

Kent Wildlife Trust.  
Health and Safety at Work.

## Activity Risk Assessment for Group visits.

This form is a general Risk Assessment for all groups which may visit our site. You have a responsibility to assess the risks identified, this form is provided to help with this assessment and with precautions which are taken by the Trust will significant reduce the identified risks.

*Name of site ROMNEY MARSH VISITOR CENTRE – Including grounds: - Date of assessment December 2013*

*Date of latest Review February 2017*

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

Description of Hazard and Risk	Who is at risk and from what?	What action or precautions are needed? <ul style="list-style-type: none"> <li>• <u>See Health and Safety Manual incorporating codes of good practice.</u></li> </ul>	Action Required	Further action required, by who and when to be completed?
1. <b>Vehicles movement including coaches</b> turning into car park where visitors and may be walking.	<b>Public including children, staff and volunteers</b> are at risk of injury if they are stuck by a moving vehicle.	<ul style="list-style-type: none"> <li>• Accompanying adults are encouraged to be vigilante in public car park–</li> <li>• Slow’ sign for entrance to public car park</li> </ul>	Schools contacted prior to visit to explain the parking	Consider the need of a traffic cone to help reduce risk on school visit days.
2. <b>Trips, slips and falls</b>	<b>Public including children, staff and volunteers</b> are at risk of tripping over hazards or slipping on wet surfaces	<ul style="list-style-type: none"> <li>• Encourage children to walk, not run when on site</li> <li>• Maintain the paths and steps in a good state of repair</li> <li>• Staff report potential hazards as part of the daily grounds inspection</li> <li>• Walkways and group work areas kept clear</li> <li>• Education equipment is kept with the group in clear sight and away from pathways</li> </ul>	<b>Daily check list</b> completed by Education Teams  Visiting Adults to supervise the children during visit	
3. <b>Condition of signs, benches, barriers, steps and tables.</b>	<b>Public including children, staff and volunteers</b> are at risk of injury	<ul style="list-style-type: none"> <li>• Check on a regular basis and repair or replace as necessary</li> </ul>	Check list	<b>Visitor Centre Team</b> monitor monthly
4. <b>Electrical equipment and wiring</b>	<b>Public including children, staff and volunteers</b> are at risk of electrical shocks or burns from	<ul style="list-style-type: none"> <li>• Defective equipment taken out of use safely</li> <li>• Staff not to bring in their own appliances</li> <li>• Fixed electrical installations inspected and tested</li> </ul>	Replace missing socket covers	Ensure PAT and fixed electrical inspections are

	faulty electrical equipment. Electrical faults can also lead to fires	<ul style="list-style-type: none"> <li>on schedule</li> <li>High risk portable equipment tested on schedule</li> <li>Socket covers used in locations where small children could access the sockets</li> <li>Regular PAT and Electrical Installation tests as per KWT guidance</li> </ul>	<b>PAT tested Oct 2016</b>	carried out on schedule
5. <b>Fire in education space</b> and evacuation of site if fire in other buildings.	<b>Staff and visitors</b> are at risk of smoke inhalation and burns if trapped in a burning building	<ul style="list-style-type: none"> <li>Appropriate extinguishers in place – checked annually by KCC</li> <li>All visiting staff and groups are made aware of procedures during introduction</li> <li>Fire assembly point(s) clearly identified as part of introduction talk.</li> </ul>	<b>Extinguisher inspection July 2016</b>	<b>Education Team/ Visitor Centre Manager</b> to monitor qualifications and request training as needed.
6. <b>Displays in Visitor Centre</b>	<b>Public including children, staff and volunteers</b> are at risk of choking from small objects, dirty hands from touch table, heavy objects drop on toes.	<ul style="list-style-type: none"> <li>Encourage appropriate supervision of children by schools and parents</li> <li>Displays checked by Visitor Centre Team daily check.</li> <li>Ensure notices up to wash hands where needed.</li> </ul>	<b>Daily check list</b> completed by Visitor Centre and Education Teams	
7. <b>Accidents or illness</b> requiring first aid treatment.	<b>Public including children, staff and volunteers</b>	<ul style="list-style-type: none"> <li>Education officers and tutors all with at least basic first aid qualification.</li> <li>Schools to nominate a dedicated first aid person for their visit.</li> <li>Trust trained first aid staff available during centre opening hours to carry out first aid or call an ambulance if required. Signs available identifying trained staff throughout the offices</li> <li>First aid kits available in all sections including the classroom</li> <li>Accident book, for completion available in office</li> <li>Emergency site information form available to direct emergency services to the centre</li> </ul>		<b>Community Education Officer/ Visitor Centre Manager</b> to monitor qualifications and request training as needed.
8. <b>Poisonous/stinging plants</b> and bites and stings	<b>Public including children, staff and volunteers</b> are at risk of ingestion or stings	<ul style="list-style-type: none"> <li>Teaching Staff able to identify them – training where necessary.</li> <li>Make adults aware when and where necessary.</li> </ul>		Awareness training as part of staff and volunteer induction.

