

Sandwich Bay Bird Observatory and Field Study Centre



Risk Assessment – Main Centre Activities

Class teachers or an appointed educational visit co-ordinator (EVC) should carry out a “risk assessment” before embarking on any offsite (away from school) visit. Teachers should consider the hazards and the likelihood of harm or injury resulting from a hazard i.e. “risk” and plan measures to **minimise** the risk. Every activity cannot be absolutely ‘safe’ and no activity is risk free, but one can attempt to reduce the risk to acceptable levels.

Although the visiting teacher will have an opportunity to assess the risks involved with the pupils’ journey e.g. condition of coach, availability of seatbelts etc, it is recommended that a pre-visit to S.B.B.O.T. is planned, particularly if the staff have not been before.

If a pre-visit is not possible, the Centre has prepared general off-site/on-site ‘risk assessments’ which cover many of the likely hazards encountered on a class visit to S.B.B.O.T. and its environs, plus actions implemented to lessen the risk.

OFF-SITE – Bay Locality - Key Stage 1 & 2

Hazard/Risks	Who Is At Risk	Risk Rating High, Medium Low (Outcome)	Proposed Action/Control Measures Head of Centre to carry first aid kit at all times
Walking along public roads and pavements where applicable	Pupils/Teachers and adult helpers	Medium Low	Pupils placed in small groups (see guidelines) with nominated adult leader. Instructed to walk in single file on right side of road (if applicable) where there are no pavements. Children to walk, not run and to exercise care. Leader and at least one adult at rear to wear high visibility jackets
Slips, trips and falls Knocked or run over by vehicle	” ” ”	Medium	
Walking along public footpaths (off roads) across fields, woodland, beach etc Slips trips and falls especially when muddy	” ” ”		
Meeting walkers and their dogs. Also grazing animals. Possibility of being bitten	Pupils	Low	As above, facilitate adequate pupil/adult ratios. Pupils placed in small groups with nominated adult leader. Pupils instructed to walk carefully, being aware of possible obstacles e.g. logs, wet leaves, muddy soil etc. Education Officer to point out obvious hazards and remove if applicable e.g. brambles, rose thorns, across path. Also consider ice on paths in poor weather.
Dog faeces Possible contact with bacteria etc	Pupils/Teachers and adult helpers	Low	Warn pupils not to greet, pat and encourage animals, particularly dogs, even with owners present. Animals are unpredictable Warn of inconvenience of treading in dog’s faeces. Encouraged pupils to take care while walking.

Sandwich Bay Bird Observatory and Field Centre
- RISK ASSESSMENT ON-SITE
LIVING THINGS - MINI-ORIENTEERING - FIELD CENTRE etc K.S. 1 & 2

Hazard/Risks	Who Is At Risk	Risk Rating High, Medium Low(Outcome)	Proposed Action/Control Measures
<u>Garden & Wildlife Area</u>			
Slips, trips and falls on grassed and gravel paths, meadow, pond dipping, steps etc.	Mainly pupils	Medium	Regular inspection of condition of paths and other walkways.
Searching for minibeasts – turning over logs, could roll on legs. Splinters from wood, occasional sharp edges on slates and tiles	Pupils, teachers and adult helpers	Low	Adequate pupil/adult ratios – pupils placed in small groups with nominated adult leader (particularly KS1 children) Group leaders to help move logs etc.
Handling minibeasts – hygiene	Pupils, teachers and adult helpers	Medium (Low)	Pupils instructed to act with care when handling small creatures Medical gloves available when required.
Insect bites, scratched by rose thorns and brambles, stung by nettles or knocked by low branches, plant berries too accessible	" " "	Medium	Pupils warned to take care with possible dangerous foliage, including being reminded of danger of unidentified wild berries. Children to be taught difference in touching safe and harmful plants. e.g. difference between common stinging nettle and white dead nettle etc.
Investigating freshwater life in wildlife area pond – falling in	" " "	Medium (Low)	Adequate pupil/adult ratios – pupils placed in small groups with nominated adult leader (particularly for KS 1) At least two adults allocated to pond.
Handling equipment e.g. long handle nets while sampling. Could knock another pupil	Pupils, teachers and adult helpers	Medium	Pupils instructed to be aware of long handles when near others
Handling pond water Contact with possible water-born disease e.g. Weils disease (extremely unlikely due to isolation of pond)	Mainly pupils	Low	Pupils warned about germs/bacteria in pond and advised/instructed to wear medical gloves if the have recent cuts or abrasions or suffer with eczema.

<p><u>Centre Building</u></p>			
<p>General movement around building Slips, trips and falls on wooden floor</p>	<p>Mainly pupils</p>	<p>Medium</p>	<p>Pupils instructed to only walk in Centre building and always wear shoes or boots.</p>
<p>Falling off chairs in classroom.</p>	<p>Mainly pupils</p>	<p>Medium (Low)</p>	<p>Pupils instructed to sit on chairs properly. Lead teacher in main supervisory role during lunch break.</p>
<p>Fire Safety – Caught in fire</p>	<p>Pupils, teachers and adult helpers</p>	<p>Low</p>	<p>Unannounced fire drills once per term and recorded Frequent fire alarm system checks. No smoking on site</p>
<p><u>Beach</u></p>			
<p>Rubbish on beach fishing line, glass etc</p>	<p>Pupils, teachers and adult helpers</p>	<p>Medium (low)</p>	<p>Pupils warned to take care with possible danger from fish hooks, broken glass, oil etc. Children to be taught the safe way to look for shells.</p>
<p>Sea – falling in</p>	<p>Pupils, teachers and adult helpers</p>	<p>Medium (low)</p>	<p>Adequate pupil/adult ratios – pupils placed in small groups with nominated adult leader (particularly for KS 1)</p>