



Nottinghamshire
County Council

2019/20

Specific Risk Assessments for Visits and Activities St Michaels Environmental Education Centre

NB: These Specific Risk Assessments must be read in conjunction with the Nottinghamshire County Council Local Authority, Children, Families and Cultural Services – Generic Risk Assessments for Visits and Activities (2019/2020)

These generic risk assessments are intended for use on all applicable events for a range of activities delivered on behalf of the Children, Families and Cultural Services. They should be consulted as the foundation for all the specific risk assessments within this document.

Teacher-Led Activities: NB: When school elect to undertake self-led activities within a residential visit, it is the responsibility of the school head teacher to ensure that those responsible for leading activities have adequate training, experience and qualification if appropriate. The Head Teacher, Visit Leader and Activity Leader should consult both the generic and specific local authority risk assessments for the activities and where appropriate carry out their own risk assessment. The centre and NCC Outdoor Education Advisors are able to offer guidance as required.

Dynamic Risk Assessment: St Michael's tutors/group leaders should perform dynamic risk assessments throughout activities, continually assessing changing factors such as the condition of the group, pre-existing medical conditions and the weather.

**Nottinghamshire County Council Local Authority
Children, Families and Cultural Services
Specific Risk Assessments For Visits and Activities
St Michael's Environmental Education Centre**



- A1 Hill walks and low level walks (day or night)
- A2 Use of train (as part of hill walks activity or any other centre activity)
- A3 Field Studies including Stream Study (at Brookfield Manor, by Victoria Mill & stepping stones by Millpond)
- A4 Village Studies
- A5 Orienteering (Brookfield Manor / Hathersage North map)
- A6 Conservation
- A7 Winter Snow activities – Brookfield Manor
- A8 Search and Rescue – Brookfield Manor
- A9 Use of Hathersage Village Playground
- A10 Use of Hathersage Swimming Pool
- A11 Bunkhouse and low level overnight camping (usually Thorpe Farm)
- A12 Use of the public service bus (as part of the hill walks activity or any other centre activity)
- A13 Crossing the Stepping Stones (River Derwent & Hood Brook at the Millpond)
- A14 Fireworks and Bonfire Night event at Hathersage School
- A15 Problem Solving
- A16 Environmental Art Activities (including Shelter building)
- A17 General Road Crossing and Road Crossing to Brookfield Manor

- D1: Using the centre as a residential base
- D2: Caretaking / Cleaning
- D3: Catering
- D4: Outside group using the Centre as a residential base
- D5: Providing First Aid Training

- D6: Arrival and departure at the Centre by coach
- D7: Using the Centre as a Residential Base (DBS checks)
- D8: Dogs on site and on activities
- D9: Exposure to Latex

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**

NUMBER A1 Hill walks and low level walks (day or night)



**Nottinghamshire
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Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when generic controls applied
Slips, trips, falls, drowning	Participants / Staff Injury / Death	<ul style="list-style-type: none"> • Leader experienced in walking in terrain and leading groups. • Weather forecast obtained and conditions monitored; route changed if necessary. • Use of approved routes only. • Close supervision around water hazards 	Codes of Practice section.	Yes	Low
Children running	Participants	<ul style="list-style-type: none"> • Children will naturally want to run in the outdoor environment. It is felt that this is acceptable with adequate supervision and dynamic risk assessments by StM tutors or teachers. Considerations should include: trip hazards, consequences of a fall, safe place for children to stop/hazards, i.e. roads and thorough briefing by those in charge. Tutors should stress the risks to children. 	Briefing and knowledge of group.	Yes	Low
Getting lost	Participants / Staff Injury / Abduction	<ul style="list-style-type: none"> • Leader has sufficient navigational skills and current experience • Appropriate group size following centre guidelines & NCC visit guidance ratios. • Supervision by competent leaders. • Regular head counts 	Briefing of participants and staff re supervision arrangements.	Yes	Low
Animals, insects, poisonous plants, etc.	Participants / Staff Injury / Illness / Death	<ul style="list-style-type: none"> • Brief groups of relevant risks, not touching wild animals, handling mushrooms or insects. • Avoid contact / injury from large animals (cattle, horses etc.). Do not encourage animals to approach. • If footpath crosses a field containing these animals, assess the situation and act appropriately; eg cross quietly as a group or take other route. 	Brief group.	Yes	Low
Injury, illness or emergency away from immediate help	Participants / Staff Injury / Illness / Death	<ul style="list-style-type: none"> • One leader with each group first aid trained to an appropriate level • First aid kit carried • Gain information about pre-existing medical conditions and ensure medication carried. • Leaders are briefed and have planned emergency procedures. • Communications (mobile phones) on hand and StM contacts 	Pre-planning of emergency procedures and communications.	Yes	Low

