

Kent Wildlife Trust

Health and Safety at Work

Activity Risk Assessment: Visiting Groups

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 **BOUGH BEECH CENTRE** – Including grounds: - Date of assessment December 2013 Mary Blackwell/Peter Bassett.

Date of last Review March 2019 LMB

To be used in conjunction with the Emergency Site Information form.

Description of Hazard and Risk	Who is at risk and from what?	What action or precautions are needed? <ul style="list-style-type: none"> • <u>See Health and Safety Manual incorporating codes of good practice.</u> 	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.	<ul style="list-style-type: none"> • Accompanying adults are encouraged to be vigilante in public car park • 'Slow' sign for entrance to public car park 	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. Trips, slips and falls	Public including children, staff and volunteers are at risk of tripping over hazards or slipping on wet surfaces	<ul style="list-style-type: none"> • Encourage children to walk, not run when on site • Maintain the paths and steps in a good state of repair • 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 	Daily check list completed by Education Teams Visiting Adults to supervise the children during visit	
3. Condition of signs , benches, barriers, steps and tables.	Public including children, staff and volunteers are at risk of injury	<ul style="list-style-type: none"> • Check on a regular basis and repair or replace as necessary 		
4. Electrical equipment and wiring	Public including children, staff and volunteers are at risk of electrical shocks or burns from	<ul style="list-style-type: none"> • Defective equipment taken out of use safely • Staff not to bring in their own appliances • Fixed electrical installations inspected and tested 	Last PAT inspection September 2018	Ensure PAT and fixed electrical inspections are

	faulty electrical equipment. Electrical faults can also lead to fires	<ul style="list-style-type: none"> 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 		carried out on schedule.
5. Fire in cart-shed/education space 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	<ul style="list-style-type: none"> 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. 	Extinguisher inspection date June 2017	Education Officer to monitor qualifications and request training as needed.
6. 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.	<ul style="list-style-type: none"> Encourage appropriate supervision of children by schools and parents Displays checked by Centre Team daily check. Ensure notices up to wash hands where needed. 	Daily check list completed by Centre and Education Teams	
7. Accidents or illness requiring first aid treatment.	Public including children, staff and volunteers	<ul style="list-style-type: none"> 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. Signs available identifying trained staff throughout the offices First aid kits available in all sections including the classroom Accident book, for completion available in office Emergency site information form available to direct emergency services to the centre 		<p>Education Officer to monitor qualifications and request training as needed.</p> <p>Accident forms on a board for completion before sending to TB</p>
8. Poisonous/stinging plants and bites and stings	Public including children, staff and volunteers are at risk of ingestion or stings	<ul style="list-style-type: none"> 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.
9. Presence of snakes	Public including children, staff	<ul style="list-style-type: none"> Habitats searched at start of daily check list 		Awareness

	and volunteers are at risk of disturbance leading to bite.	<ul style="list-style-type: none"> • Signs are up in the grounds. • Teachers informed if snakes have been seen. • Be aware of nervousness of some children/adults • Appropriate level of instruction for groups • Encourage appropriate supervision by accompanying school staff 		training as part of staff and volunteer induction.
10. Pond – including dipping	Public including children, staff and volunteers are at risk of falling in or being contaminated by ‘dirty water’ – Weil’s disease	<ul style="list-style-type: none"> • Pond area in general inspected prior to the visiting group includes dipping platforms. • Safety mechanisms 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 on days when schools attending by Education Team Specific RA available	Awareness training as part of staff and volunteer induction.
11. Habitat investigations or Mini beast hunting	Public including children, staff and volunteers are at risk of injury from tree branches, logs or nets	<ul style="list-style-type: none"> • 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 • 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 on days when schools attending by Education Team. Specific RA available	Awareness training as part of staff and volunteer induction.
12. Dog/Cat faeces	Public including children, staff and volunteers are at risk of diseases (toxoplasmosis)	<ul style="list-style-type: none"> • 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. 	Daily check list completed by Centre and Education Teams	

		<ul style="list-style-type: none"> Any obvious deposits are bagged and removed 		
13. Safety whilst maintenance team is working	Public including children, staff and volunteers are at risk of injury or slip and trip	<ul style="list-style-type: none"> 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 	Specific RA available	Maintenance team work to Garden Team Risk Assessment

Post/s responsible for this Assessment: Director of Education & Engagement	Date Assessed:- December 2013 Date Reviewed:- 14 January 2014 Reviewed March 2015 – MB Reviewed December 2015 - MB Reviewed January 2017 –MB Reviewed February 2018 MB – April 2018 CR/MB Reviewed March 2019 – no change
Frequency of review: Annually	Next due for review in: January 2019