



## Conkers General Site for Educational Visits Risk Assessment

The following risk assessment is devised to control safety measures implemented on site. It is the responsibility of school staff to ensure that all our safety measures are met and introductory instructions are followed for safety reasons.

School staff are also responsible for supervision of children at break times and when working in small groups. You must have a list of children in your care and arrange meeting points should anyone lose their way. A site plan will be issued to you.

The risks below will be marked as Low, Medium and High risk areas

Hazard and Location	Risk	Controls	Implementation / Monitored by
Toilet Areas - trapping of fingers, slipping or scalding	L	All children must be supervised when accessing the toilet facilities.  Signage for hot running water.  Regular checks carried out by Conkers staff.  Report any issues to the Reception staff.	School staff / Group Leaders to supervise their children at all times.
Exhibit Hall / Enchanted Forest / Treetop Walk – Slip, trip or fall	M	Please report any issues to the Reception staff in respect of broken or damaged equipment or spillages.  The Enchanted Forest is not recommended for children under 4years of age.  School staff / Group Leaders to ensure that the children do not run around in this area and respect the property of Conkers and other visitors.	School staff / Group Leaders Conkers staff
Activity Trail - Slip, Trip & Falling from height, rope burn and splinters	M	Teenagers and Adults only – signage.  Nets to prevent falling.  Anti-slip applied to individual obstacles where required.  Collective safety system - Woodchip base ground layer where appropriate  . Any climb nets where appropriate.	School staff / Group Leaders Conkers staff

		Sheathing applied to ropes and cables where necessary.	
Viewing Tower - Slip, Trip & Falling from height	M	Anti-slip surface on steps and balcony barrier.  Children should be asked to walk and not run on the stairwells.  Children should not climb on the railings.	School staff / Group Leaders Conkers staff
Train - Slip on platforms & trapped limbs	L	Children should be discouraged from running on the train platforms.  When seated all passengers should remain seated at all times until the train comes to a complete halt.  Passengers should keep their limbs inside the train carriage throughout their journey.	School staff / Group Leaders Conkers staff
Education Rooms – cuts,	L	All craft materials used as part of the Education Programmes are selected to suit the age and ability of the group.  Where woodland materials have been gathered as part of an education programme children must be discouraged from putting any objects near their mouths / faces.  Children should wash their hands following craft activities.	School staff / Group Leaders Conkers staff
Car parks - Collision with Vehicles	L	Coach park separate from main car park at Discovery.  Children should always stay in their groups and use stay on the pathways and pavements when transferring to and from the coach park.	Children must be supervised by group leaders at all times.
Vehicles on site – Collision with Vehicles	L	School staff / Group Leaders to supervise their children at all times.  All Terrain Vehicle fitted with warning light.  Use of vehicles on site restricted to low speeds and used only when necessary for grounds maintenance.  All staff in charge of the ATV hold a full driving licence.	School staff / Group Leaders

Lifts at Discovery and Waterside sites - Trapped limbs & Damage to personal property	L	For use by wheelchair users only weight restrictions at 18 Stone	Signage to entrance doors at lift entrance
Maybury Twisty Towers – Discovery site - Slip, trip, Falling from heights & Broken limbs	M	<p>Daily checks carried out by the Rangers.</p> <p>Children must be supervised at all times while using this area / equipment.</p> <p>Please report any damage to the play equipment to a member of staff.</p>	School staff / Group Leaders
Adventure Playground – Waterside site - Slip, trip, Falling from heights & Broken limbs	M	<p>Daily checks carried out by the Rangers.</p> <p>The play area is accessed across the train tracks. When the lights flash and the siren sounds DO NOT CROSS. Children should be supervised at all times.</p> <p>Children must be supervised at all times while using this area / equipment.</p> <p>Children should be encouraged to play safely and respect other play area users.</p> <p>Please report any damage to the play equipment to a member of staff.</p> <p>Education bookings - maximum bookings 120 children at any given time throughout the day. Where possible children of similar ages are allocated the same playtime period.</p>	School staff / Group Leaders
Amphitheatre – (Waterside) Slip, trip falling from height, splinters, bumping into the structural masts.	M	<p>NO RUNNING in this area.</p> <p>Children should use the central stairwell to access the seated tiers areas either side.</p> <p>Once seated the children should remain seated until they are ready to leave.</p> <p>CHILDREN MUST NOT ACCESS THE STAGE AREA.</p> <p>Please keep this area free from rubbish using the litter bins provided</p>	School staff / Group Leaders

<p>Tree Top Walk (Waterside) Slip, trip, falling</p>	<p>M</p>	<p>Daily checks carried out by the Rangers</p> <p>Anti-slip surface on walkway.</p> <p>NO RUNNING on the walkway.</p> <p>Children should not climb on the railings.</p>	<p>School staff / Group Leaders</p>
<p>Story Tellers Hut - Slip on wooden decking, fall from height</p>	<p>M</p>	<p>Children should not climb on the seated areas and must walk when accessing and leaving the hut via the wooden steps.</p>	<p>School staff / Group Leaders</p>
<p>Pavilion - Slip on wooden decking</p>	<p>M</p>	<p>Children should not run either inside or on the wooden ramp / raised platform areas accessing the pavilion.</p> <p>Children should take care if the floors become wet as a result of their activity / programme.</p> <p>Excessive spillages to be cleaned immediately.</p>	<p>School staff / Group Leaders</p>
<p>Barefoot walk - Slip and fall, Trip, stubbed toes, cuts and grazes, splinters</p>	<p>H</p>	<p>Daily checks carried out by the Rangers</p> <p>Not recommended for children under 4years of age.</p> <p>NO RUNNING in this area.</p> <p>Children with any cuts or grazes on the feet or lower limbs are advised to cover the affected areas with waterproof plasters.</p>	<p>School staff / Group Leaders</p> <p>While foot washing facilities are provided, it is advisable for Schools / Groups to provide cleaning wipes / towels / 'blue roll' to clean and dry the children's feet.</p>
<p>Child protection/staff protection issues</p>	<p>M</p>	<p>All groups must adhere to their own child protection policies.</p> <p>Conkers is a public site and therefore children should be appropriately advised about 'stranger danger' in words appropriate to their age, understanding ahead of their visit. Be careful not to frighten the children!</p> <p>DBS checks carried out for all staff working directly with children.</p> <p>Children should be supervised when accessing the toilet facilities.</p>	<p>School staff / Group Leaders</p>