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**

NUMBER A1 Hill walks and low level walks (day or night)



**Nottinghamshire
County Council**

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when generic controls applied
Exposure to extreme weather (cold, wet, heat, sun)	Participants / Staff Injury / Illness / Death	<ul style="list-style-type: none"> Daily weather forecast obtained and considered; plans adapted as necessary. All participants have suitable footwear, clothing and equipment to match expected conditions. 	Kit checked before departure	Yes	Low
Winter conditions	Participants / Staff Injury / Illness / Death	<ul style="list-style-type: none"> As for above but leader must take into account the appropriateness of the activity / route and the ability of the group given the prevailing and predicted conditions. Additional personal equipment (eg extra warm clothes, spare gloves) to be carried. Additional group equipment such as warm drinks / group shelter etc. to be carried. Build in to planning the effects of snow on navigational features such as paths and snow slowing progress. Avoidance of ice on paths/roads and steep slopes. Snow play on slopes (e.g. Sledging) requires careful risk assessment (particularly of run-out) planning and supervision. 	Leader winter competence approved by Head of Centre. It may be necessary to amend planned activities if winter conditions arrive unexpectedly; however winter conditions may be relatively benign such as lying snow on a fine day.	Yes	Low
Traffic	All Injury / Death	<ul style="list-style-type: none"> Appropriate supervision and briefing for crossing roads. Refer to the road crossing risk assessment A17. 		Yes	Low
Robin Hoods Cave	All Injury / Death	<ul style="list-style-type: none"> Ongoing risk assessment by qualified or competent leader. Follow advice from Head of Centre or other OEE staff. 		Yes	Low
Stepping Stones (River Derwent and Mill pond)	All Injury / Death	<ul style="list-style-type: none"> Ongoing risk assessment by qualified or competent leader. Follow advice from Head of Centre or other OEE staff. 		Yes	Low

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**



**Nottinghamshire
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**NUMBER A2 Use of train
(as part of hill walks activity or any other centre activity)**

Hazards <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls applied
Trips / Falls	Pupils / Staff Injury	<ul style="list-style-type: none"> • Arrive in good time and wait against fence as train arrives and departs from platform. Close supervision. • Stay seated whilst travelling and don't touch controls etc. • Don't get on or off train until it has completely stopped. • Keep hold of rucksacks (no bags in aisles). • <u>Site specific</u>: - Edale Station, Hathersage. Assist pupils on & off the train, due to the gap between the platform & train 		Yes	Low
Getting lost	Pupils Injury / Abduction	<ul style="list-style-type: none"> • Count pupils on and off train. • Access the same carriage wherever possible. • Spilt into smaller groups with adult supervision if appropriate. 	StM Tutor - Stand in doorway until certain all children counted off.	Yes	Low
Extreme weather	Pupils / Staff Illness / Injury / Death	<ul style="list-style-type: none"> • All of the Hope Valley stations are exposed with little shelter. • Contact centre by mobile phone if alternative route used due to train delay (more than 30 mins) or cancellation. • Plan routes to catch train from Hathersage and walk back to the centre. 	Alternative plans in place if necessary and inform the StM office of any changes.	Yes	Low