9. <b>Presence of snakes</b>	<b>Public including children, staff and volunteers</b> are at risk of disturbance leading to bite.	<ul style="list-style-type: none"> <li>Habitats searched at start of daily check list</li> <li>Signs are up in the grounds.</li> <li>Teachers informed if snakes have been seen.</li> <li>Be aware of nervousness of some children.</li> <li>Appropriate level of instruction for groups</li> <li>Encourage appropriate supervision by accompanying school staff</li> </ul>	<b>Daily check on days when schools</b> attending by Education Team	Awareness training as part of staff and volunteer induction.
10. <b>Pond – including dipping</b>	<b>Public including children, staff and volunteers</b> are at risk of falling in or being contaminated by ‘dirty water’ – Weil’s disease	<ul style="list-style-type: none"> <li>Pond area in general inspected prior to the visiting group includes dipping platforms.</li> <li>Safety poles are noted as being in position beside the pond in daily check.</li> <li>Appropriate Trust instruction for the group</li> <li>Use of dipping equipment by appropriate sized children</li> <li>Encourage appropriate supervision by visiting adults</li> <li>Ensure hands are washed after working with pond water – especially before eating and drinking (or smoking)</li> </ul>	<b>Daily check on days when schools</b> attending by Education Team Specific RA available	Awareness training as part of staff and volunteer induction.
11. <b>Habitat investigations or Mini beast hunting</b>	<b>Public including children, staff and volunteers</b> are at risk of injury from tree branches, logs or nets	<ul style="list-style-type: none"> <li>Appropriate Trust instruction for adults and children in use of equipment (sweep-nets, lifting logs and compost)</li> <li>Sweep nets, group working to maintain safety of all</li> <li>Tree shaking to be done by adults only</li> <li>Encourage appropriate supervision by visiting adults</li> <li>Ensure hands are washed after working with pond water – especially before eating and drinking (or smoking)</li> </ul>	<b>Daily check on days when schools</b> attending by Education Team. Specific RA available	Awareness training as part of staff and volunteer induction.
12. <b>Dog/Cat faeces</b>	<b>Public including children, staff and volunteers</b> are at risk of diseases (toxoplasmosis)	<ul style="list-style-type: none"> <li>Signs to indicate no dogs except guide dogs allowed in grounds.</li> <li>Trust staff to be vigilante around picnic area around Barn entrance.</li> <li>Regular inspection of the ground as part of daily</li> </ul>	<b>Daily check list</b> completed by Visitor Centre and Education Teams	

		check. <ul style="list-style-type: none"> <li>Any obvious deposits are bagged and removed</li> </ul>		
13. <b>Safety whilst maintenance team is working</b>	<b>Public including children, staff and volunteers</b> are at risk of injury or slip and trip	<ul style="list-style-type: none"> <li>Have sign available to block path or mark area where the work is taking place.</li> <li>Tools and logs stored in fenced and locked area</li> <li>Gates to non-public areas closed and locked at all times</li> </ul>	Specific RA available	Maintenance team work to Garden Team Risk Assessment

Post/s responsible for this Assessment: <b>Head of PE</b>	Date Assessed:- December 2013 Date Reviewed:- 14 January 2014 Reviewed: March 2015 Reviewed: January 2016 Reviewed February 2017
Frequency of review: <b>Annually</b>	Next due for review in: January 2018

