaching shelter – tables secured with cord – chairs and benches stacked no taller than 6.
* Checked as part of daily H&S check by Education staff
* Breakdown procedure to be followed for end of day to ensure the room is ready for use by others
* Ad hoc stored items to be removed unless agreed by Team Leader
 | **Daily check** list completed by Visitor Centre and Education Teams | Ensure tables and chairs are secured with cord where available**Education team** |
| 1. **Displays in Visitor Centre**
 | **Public including children, staff and volunteers** are at risk of choking from small objects, dirty hands from touch table, heavy objects drop on toes. | * Encourage appropriate supervision of children by schools and parents
* Displays checked by Visitor Centre Team daily check.
* Ensure notices up to wash hands where needed
 | **Daily check** list completed by Visitor Centre and Education Teams |  |
| 1. **Accidents or illness** requiring first aid treatment.
 | **Public including children, staff and volunteers** | * Education officers and tutors all with at least basic first aid qualification.
* Schools to nominate a dedicated first aid person for their visit.
* Trust trained first aid staff available during centre opening hours to carry out first aid or call an ambulance if required.
* First aid kits available in all sections including the classroom
* Accident and/or near miss form to be filled out online via H&S area of teams – tutors to complete paper forms found within Yellow folder at time of incident
* Emergency site information form available to direct emergency services to the centre
 | Accident or near miss forms to be completed | **Education Officer** to monitor qualifications and request training as needed. |
| 1. **Poisonous/stinging plants** and bites and stings
 | **Public including children, staff and volunteers** are at risk of ingestion or stings | * Teaching Staff able to identify them – training where necessary
* Make adults aware when and where necessary
 |  | Awareness training as part of staff and volunteer induction. |
| 1. **Allergens and allergic reactions**
 | **Public, including children, staff and volunteers** are at risk of allergic reactions and anaphylaxis  | * Teachers to inform us via booking form of any attendees’ allergies and bring with them relevant medication (including epipen where relevant)
* Education tutors to talk with teacher to make them aware of the children with allergies
* Tutors to advise on potential allergens on site (such as tree nuts)
* **No nuts** to be used in bird feeders in areas accessible to children and all bird food to be stored in areas not used for school visits.
 |  | Awareness training as part of staff and volunteer induction. |
| 1. **Presence of snakes**
 | **Public including children, staff and volunteers** are at risk of disturbance leading to bite.  | * Habitats searched at start of daily check list
* Signs are up in the grounds
* Group leaders informed if snakes have been seen.
* Be aware of nervousness of some children.
* Appropriate level of instruction for groups
* Encourage appropriate supervision by accompanying school staff
 | **Daily check** list completed by Visitor Centre and Education Teams | Awareness training as part of staff and volunteer induction. |
| 1. **Pond**
 | **Public including children, staff and volunteers** are at risk of falling in or being contaminated by ‘dirty water’ – Weil’s disease | * Pond area in general inspected prior to the visiting group includes dipping platforms.
* Safety poles are noted as being in position beside the pond in daily check.