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**



**NUMBER A3 Field Studies including Stream Study
(at Brookfield Manor, by Victoria Mill & stepping stones by Millpond)**

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Working on rough ground	Participants / Staff Injury	<ul style="list-style-type: none"> • Provision of appropriate footwear / clothing / equipment. • Thorough group briefing and supervision. 	Codes of Practice section	Yes	Low
Extreme weather	Participants / Staff Injury / Illness / Death	<ul style="list-style-type: none"> • As above • Consider and adapt to daily weather forecast • Emergency equipment carried. 		Yes	Low
Stream study	Participants / Staff Illness / Injury	<ul style="list-style-type: none"> • Approved locations only (which have good access and egress, safe depths / flow in normal conditions, good run-out, no significant bank hazards (trees / rock etc) ease of group control). • Advice from centre staff. • Familiarisation with location. • Assessment at site on day and during activity. • No informal swimming. • Good supervision. • Awareness that water levels may change at any time. 	Brookfield Manor grounds. By Victoria Mill. Stepping Stones by Millpond.	Yes	Low
Weil's disease, pollution and water quality	Participants / Staff Illness / Injury / Death	<ul style="list-style-type: none"> • Take sensible hygiene precautions: cover wounds, grazes, etc., do not drink the water and wash hands before eating. • Wellingtons to be worn at all times. • Weil's disease Information given to teachers and parents • First aid kit available. • Disinfect equipment as soon as possible after activity 		Yes	Low
Traffic	All Injury / Death	<ul style="list-style-type: none"> • Appropriate supervision and briefing for crossing roads. Refer to the road crossing risk assessment A17. 		Yes	Low

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**

NUMBER A4 Village Studies



**Nottinghamshire
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Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Trips / Falls	Participants / Staff Injury	<ul style="list-style-type: none"> • Appropriate protective clothing / footwear. • Supervision and briefing by experienced staff. • First Aid / safety equipment carried. • Correct staff / participants ratios. • Prior knowledge of village / site and ongoing risk assessment. • Access to phone. <p>Refer to the road crossing risk assessment A18.</p>	Codes of Practice section	Yes	Low
Traffic	Participants / Staff Injury / Death			Yes	Low
Getting Lost	Participants Injury / Abduction			Yes	Low
Site specific hazards (eg water)	Participants / Staff Injury / Illness / Death			Yes	Low

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**



**Nottinghamshire
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**NUMBER A5 Orienteering
(Brookfield Manor, Hathersage North map)**

.Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Rough Ground	Participants / Staff Injury	<ul style="list-style-type: none"> • Appropriate protective clothing / footwear. • Supervision by experienced staff. • First Aid/safety equipment carried. • Correct staff / participant ratios. • Communications available • Clearly define boundaries and time limits. • Qualified first aider with group. • Appropriate courses • Refer to the road crossing risk assessment A18 	Codes of Practice section. Safety briefing as appropriate for visiting staff.	Yes	Low
Getting Lost	Participants Injury / Abduction / Death			Yes	Low
Traffic	Participants / Staff Injury / Death			Yes	Low
Extreme weather	Participants / Staff Illness / Death			Yes	Low

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**



NUMBER A6 Conservation

Hazards Considered <i>Step 1)</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Use of Tools	Participants / Staff Injury / Death	<ul style="list-style-type: none"> • Appropriate protective clothing / footwear. • Supervision by experienced staff. • First Aid / safety equipment carried. • Qualified first aider with group • Correct staff/pupil ratios. • Communications available • Thorough briefing at the start, including how to carry / use the tools safely. • Use of appropriate venues. 	Codes of Practice section	Yes	Low
Trips / Slips / Falls	Participants / Staff Injury	<ul style="list-style-type: none"> • First Aid / safety equipment carried. • Qualified first aider with group • Correct staff/pupil ratios. 			
Traffic	Participants / Staff Injury / Death	<ul style="list-style-type: none"> • Refer to Road Crossing Risk Assessment A18. 			
Extreme Weather	Participants / Staff	<ul style="list-style-type: none"> • Weather forecast. • Appropriate protective clothing / footwear / sun cream 			

**Nottinghamshire County Council Specific Risk Assessment
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NUMBER A7 Winter / Snow activities – Brookfield Manor

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Extreme weather	Participants / Staff Injury / Illness / Death	<ul style="list-style-type: none"> • Appropriate protective clothing and footwear. • Supervision by experienced staff. • First Aid/safety equipment carried. • Qualified first aider with group. • Correct staff / pupil ratios. • Communications available. • Choice of site with suitable slow down and stopping area for sledges. • Daily weather forecast. • Use of suitable / maintained sledges. • Refer to Road Crossing Risk Assessment A18. 	Codes of Practice section	Yes	Low
Getting Lost	Participants Injury / Abduction / Death				
Traffic	Participants / Staff Injury / Death				
Trips / Slips / Falls	Participants / Staff Injury / Death				

