

# 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 significantly reduce the identified risks.

*Name of site* SEVENOAKS WILDLIFE RESERVE AND VISITOR CENTRE including Oak Lodge (Education Cottage), Elemental Garden, wild-space:  
*Date of assessment* 14 January 2014 Mary Blackwell  
*Date of latest review* February 2020 LMB, March 2019 LMB, September 2020 LMB  
 January 2022 JM, May 2023 TW, March 2024 TW

### 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 by the grass verge, where tutors will meet them and gather them by the benches.</li> <li>Coaches will be asked to leave the car park, as there is not space for them to stay.</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>	<p>Consider the need of a traffic cone to help reduce risk on school visit days.</p> <p>Use additional staff if available to man the carpark for larger groups</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	<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 clear of paths (pond set up in advance but kept clear of paths and walkways)</li> <li>Careful supervision of the children in the Garden areas</li> <li>WTQ part of school/group introduction</li> </ul>	<p><b>Daily check</b> completed by Education Team</p> <p>Visiting Adults to supervise the children during visit</p>	<p>Walk Together Quietly shared at start of group visit and emphasised throughout</p> <p><b>Education Team</b></p>

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 and/or Education Team	Daily Check list to be printed and available in Oak Lodge <b>Education Officer</b> and/or <b>Edu Admin</b>
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>Regular PAT and Electrical Installation tests as per KWT guidance</li> </ul>	Replace missing socket covers  <b>PAT test completed</b> September 2023	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> checked annually	Education Officer 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/Cottage	<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>Open door when open to the public</li> <li>Oak Lodge front door to be kept closed when school groups visiting, as may impede access to toilets. Groups to enter and leave via sliding patio doors.</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> <li>Chairs and tables stored in Oak Lodge to be secured with cord</li> </ul>	<b>Daily check</b> completed by Visitor Centre and Education Teams	
9. <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 Manager Education Officer, Lead tutor and some other tutors have first aid training</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</li> </ul>		Education Officer to monitor qualifications and request training as needed.


		<p>call an ambulance if required. Signs available identifying trained staff throughout the offices</p> <ul style="list-style-type: none"> <li>• First aid kits available in all sections including the classroom</li> <li>• Accident form to be completed online, if no online access available a photocopy of an accident form should be present for completion and available on site (reception and Oak Lodge). This needs to be transferred to an online form or sent to the office ASAP.</li> <li>• Emergency site information form available to direct emergency services to the centre</li> </ul>		
10. <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.
11. <b>Allergens and allergic reactions</b>	<ul style="list-style-type: none"> <li>• <b>Public, including children, staff and volunteers</b> are at risk of allergic reactions and anaphylaxis</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers to inform us via booking form of any attendees' allergies and bring with them relevant medication (including epipen where relevant)</li> <li>• Education tutors to talk with teacher to make them aware of the children with allergies</li> <li>• Tutors to advise on potential allergens on site (such as tree nuts)</li> <li>• No nuts to be used in bird feeders in areas accessible to children and all bird food to be stored in areas not used for school visits.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness training as part of staff and volunteer induction.</li> </ul>
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> </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.

		<ul style="list-style-type: none"> <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>		
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>• Do not shake trees with children beneath</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 area (Goat Paddock)</b>	<b>Public including children, staff and volunteers</b> are at risk of injury from tree branches, roots and other trip hazards, rabbit traps and unsafe equipment.	<ul style="list-style-type: none"> <li>• Daily check to include checking paths for brambles, nettles and roots</li> <li>• Grounds team to regularly inspect paths and clear as and when appropriate</li> <li>• Daily check to ensure area is free of vandalism/litter</li> <li>• Daily check to check for evidence of rabbit traps – if found, area to be sealed off and reported to VC staff who may escalate report to police</li> <li>• Check mud kitchen and FS equipment is sturdy and secure and in good condition</li> </ul>	<b>Daily check</b> completed by Education Teams  <b>Forest School specific Risk Assessments for Forest School activities</b>	
16. <b>Oak Lodge Garden</b>	<b>Public including children, staff and volunteers</b> are at risk of injury from tree branches, roots and other trip hazards and unsafe equipment.	<ul style="list-style-type: none"> <li>• Grounds team to manage garden and respond to hazards identified</li> <li>• Education team to raise hazards using near miss forms</li> <li>• Play equipment in Oak Lodge garden to be inspected as part of daily checklist, ensuring balance beams, stepping stones etc are safe to use</li> <li>• Oak Lodge pond to be checked as part of daily checklist</li> </ul>	<b>Daily check</b> completed by Education Team	
17. <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> </ul>	<b>Daily check</b> completed by	

		<ul style="list-style-type: none"> <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>	Visitor Centre and Education Teams	
<b>18. Adverse weather</b>  Heat or cold effects  High winds -	<b>Public including children, staff and volunteers</b> are at risk of hyper or hypothermia and sunburn or dehydration  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 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 severe – see severe weather policy</li> <li>Make use of the Visitor Centre in extreme conditions</li> </ul>	See severe weather policy.	
<b>19. 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.

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>Head of Education and Lifelong Learning</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 Date reviewed: February 2020 LMB Date reviewed: September 2020 LMB Date reviewed: January 2022 – updated online accident reporting and PAT testing JM Date reviewed: May 2023 – TW – updated to reflect recent changes in areas (Forest School and Oak Lodge garden) Date reviewed March 2024 - TW
Frequency of review: <b>Annually</b>	Next due for review in:  March 2025