Accident and Illness	M	<p>Make your own emergency contact numbers available to ALL HELPERS, and make sure the phones are turned on.  Staff should know where they are on the site map at all times.  All groups must follow their first aid policy.  School staff/group leaders to ensure that any medication, eg inhalers needed by themselves or pupils, is carried with them and not left at school or in the Visitor Centre!  Site staff will contact ambulance if required and direct to the correct location.</p> <p>All Rangers / Reception staff / Managers carry radios.</p>	School staff / Group Leaders
Getting Lost	M	<p>A safety talk is provided upon arrival - children are asked to stay with their group leaders and to stay on the paths / trails at all times.</p> <p>Maps are provided to all Group Leaders and maps are displayed around the site.</p> <p>Group leaders are responsible for keeping their groups together, knowing the number of children in their group and their names. They should have a list of children with them.</p>	<p>School staff / Group Leaders</p> <p>Please report a lost child immediately to any member of Conkers staff – an all staff alert will be made by radio across the site.</p>
Littering - including broken glass / waste such as soiled nappies	L	<p>A safety talk is provided upon arrival - children are asked to make sure that they put all rubbish in the bins provided to avoid damage to the environment and our wildlife.</p> <p>Rangers regularly monitor the site / bins.</p>	<p>School staff / Group Leaders Conkers staff</p> <p>Report any litter hazards to our staff for removal</p>
<p>Pond Dipping Platforms Willow Swamp</p> <p>Slipping and drowning</p> <p>Ingestion of contaminated water</p>	M	<p>A safety talk is provided at the start of all pond dipping activities / programmes. Full Instruction and demonstration provided in respect of safe pond dipping practices.</p> <p>NO RUNNING in this area.</p> <p>No more than 6 children per platform.</p> <p>Not recommended for children under 6years of age.</p> <p>Children are discouraged from putting their hands near their faces or in their mouths throughout this activity.</p>	<p>School staff / Group Leaders Conkers staff</p> <p>Providing hand wipes could be very useful.</p>

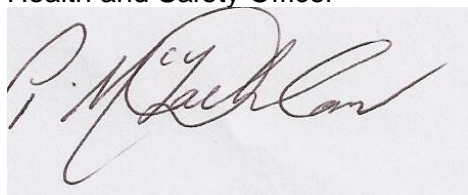
		<p>Children should wash their hands after this activity especially before eating.</p> <p>Children passing through the Willow Swamp area should not access or play on the pond dipping platforms.</p>	
Open Water - risk of falling in / drowning	L	<p>There are several areas of open water both at Waterside and Discovery. Warn children to stay away from the edge of the lakes and ponds.</p> <p>Warning Signs allocated around the lake and pond areas.</p> <p>Life buoys situated around lakes and near to areas of water.</p>	School staff / Group Leaders
Insect bites, bee stings etc	L	<p>Avoid high risk areas e.g. by wasps nests, warn children not to aggravate insects.</p> <p>School staff should have information on children with any known allergies.</p>	School staff / Group Leaders
Brambles / Nettles / Branches overhanging Nature trails - Risk of scratches /stings.	M	<p>Overgrown areas are regularly checked and maintained.</p> <p>Do not allow children to explore areas overgrown with brambles &amp; nettles. Warn children of overhanging branches.</p>	School staff / Group Leaders
Respect for the environment. Risk of causing damage to plants or animals	L	<p>Children to be encouraged to want to respect other life forms rather than be reprimanded.</p>	School staff / Group Leaders
Tripping in woodlands – exposed tree roots /fallen branches / trip hazards	M	<p>NO RUNNING in woodland areas.</p> <p>A safety talk is provided at the start of each woodland activity/programme.</p>	School staff / Group Leaders
Boardwalk – Wobbly Bridges (Waterside) – Slip, trip, falling and drowning	L	<p>Daily checks carried out by the Rangers</p> <p>No Running. Pay attention on boardwalk</p> <p>Children should walk in single file across the wobbly bridges.</p>	Supervise at all times.

Ingestion of woodland materials, berries and seeds	L	A safety talk is provided at the start of each woodland activity/programme.  Dangerous plants / berries and fungi identified by Rangers – Do not touch or consume.	Supervise at all times. Conkers staff
Nature Trails - Slip, trip & falling objects -	M	Some walks are closed in adverse conditions, Routine inspections are performed	School staff / Group Leaders Conkers staff

Date: 07/01/2017

Complier: Peter McLachlan  
Health and Safety Officer

Assisting: Chris Sturdy Regional Manager




Date to be revised 07/01/2018 or when conditions, working environment and/or procedures change.

Requirements: Children under the age of 16 must be supervised by group leaders at all times.