**Nottinghamshire County Council Specific Risk Assessment
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NUMBER A8 Search and Rescue – Brookfield Manor

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Getting Lost	Participants Injury / Abduction / Death	<ul style="list-style-type: none"> • Appropriate protective clothing / footwear. • Supervision by experienced staff. • First Aid / safety equipment carried. • Correct staff / participants ratios. • Weather forecast. • Qualified first aider with group. • Refer to Road Crossing Risk Assessment A18. 	Codes of Practice section	Yes	Low
Rough Ground	Participants / Staff Injury				
Extreme weather	Participants / Staff Injury / Illness / Death				
Traffic	All Injury / Death				

**Nottinghamshire County Council Specific Risk Assessment
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**NUMBER A9 Use of Hathersage Village Playground
(Commonly teacher-led)**

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Uneven ground	Participants / Staff Injury / Death	<ul style="list-style-type: none"> • Visual check <u>by a member of staff</u> of 'floor surfacing' and equipment before use. • Supervision by staff. • Correct staff: pupil ratio. • Briefing to pupils at the start regarding care for each other and other children using the area. • Suggested ban on use of seesaw and connecting 'bridge' between the two towers. • Qualified first aider in the group. • First aid equipment carried. <p>* Schools are advised to only use the playground for limited periods of time (approximately 15 minutes maximum) eg on return to the centre at the end of a full day's walk.</p> <p>Groups are discouraged from using the area outside local school hours (in the evenings) when it is heavily used by local children and residents in neighbouring houses are easily offended by the noise.</p> <p>(The top part of the playground is only suitable for children under 5 years of age).</p>	Adequate supervision at all times	Yes	Low
Traffic	All Injury / Death	<ul style="list-style-type: none"> • Appropriate supervision and briefing for crossing roads. Refer to the road crossing risk assessment A18. 		Yes	Low

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**

**NUMBER A10 Bunkhouse and low level overnight camping
(usually Thorpe Farm)**



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Cooking	Participants / Staff Injury / Illness / Death	<ul style="list-style-type: none"> Brief and training on use of stoves from OEE to supervising adult. Correct equipment / storage of fuel. Supervised use. First aider on site. 	Codes of Practice section / Briefing sheet	Yes	Low
Extreme weather	Participants / Staff Injury / Illness / Death	<ul style="list-style-type: none"> Advice from forecast daily. Use of appropriate clothing / equipment. 		Yes	Low
Co-habiting tents	Participants / Staff Injury / Illness	<ul style="list-style-type: none"> With younger pupils, adult camping nearby. Older pupils – brief given by school staff. 		Yes	Low
Security / Intruders	Participants / Staff Injury / Abduction / Death	<ul style="list-style-type: none"> Correct ratios Adult always present 		Yes	Low

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**



NUMBER A11 Use of the public service bus
(as part of the hill walks activity or any other centre activity)

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Trips / Falls	Participants / Staff Injury / Death	<ul style="list-style-type: none"> • Arrive in good time. • Wait away from the edge of the kerb. • Don't get on or off the bus until it has completely stopped. • Stay seated whilst travelling (no seat belts provided on public service buses). • Keep hold of rucksacks. • No bags in aisles. 	Follow DfE guidelines	Yes	Low
Getting Lost	Participants Injury / Abduction	Count participants on and off the bus (especially extra care if catching the Hope Valley College bus).		Yes	Low
Extreme weather	Participants / Staff Injury / Illness / Death	<ul style="list-style-type: none"> • Some of the bus stops are exposed with little shelter. • Contact centre by mobile phone if alternative route used due to bus delay (more than 30 mins). • Plan routes to catch bus from Hathersage and walk back to the Centre wherever possible. 		Yes	Low
Follow Centre Codes of Practice for "Hill walks" ie adequate supervision at all times / emergency equipment. See also specific risk assessment A1 Hill walks and low level walks (day or night)					

