

Risk Assessment For School Trips To West Lodge Rural Centre

Hazard	Risks Associated With The Hazard	Potential To Cause Harm	Controls Already In Place & Actions Required By The Visitors
Alighting From Coaches	Slipping, tripping, falling, injury from other vehicles.	High	Coaches should use designated coach alighting points in the car park adjacent to the cricket field. On alighting children should be adequately supervised. The group leader should then check in at the entrance, whereupon a guide will escort the group to the designated wet weather area inside the farm Park
Running children	Slipping, tripping, falling	Low	Children must be adequately supervised and instructed not to run on the site.
Wet Grass	Slipping, falling, sprains	Low	Supervisors and children should be aware of the possibility of wet grass and take adequate precautions against slipping and falling.
Uneven surfaces	Slipping, Sprains, tripping, falling	Low	Supervisors and children should take care walking on the paths and grass and wear sensible footwear.
Road & path edges	Slipping, tripping, falling	Low	Supervisors and children should take care at road and path edges to avoid tripping and falling.
Climbing of objects outside the play area	Slipping, tripping, falling	High	Children must be adequately supervised and instructed not to climb walls, gates and other objects outside the play area.
Animals	Infection, biting, crushing & kicking	High	All the animals on the site are properly controlled and supervised. Visitors should not touch the animals unless encouraged by Farm staff. Supervisors should ensure everyone washes their hands after handling the animals.
Infection	Various	Low	Supervisors should be aware that there is always a risk from infection in any environment. The countryside and agricultural establishments are no exception. Supervisors should ensure that they and the children in their care wash their hands after touching animals and before handling food and drink. It is advisable to ensure that any existing cuts and abrasions are protected by a dressing.
Lost children	Panic, loss of control	Low	Supervisors should instruct children of their lost person policy. The entrance and exit to the Farm Park is a designated waiting point for lost children.
Chemicals & substances	Inhalation, skin contact, eye contact	High	All substances in use on the site are safe and free from risk when used in a proper manner. Visitors will not be exposed to risks from substances used on the site.
Aggressive visitors	Injury	Low	Farm staff are instructed to ensure that any aggressive visitor is removed from the site.
Electrical equipment	Fire, electrocution	High	Electrical installations and appliances are tested and inspected at the required intervals by and independent electrical contractor. Visitors should not touch or interfere with electrical equipment.
Straying into prohibited areas	Unidentified Hazards	Low	Supervisors should ensure that children are instructed not to go beyond the designated area.

Hazard	Risks Associated With The Hazard	Potential To Cause Harm	Controls Already In Place & Actions Required By The Visitors
Fire	Inhalation, skin burns, panic, loss of control	High	Fire Risk Assessments have been carried out for all areas and adequate controls are in place. In case of fire, Supervisors should ensure that they and children in their care leave the building by the nearest exit and go to a safe place. Supervisors should ensure that a roll call is taken of their charges.
Water features	Drowning, panic, loss of control	High	Natural hazards such as streams and ponds are present in the countryside. Children should be adequately supervised and made aware of water features. Supervisors and children should take adequate precautions against slipping and falling when close to water features.
Animal Faeces on footwear or clothing	Infection	High	The walks and animal areas are arranged so that they do not overlap and allow people to walk where animals can defecate. Staff accessing animal areas/pens walk through installed footbaths before entering public areas. Staff handling large animals are instructed to wear protective clothing when doing so and to remove the protective clothing when in public areas.

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Xmas Bazaar			
Santa's Grotto	Fire. Combustible material present in form of wood, fabric and leaf matter.	High	Smoke Detectors. Smoke detectors are in place at the entrance and exit to the grotto. The smoke detectors are tested daily. If the smoke detectors sound a fire procedure is followed. Fire Extinguishers. Two fire extinguishers are present (one water, one electrical) for use by trained staff. Staff Training. Staff placed in the grotto are trained in fire procedure. Fire drills are run weekly Visitor Restrictions. Visitor numbers are reduced to twenty at a time to allow for rapid evacuation of the premises in the event of a fire. Visitors are prohibited from smoking and are told of the fire procedure before entering. Emergency Lighting. Emergency lighting in the event of a fire is in place at the two exits from the grotto.
Child protection	Child abuse	High	The staff used in the grotto are all CRB cleared. The staff are also trained to ensure that they are not left in a private place on their own with unaccompanied children.