

Kent Wildlife Trust  
Health and Safety at Work

# Activity Risk Assessment: Visiting Groups

*This form is a general Risk Assessment for all groups and visitors which may visit our site.*

*Group Leaders have a responsibility to assess the risk for their own groups; this form is provided to help with this assessment and identifies precautions which are taken **by the Trust** which significantly reduce the identified risks.*

*Name of site TYLAND BARN VISITORS CENTRE including Nature Park and classroom: -*

*Date of assessment 20 Jan 2014 Mary Blackwell / Steve Rebindaine*

*Date of Review February 2015-MB/Review and updated December 2015 MB/SR, Feb 2018 MB*

*Date of latest review March 2019*

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


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> 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>Where practical, arriving school groups should unload in the car park to avoid road traffic. If this is not practical, sufficient numbers of teachers, staff or volunteers are available to marshal the children from the coach into the grounds.</li> <li>Coaches are encouraged to reverse into the car park or to block the entrance to reduce the risk of moving vehicles when unloading or loading children.</li> <li>Adult supervision if crossing roads to access coaches</li> <li>Accompanying adults are encouraged to be vigilant in public car park</li> <li>'Slow' sign for entrance to public car park</li> </ul>	<p><b>All Trust staff</b> requested not to park on main road enabling safer access for coaches.</p> <p>Schools contacted prior to visit by phone and <b>Checklist</b></p>	<p>Consider the need of a <b>traffic cone</b> to help reduce risk on days when schools are expected.</p> <p>Education Team</p>
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 including the Play Area and small brick walls in the sensory garden near the VC.	<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>Small brick boundaries in the sensory garden to have a visual and physical marker to prevent</li> </ul>	<p><b>Daily check</b> list completed by Visitor Centre and Education Teams</p> <p>Visiting Adults to supervise the</p>	

		<ul style="list-style-type: none"> <li>tripping</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 play area</li> </ul>	children on the play areas and during visit	
3. <b>Condition of signs</b> , benches, barriers, steps and tables.	<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>	Rolling programme of replacement, maintenance and repair <b>Visitor Centre Team</b>	Visitor Centre Daily check
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 spares found in filing drawer <b>Resources for Education Officers</b>  <b>Pat testing completed 13 Sept18</b>	<b>Support Services</b> Ensure PAT and fixed electrical inspections are carried out on schedule
5. <b>Fire in classroom</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>	Testing of Fire Alarm by <b>Fire Safety Officer</b> weekly Fire extinguisher <b>inspection June 2018</b>	<b>Education Manager and Visitor Centre Manager</b> to monitor qualifications and request training as needed.
6. <b>Condition and storage</b> of classroom furniture-falling tables and chairs stacked too high. Unexpected item storage	<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>Limit number of tables and chairs in classroom to 8 tables and 20 chairs.</li> <li>Checked as part of daily H&amp;S check by Education staff</li> <li>Breakdown procedure to be followed for end of day to ensure the room is ready for use by others</li> <li>Ad hoc stored items to be removed unless agreed by Team Leader</li> </ul>	<b>Daily check</b> list completed by Visitor Centre and Education Teams	Education and Visitor Centre Team

7. <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> list completed by Visitor Centre and Education Teams	
8. <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.</li> <li>• First aid kits available in all sections including the classroom</li> <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>		<b>Community Education Officer West/ visitor Centre Manager</b> to monitor qualifications and request training as needed.
9. <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.
10. <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>• Group leaders 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</b> list completed by Visitor Centre and Education Teams	Awareness training as part of staff and volunteer induction.
11. <b>Pond</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> </ul>	<b>Daily check</b> list completed by Visitor Centre and Education Teams Specific RA available	Awareness training as part of staff and volunteer induction.

		<ul style="list-style-type: none"> <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>12. Pond Platforms</b>	<b>Public including children, staff and volunteers</b> are at risk of falling through the wooden decking thus being contaminated by 'dirty water' – Weil's disease	<ul style="list-style-type: none"> <li>• Platforms inspected prior to the visiting groups to ensure</li> <li>• Regular inspection of all wooden decking at 3 monthly intervals to ensure levels of rot not significant</li> </ul>	<b>Daily Check</b> list and regular testing.	Education team and Garden Team
<b>13. Play area falls/injury</b>	<b>Children are at risk of injury if they fall from the play equipment or they could be injured if the equipment is not correctly maintained</b>	<ul style="list-style-type: none"> <li>• Inspect the play equipment as part of the daily grounds checks</li> <li>• Close the play area if any equipment is in need of maintenance</li> <li>• Ensure the play bark is maintained at a correct depth to reduce the risk of injury from falls</li> <li>• Ensure there is adult supervision of the play area for organised groups</li> <li>• Discourage out of hours use of the play area by local children</li> </ul>		<b>Visitor Centre Manager</b> annual review <b>ROSPA</b> inspection of play area at recommended intervals.
<b>14. Mini beast hunting</b>	<b>Public including children, staff and volunteers are at risk of injury from tree branches, logs or nets</b>	<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</b> list completed by Visitor Centre and Education Teams Specific RA available	
<b>15. 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</b> list completed by Visitor Centre and Education Teams	

		<p>check.</p> <ul style="list-style-type: none"> <li>Any obvious deposits are bagged and removed</li> </ul>		
16. <b>Nature trail footbridge over A229</b> and loss of balance.	<b>Public including children, staff and volunteers</b> are at risk of loss of balance, or distracting passing drivers and	<ul style="list-style-type: none"> <li>Be aware of nervousness of some.</li> <li>Appropriate level of instruction/supervision.</li> <li>Good group organisation utilising school adults.</li> <li>Check the bridge and pathway for overhanging vegetation</li> <li>Discourage waving at passing traffic</li> <li>Employ safe road crossing practice</li> </ul>	<b>Daily check</b> list completed by Education Teams on appropriate days	
17. <b>Safety whilst maintenance team and Garden 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> <li>Ensure the Garden team do not operate machinery in areas where the children are.</li> </ul>	Maintenance team to work to Garden Team Risk Assessment	

Post/s responsible for this Assessment: <b>Director of Education &amp; Engagement</b>  	Date Assessed: - December 2013 Date Reviewed:- 14 January 2014 Date Reviewed February 2015 Date reviewed:- <b>December 2015</b> Date reviewed February 2017 – February 2018 Date reviewed March 2019 – LMB, no changes
Frequency of review: <b>Annually</b>	Next due for review in: <b>March 2020</b>