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**



**NUMBER A12 Crossing the Stepping Stones
(River Derwent & Hood Brook at the Millpond)**

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Slips / Trips / Falls	Participants / Staff Injury / Death	<ul style="list-style-type: none"> • Centre member of staff checks the river levels on the day and to advise visiting staff and suggest alternative route if necessary. River levels must also be assessed at arrival at location before crossing. • Centre member of staff / experienced group leader from the school positions themselves in the middle of the stepping stones (to assist). • Adult from the group positioned at both ends to send / receive pupils and supervise pupils away from the river bank at both ends. • Appropriate protective clothing / footwear. • Phone available. • Qualified First Aider with the group. • First Aid & safety equipment carried. • Correct staff / participants ratios. 	Briefing	Yes	Low
Drowning Slips / Trips / Falls	Participants / Staff Injury / Illness / Death		Refer to Codes of Practice	Yes	Low
Weather	Participants / Staff Injury / Illness / Death	<ul style="list-style-type: none"> • Daily weather forecast. • Appropriate protective clothing / footwear / sun cream. 		Yes	Low

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**



**NUMBER A13 Fireworks and Bonfire Night event at Hathersage School
(Event run by Hathersage School)**

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Getting Lost	Participants Injury / Abduction	<ul style="list-style-type: none"> • Appropriate protective clothing / footwear. • Ensure supervising staff competent and understand their roles. • Correct staff / participant ratios (small groups with each leader). • First aid and safety equipment provided at the venue. • Follow instructions / directions given by Marshalls at the event eg stand away from marked danger areas. • Be aware of other people with fireworks eg sparklers. • Daily weather forecast. 	<p>Adequate supervision at all times.</p> <p>Ongoing assessment by leader at start and during the activity.</p> <p>Plan supervision before visit and brief staff and pupils.</p>	Yes	Low
Fire & Fireworks	Participants / Staff Injury / Death			Yes	Low
Uneven Ground	Participants / Staff Injury / Death			Yes	Low
Extreme Weather	Participants / Staff Injury / Illness / Death			Yes	Low

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services**



NUMBER A14 Problem Solving

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Unsuitable location	Participants / Staff Injury	<ul style="list-style-type: none"> Location is suitable with no objective dangers (eg steep slopes are avoided). Usually held within the grounds at St Michael's, if not communications, first aid etc. need to be considered. 	Codes of Practice and First Aid at Centre	Yes	Low
Slips / Trips / Falls	Participants / Staff Injury	<ul style="list-style-type: none"> Activities are specifically assessed by a practice run. Low level. Leader and other adults understand how to 'spot' participants appropriately. Participants involved in spotting are trained appropriately. Group size and ratios suitable. Proper briefing of participants, behaviour monitored and vigilance of all staff during activity, particularly if participants blindfolded. 		Yes	Low
Equipment (failure / use of)	Participants / Staff Injury / Death	<ul style="list-style-type: none"> Any equipment used is tested and found suitable for the task. Lifting of heavy equipment is avoided or properly managed with clear briefings (safe manual handling taught and carried out). 		Yes	Low
Illness / Injury away from Base	Participants / Staff Injury / Illness / Death	<ul style="list-style-type: none"> Group leader first aid trained. Information about existing medical conditions known by staff. Accident / emergency procedures known by leaders. First aid equipment carried by party. 		Yes	Low

Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services
NUMBER A15 Environmental Art Activities
(including Shelter building)



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Use of natural materials	Participants / Staff Injury	<ul style="list-style-type: none"> • Appropriate protective clothing and equipment (eye protection / gloves / boots / full arm and leg cover, as judged necessary by staff). • Supervision in appropriate ratios. • Specific risk assessments in place for each activity. 	Brief participants on safety issues. Codes of Practice.	Yes	Low
Building shelters with natural materials	Participants / Staff Injury	<ul style="list-style-type: none"> • Build on level ground. • Use suitably sized materials for age and size of participants. • Operating procedures are planned and agreed including size and type of materials that can be used and means of carrying and lifting. • Participants and staff to continually assess suitability of materials for soundness and stability of structure built. • Participants may not enter shelter until it is assessed for stability by staff • Do not sleep in shelters. • Do not pick or use living material / litter or waste. • After activity ends dismantle shelters with care (main supports last) and leave area as undisturbed as possible. 	Codes of Practice and Guidance sheets See Specific risk assessment A1 Hill walks and low level walks (day or night)	Yes	Low
Blindfold activities, nightline	Participants / Staff Injury	<ul style="list-style-type: none"> • Area / route used specifically assessed for hazards. • If necessary eye protection used. • Participants briefed re hazards and care required. • If at night leaders have effective torches. 		Yes	Low
Poisoning	Participants / Staff Illness / Death	<ul style="list-style-type: none"> • Assess risks in specific environment used. • Brief participants re poison / infection hazards. • Arrange suitable protective gloves and equipment if risk assessment suggests necessary. • Supervision and first aid provision. • 		Yes	Low

Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services
NUMBER A17 General road crossing and
road crossing to Brookfield Manor



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Traffic	All Injury / Death	<p>All road crossing should include the following;</p> <ol style="list-style-type: none"> 1. Prior briefing of group. 2. Staff take control and give clear instructions. 3. Use pedestrian crossings (eg if by the garage in Hathersage). 4. Plan crossings at locations with slower moving traffic. 5. Staff must establish clear line of sight both ways (where necessary staff should cross road first to ensure a clear view of oncoming traffic both ways). 6. Ensure pupils are attentive and prepared. 7. Staff should wait for a safe and traffic free time to cross. Leaders must be aware that they have no authority to stop traffic and should not try to do so. 8. Leader should consider the most appropriate method of crossing; either all at once in a line ("shoulder to shoulder"), or in small groups. Calls of "1, 2, 3 Cross" provide clear instruction and prepare the children for the time to cross. 9. Staff should remain in control, have sight of pupils at all times and cross with the group; the last person to exit the road is normally a member of staff. 10. Crossing main roads outside the village / 30 mph speed limit should normally be done in managed small groups. In such cases special care should be taken to ensure an adequate line of sight free from obstructed views (eg the A6187 opposite Surprise View Car Park and also below Surprise View as opposed to close to the corner). 11. 	<p>Road crossing procedure to be included in Induction for new leaders.</p> <p>Reminder to all leaders on arrival.</p> <p>Where there are temporary traffic lights in the village, the Head of Centre will advise visiting staff on appropriate crossing procedures, based on a dynamic risk assessment.</p>	Yes	Low

**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services
NUMBER A17 General road crossing and
road crossing to Brookfield Manor**



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Crossing to Brookfield Manor from main centre					
Crossing outside St Michael's Environmental Education Centre	All Injury / Death	<p>In addition to the above, all groups crossing to Brookfield Manor should;</p> <ol style="list-style-type: none"> 1. Ensure that a leader crosses the road at a safe place prior to the group crossing and positions themselves on the opposite side of the road to the Centre near the Lodge building. 2. Crossing is then carried out as a group with a minimum of 2 members of staff present. 3. On the return journey the leader stays on the Lodge side of the road. 4. Calls of “1, 2, 3 Cross” provide clear instruction and prepare the children for the time to cross. 5. When safe to do so all the group should cross at once “shoulder to shoulder”. 6. Maximum of 17 pupils in one crossing. <ul style="list-style-type: none"> • A member of staff must be on each side of the road to ensure a clear line of sight around bend in the road and the two adjacent junctions. • A clear view of the traffic from the Brookfield Manor side can be maintained at the roadside by the gate entrance. • Staff to wear Hi-Viz vests during evening crossing. 	<p>Covered in staff induction procedures.</p> <p>Reminder to all leaders on arrival.</p> <p>Hi-Viz vests are in the leader packs in the classroom.</p>	Yes	Low
<p>Regarding the Brookfield Manor crossing; options were discussed and the route walked with other staff members. Consideration was given to using the pedestrian crossing further up in the village. Given the added roads to cross (3 way junction / garage forecourt entrance and exit / additional side road) it was assessed not to reduce the risk hazard and the procedure above agreed.</p>					

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NUMBER D1 Using the Centre as a residential base