* Appropriate Trust instruction for the group
* Use of dipping equipment by appropriate sized children
* Encourage appropriate supervision by visiting adults
* Ensure hands are washed after working with pond water – especially before eating and drinking (or smoking)
 | **Daily check** list completed by Visitor Centre and Education TeamsSpecific RA available | Awareness training as part of staff and volunteer induction. |
| 1. **Pond Platform**
 | **Public including children, staff and volunteers** are at risk of falling through the wooden decking thus being contaminated by ‘dirty water’ – Weil’s disease | * Platform inspected prior to the visiting groups to ensure they are secure and stable
* Regular inspection of all wooden decking at 3 monthly intervals to ensure levels of rot not significant
* Safety talk reinforced regarding running on decking as can be slippery when wet
 | **Daily Check** list and regular testing. | **Education team** |
| 1. **Mini beast hunting**
 | **Public including children, staff and volunteers are at risk of injury from tree branches, logs or nets** | * Appropriate Trust instruction for adults and children in use of equipment (sweep-nets, lifting logs and compost)
* Sweep nets, group working to maintain safety of all
* Safety instructions given by group leader regarding lifting logs/stones – especially to younger children
* Tree shaking to be done by adults only
* Encourage appropriate supervision by visiting adults
* Ensure hands are washed after working with pond water – especially before eating and drinking (or smoking)
 | **Daily check** list completed by Visitor Centre and Education TeamsSpecific RA available  |  |
| 1. **Plant Grow Sow area**
 | **Public including children, staff and volunteers are at risk of injury through misuse of equipment and/or unsafe conditions** | * Area is currently under construction (as of May 2023) and so the Plant Grow Sow area is out of bounds
* Gates to remain closed and additional rope/tape used to seal off the area and indicate it is out of bounds
* Visitors to be advised this area is out of bounds
 |  | Once PGS garden is complete and ready to use by visitors, **Education Officer** will update the RA to accurately reflect its usage |
| 1. **Dog/Cat faeces**
 | **Public including children, staff and volunteers** are at risk of diseases (toxoplasmosis)  | * Signs to indicate no dogs except guide dogs allowed in grounds.
* Trust staff to be vigilante around picnic area around Barn entrance.
* Regular inspection of the ground as part of daily check.
* Any obvious deposits are bagged and removed
 | **Daily check** list completed by Visitor Centre and Education Teams |  |
| 1. **Nature trail footbridge over A229** and loss of balance.
 | **Public including children, staff and volunteers** are at risk of loss of balance, or distracting passing drivers and  | * Be aware of nervousness of some.
* Appropriate level of instruction/supervision.
* Good group organisation utilising school adults.
* Check the bridge and pathway for overhanging vegetation
* Discourage waving at passing traffic
* Employ safe road crossing practice
 | **Daily check** list completed by Education Teams on appropriate days |  |
| 1. **Safety whilst maintenance team and Garden team is working**
 | **Public including children, staff and volunteers** are at risk of injury or slip and trip | * Have sign available to block path or mark area where the work is taking place.
* Tools and logs stored in fenced and locked area
* Gates to non-public areas closed and locked at all times
* Ensure the Garden team do not operate machinery in areas where the children are.
 | Maintenance team to work to Garden Team Risk Assessment |  |
| * Adverse weather
* Heat or cold effects
* High winds -
 | * Public including children, staff and volunteers are at risk of hyper or hypothermia and sunburn or dehydration
* falling branches and trees which could cause injury
 | * Visiting Groups are encouraged to bring the right clothing and footwear
* Make use of natural shade area in hot sun
* Take water with you
* Sun cream applied and hats worn
* Consideration should be given to cancelling trip if forecast is severe – see severe weather policy
* Make use of the Visitor Centre in extreme conditions
 | See severe weather policy. |  |
| 1. **COVID-19 Coronavirus**
 | **Public including children, staff and volunteers** are at risk. | * COVID-19 risk assessment
* **Cleaning**
* Wash hands and wear gloves when issuing equipment, maintaining social distancing.
* Place used equipment away from clean equipment.
* Clean all equipment with disinfectant after use and mark as ‘clean’.
 | Staff to read the COVID-19 risk assessmentStaff using equipment will need to complete the actions to the left. | All staff involved should complete actionAll staff using equipment. |

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| Post/s responsible for this Assessment: **Head of Wilder Education & Lifelong Learning**Logo, company name  Description automatically generated | Date Assessed: - December 2013 Date Reviewed:- 14 January 2014Date Reviewed February 2015 Date reviewed:- December 2015Date reviewed February 2017 – February 2018Date reviewed March 2019 – LMB, no changesDate reviewed February 2020Date reviewed September 2020 – LMB, changes due to COVID-19Date reviewed November 2021 – LMB, removed play area and altered wording to inc. Edu OfficerDate reviewed May 2023 – TW – changes made to wording to reflect current usage of site |
| Frequency of review: **Annually** | Next due for review in: **May 2024** |