

# 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 and this form is provided to help with this assessment and identifies the precautions which are taken by the Trust that will significant reduce the identified risks.

*Name of site SEVENOAKS WILDLIFE RESERVE AND VISITOR CENTRE including Education Cottage, Elemental Garden, wild-space:*

*Date of assessment 14 January 2014 Mary Blackwell*

*Date of latest 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?	Action Required	Further action required, by who and when to be completed?
1. <b>Vehicles movement including coaches</b> in 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>• Where practical, arriving school groups should unload in the car park beside the yurt when erected, or near the visitor centre at other times</li> <li>• Coaches are encouraged to wait in the lay by area near the entrance if staying for the day to enable other vehicles to park and travel</li> <li>• Adult supervision is required for crossing the track/road to access coaches</li> <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 system – <b>Checklist</b>	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> <li>• Careful supervision of the children in the Garden areas</li> </ul>	<b>Daily check</b> completed by Visitor Centre and 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>	<b>Daily check</b> completed by Visitor Centre Team	

4. <b>Electrical equipment and wiring</b>	<b>Public including children, staff and volunteers</b> are at risk of could get electrical shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires	<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 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>	Replace missing socket covers  <b>PAT test completed</b> September 2018	Ensure PAT and fixed electrical inspections are carried out on schedule
5. <b>Fire in buildings</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>Fire Extinguisher</b> check annually	Education Manager and visitor Centre Manager to monitor qualifications and request training as needed.
6. <b>Full length glass door</b> at entry and fire escape to Centre	<b>Public including children, staff and volunteers</b> are at risk of injury and lacerations from broken glass, the frame is also in poor condition	<ul style="list-style-type: none"> <li>Prop door open in appropriate weather</li> <li>Take care when moving in and out</li> <li>Encourage adult supervision when moving into and out of the centre</li> </ul>	Ask schools to bring appropriate number of adults – on <b>Visit checklist</b>	Consider the need to replace the glass with BS safety glass or a new door.
7. <b>Doors opening</b> into interior	<b>Public including children, staff and volunteers</b> are at risk of being hit by the door being opened	<ul style="list-style-type: none"> <li>Caution sign to be placed on the other side of the door to warn of the hazard</li> <li>Open door when open to the public</li> </ul>		
8. <b>Condition and storage</b> of centre furniture-falling tables and chairs if stacked too high.	<b>Public including children, staff and volunteers</b> are at risk of injury by falling furniture or poorly stored equipment	<ul style="list-style-type: none"> <li>Storage – keep access to doorways and fire exits clear</li> <li>Checked as part of daily H&amp;S check by Education staff.</li> </ul>	<b>Daily check</b> completed by Visitor Centre and Education Teams	Find alternative storage for excess tables and chairs
9. <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</b> completed by Visitor Centre and/or Education Teams	
10. <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> </ul>		Education Manager to monitor qualifications and request training as needed.


		<ul style="list-style-type: none"> <li>• Accident book, for completion available in reception area</li> <li>• Emergency site information form available to direct emergency services to the centre</li> </ul>		
11. <b>Poisonous/stinging plants</b> and bites and stings – including algae blooms	<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.
12. <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>		Awareness training as part of staff and volunteer induction.
13. <b>Pond or river work</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 or river area in general inspected prior to the visiting group.</li> <li>• Safety equipment noted as being in position beside the pond or river in daily check.</li> <li>• Appropriate Trust instruction for the group</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> <li>• Cover any cuts or grazes</li> <li>• Work to Pond and River RA</li> </ul>	<b>Daily check</b> completed by Education Teams <b>See River or pond RA</b>	Awareness training as part of staff and volunteer induction.
14. <b>Habitat investigations</b> or Mini beast hunting	<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> <li>• Work to Habitat Investigation RA</li> </ul>	<b>Daily check</b> completed by Education Teams <b>See Mini beast hunting RA</b>	Awareness training as part of staff and volunteer induction.
15. <b>Forest School</b>		<ul style="list-style-type: none"> <li>•</li> </ul>	<b>See Forest School specific Risk Assessments</b>	

16. <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 check.</li> <li>• Any obvious deposits are bagged and removed</li> </ul>	<b>Daily check</b> completed by Visitor Centre and Education Teams	
17. <b>Adverse weather</b>  heat or cold effects  High Winds -	<b>Public including children, staff and volunteers</b> are at risk of hyper or hypothermia  falling branches and trees which could cause injury	<ul style="list-style-type: none"> <li>• Visiting Groups are encouraged to bring the right clothing and footwear</li> <li>• Make use of the yurt and other natural shade area in hot sun</li> <li>• take water with you</li> <li>• Sun cream applied and hats worn</li> <li>• Consideration should be given to cancelling trip if forecast is very bad</li> <li>• Make use of the Visitor Centre in extreme conditions</li> </ul>		
18. <b>Safety whilst maintenance team is working</b>	<b>Public including children, staff and volunteers</b> are at risk of injury and slip or 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>	Maintenance team to work to Garden Team Risk Assessment	

This Risk Assessment forms part of a package of documents that need to be kept together for each centre. These are reviewed annually and the original and signed off versions this will be filed.

G:\2. RISK ASSESSMENT – new\PE\ACTIVITIES Admin/Health and Safety/Risk Assessments.

A working copy will be issued to each team along with all other relevant materials. Comments can be added to the paper form which can then be brought to the review meeting.

Post/s responsible for this Assessment: <b>Director of Education &amp; Engagement</b>  	Date Assessed: - December 2013 Date Reviewed:- 14 January 2014 Date Reviewed March 2015 Date Reviewed January 2015 Date reviewed January 2017 Date Reviewed February 2018 Date reviewed March 2019 LMB – updated to include new building
Frequency of review: <b>Annually</b>	Next due for review in:  March 2020