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Bunkbeds	Pupils Injury / Death	Brief in intro talk / centre tour.		Yes	Low
Fire	All Injury / Death	<ul style="list-style-type: none"> • Fire practice each group. • Regular alarm system & lighting tests. • Fire policy. • Maintenance of fire equipment. • No smoking policy • Suitable storage of flammable materials. • COSHH assessments. • Maintain fire doors / closures. • Waste bins secure. • Separate fire risk assessment completed. 	H&S file. Fire logbook. Memos to staff. COSHH assessments	Yes	Low
Electrical equipment	All Injury / Death	<ul style="list-style-type: none"> • Regular inspection. • Check on use. • Advice to staff 	Annual PAT tests	Yes	Low
Use / storage of chemicals	All Injury / Illness / Death	<ul style="list-style-type: none"> • Correct storage/advice to staff. • COSHH assessments. • Protective clothing 		Yes	Low
Wet areas (flooring)	All Injury / Death	Regular cleaning / mats & steps in shower areas		Yes	Low
Overnight use by pupils	Pupils Injury / Illness / Death	<ul style="list-style-type: none"> • Teachers / adults sleep in same area of centre. • Settle pupils before retiring. • Information sheet re: these arrangements supplied to schools to issue to parents with consent form 		Yes	Low
Lifting / manual handling of people	All Injury / Death	<ul style="list-style-type: none"> • Changing bed has regular service. • Visual inspection before each use. • Equipment only to be used by those qualified / trained to use such resources. 	Visiting staff must visit in advance to be aware of limitations of facilities.	Yes	Low

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NUMBER D1 Using the Centre as a residential base

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Site Security					
Intruders	All Injury / Abduction / Death	<ul style="list-style-type: none"> Physical barriers - door codes / locks; gates and high level closure to yard. Briefing at intro talk on arrival. Teachers sleep in adjacent dorms, on same floor level as pupils. Site security memo's to staff. Advice to visiting staff to brief parents / carers regarding residual risk at meeting before arrival. Seek appropriate information on consent forms eg whether pupil "sleep walks". 	Codes of practice. H&S file. Pre Course Visit - information to staff re briefing parents / carers. Information for parents and carers sheet.	Yes	Low
Pupils leaving the building unsupervised	Pupils Injury / Abduction / Death			Yes	Low

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

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NUMBER D2 Caretaking / Cleaning

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Using tools / machinery	Pupils / Staff / Visitors Injury / Death	<ul style="list-style-type: none"> • "Safe working practice" information circulated to staff. • Advice from NCC. • Protective equipment / clothing provided. 	Copy in H&S file	Yes	Low
Electrical equipment	All Injury / Death	<ul style="list-style-type: none"> • Regular testing. • Advice to staff to check regularly. 	H&S file (PAT testing each year)	Yes	Low
Lifting / manual handling	Staff Injury	Training and advice provided for relevant staff.	Copy in H&S file	Yes	Low
Using chemicals	Staff Injury / Illness / Death	<ul style="list-style-type: none"> • COSHH assessments. • Advice to staff. • Safe storage. • Protective clothing. • Training and advice provided for relevant staff. 		Yes	Low
Working at height	Staff Injury / Death	<ul style="list-style-type: none"> • Document / advice circulated. • Advice from NCC. 	HSE Safe use of ladders and stepladders	Yes	Low
Working alone	Staff Injury / Death	<ul style="list-style-type: none"> • Document circulated. • Training and advice. 		Yes	Low
Contractors working on site	All Injury / Death	<ul style="list-style-type: none"> • Follow safe working practice advice from NCC. • Clearly marked / taped off working area. • School on site made aware where work taking place. • Visiting contractors identifiable. • See Specific risk Assessment D7 Using the Centre as a Residential Base (DBS checks). • Contractors read site safety information sheet. 	Site safety info sheet in signing in book	Yes	Low

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

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NUMBER D3 Catering

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Equipment	All Injury / Death	<ul style="list-style-type: none"> • Electrical tests annually. • Clear labels. • Advice to schools. • Regular replacement. • Regular checks & reviews. 		Yes	Low
Contamination / Poisoning	All / Visitors Illness / Death	<ul style="list-style-type: none"> • Qualified caterers. • Provision of appropriate facilities (food hygiene). • Advice on food prep. • Records kept as appropriate. • Advice sheets for meals. • Lead schools by example. • All systems in line with FSA and HACCP principles. 	See Codes of Practice. H&S file. FSA Safer Food Better Business.	Yes	Low
Pupils in kitchen area	Pupils Injury / Death	<ul style="list-style-type: none"> • High level of awareness by staff. • Briefing at Introduction talk. 	Briefing of leaders.	Yes	Low
Water quality	All Illness / Death	<ul style="list-style-type: none"> • Regular tests. • Annual servicing of water treatment. 	Records kept.	Yes	Low
Hot Liquids	All Injury / Death	<ul style="list-style-type: none"> • To be kept in safe working areas. 		Yes	Low

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NUMBER D4 Outside group using the Centre as a residential base

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Refer to Specific risk assessment - D1 Using the Centre as a residential base - plus					
As Specific risk Assessment D1	All	Briefing re. Safe use of building, especially highlighting: - <ul style="list-style-type: none"> • No smoking on site or grounds • Office kept locked but emergency contact board located in entrance lobby. • Sensitivity of our relationship in the village, eg noise. • Fire alarm procedures. 	Use leader checklist when appropriate. Pre Visit planning. Issue of detailed guidance before visit and available on arrival.	Yes	Low

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NUMBER D5 Providing First Aid Training

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Treatment and handling of simulated "casualties"	All Injury	<ul style="list-style-type: none"> Informed briefing / practice. Ask participants for any medical / injury issues in advance. A dummy will be used for any lifting scenarios. 		Yes	Low
Use of Resusci Annies	All Illness / Cross contamination	<ul style="list-style-type: none"> Informed instruction re disinfecting Resusci Annies before use. Provide alternative for those allergic to mediwipes. 	Faces sterilised after each course, lungs changed as required	Yes	Low
Outdoor scenarios	All Injury / Death	<ul style="list-style-type: none"> Specify area to be used for scenarios. Reminder regarding uneven surfaces (care for self & each other) appropriate clothing. Appropriate choice of scenarios. Appropriate clothing worn by participants. 	Sleeping mats / kneeling pads provided	Yes	Low
Casualty care (including rolling / kneeling)	All Injury	Suitability of floor surface.	Sleeping mats / kneeling pads provided	Yes	Low

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NUMBER D6 Arrival and departure at the Centre by coach

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Traffic	Pupils / Staff Injury / Death	<ul style="list-style-type: none"> • Make sure coach parks on LH side of the road (off-loading door onto the pavement not the road). • Luggage removed from coach by adults only and deposited inside gates of the centre. • Do the same when loading the coach. 		Yes	Low
Trips / Falls	Pupils / Staff Injury / Illness / Death	<ul style="list-style-type: none"> • Stay seated whilst the coach is moving (with seatbelts fastened). 		Yes	Low
Getting Lost	Pupils Injury / Abduction / Death	<ul style="list-style-type: none"> • Count pupils on and off the coach. 		Yes	Low

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NUMBER D7 Using the Centre as a Residential Base (DBS checks)

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Centre Staff: DBS clearance on designated staff from OEE working at the Centre	Pupils Injury	<ul style="list-style-type: none"> • Initial induction: - staff instructed not to work in a lone situation with any individual child. (Leave the job and return later if necessary). • DBS procedure completed as per LA guidelines. 	Induction notes (H&S file) reinforced to all staff eg via S&S. DBS procedure.	Yes	Low
Non-DBS checked visitors / contractors	Pupils / Visitors / Abduction	<ul style="list-style-type: none"> • When possible, pre-arranged appointments only. • Enter by front door and sign in visitor's book in the office. • Tour building with St Michael's staff if needed. • Contractors accompanied to area of site when working. • Visiting school staff briefed to inform pupils if an area is temporarily out of bounds. 	Visitor's book in office. All Centre staff aware of procedure for signing in and accompanying visitor / contractor around the site.	Yes	Low

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NUMBER D8 Dogs on site and on activities

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Dogs onsite	All Injury / Death	<ul style="list-style-type: none"> • LA policy no dogs allowed onsite at the main centre or on activities. • Centre staff/tutors cannot bring their dogs to work or have them on activities. 	Inform schools of policy	Yes	Low
School staff dogs on activities	All Injury / Death	<ul style="list-style-type: none"> • School staff dogs brought to the centre are the responsibility of the school. • Schools take full responsibility to risk assess the dog if they decide to allow a staff member to bring their dog on activities. • Dogs cannot enter the main centre. 	Inform schools of policy		

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NUMBER D9 Exposure to Latex

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Latex gloves	All Illness	<ul style="list-style-type: none"> • Minimise use of latex gloves to work in which they are essential (ie contact with bodily fluids). • Provide alternative gloves for other work. • Only purchase recommended gloves • Alert staff to symptoms of reactions to latex gloves. • Do not allow any other persons to use latex gloves. 	Appropriate communication with staff.	Yes	Low