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| **ACTIVITY TASK:** | **School / Group Visits** | | | | | | | | | | | | | | | | | | | **Ref:** | **RA131** |
| **Assessment Date:** | 03/03/23 | | **Assessment Carried Out By:** | | | | Glyn Hughes | | | | **Date of Last Review:** | | | | March 25 | | **Next Review Due:** | | | | March 26 |
| This risk assessment is produced in accordance with the requirements of The Management of Health and Safety at Work Regulations 1999 (MHSWR).  The risk assessment control measures must be implemented to ensure the safety of all personnel involved with or people affected by the activity.  The control measures put in place for this risk assessment must be communicated to all personnel involved with the activity.  You may add (by hand) additional control measures by filling the site-specific controls section at the bottom of this risk assessment. | | | | | | | | | | | | | | | | **ALARP (Y or N)** – As Low as Reasonably  Practicable – Has the risk been reduced as low as  reasonably practicable with the controls put in  place? Yes or No | | | | | |
| **Severity on a scale of 1 to 5**  **(where 5 is the most severe):** | | **How severe the consequence if the activity / hazard results in the adverse effects** | | | | | **Likelihood on a scale of 1 to 5**  **(where 5 is the most likely):** | | | | | | **How likely are the chances of the hazard causing injury after the controls have been put in place** | | | | | | | | |
| **People Involved or Affected by the Activity:** | | | | **Operator** | **✓** | **Other Workers** | | **✓** | **Visitors / Client** | **✓** | | **Public** | **✓** | **Others (Please specify)** | | | |  |  | | |

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| **Name of School:** | |  | | | **Date of Visit:** | | |  | | |
| **Address of School:** | |  | | | | | | | | |
| **Name of School Supervisor:** | |  | **Contact Number:** | | | |  | | | |
| **Will the additional control measures specified in this risk assessment be in place for the school visit?** | | | **Yes / No** | | | | | | | |
| **List any additional control measures required.** | | |  | | | | | | | |
| **Site Manager declaration:** | I confirm that the control measures for this school visit are in place. The details of this risk assessment have also been briefed to the school supervisor. | | | **Signed:** | |  | | | **Date:** |  |
| **School Supervisor declaration:** | I confirm that the control measures for this school visit are in place and that the children will be adequately supervised at all times. The details of this risk assessment have been understood and confirmed with the Park Manager | | | **Signed:** | |  | | | **Date:** |  |

| **Hazard Ref.** | **Activity /**  **Hazards**  **(What can**  **cause harm?)** | **Adverse Effects**  **(What can happen?)** | **Controls to be taken (These are what you should be**  **doing to ensure the hazard is either eliminated or**  **reduced As Low as Reasonably Practicable)** | Severity | Likelihood | Risk Classification | ALARP (Y or N) | **Hierarchy of**  **Control:**  **1 Eliminate**  **2 Alter**  **3 Contain**  **4 Educate**  **5 Supervise**  **6 PPE** | **Comments (Why can’t**  **you eliminate or**  **reduce the risk**  **further?)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Poor Planning | Serious Injuries | * Regular liaison with the school * Risk Assessment to be sent to school at least 1 week prior to visit * School visit to be planned (i.e. which parts of the park and activities to visit to be planned in advance) * All site personnel to be informed of the visit via a tool box talk | 5 | 2 | Hi | Y | * Alter * Educate * Supervise | Unable to totally eliminate the requirement of school visits |
| 2 | Arrival and Departure from Coach / Minibus | Struck by another moving vehicle / site traffic | * Coach / Minibus to be parked in designated areas if possible * Coach / Minibus to be reversed using a designated trained banksman * Pupils to disembark coach / minibus supervised and in an orderly manner and not venture onto into hazardous areas of the park where there are plant and vehicle movements | 4 | 2 | Hi | Y | * Alter * Contain * Educate * Supervise | Unable to totally eliminate the risk from moving public vehicles |
| 3 | Inadequate Supervision of School Party | Serious Injuries and Lost Children | * The school party leader is responsible for the supervision of the pupils whilst on site * School party to be met by Park representative and advised of the key health and safety issues and any issues relating to that particular day | 4 | 2 | Hi | Y | * Contain * Educate * Supervise | Unable to totally eliminate the requirement of school visits |
| 4 | Pupils Welfare | Fatigue leading to accidents  Contamination | * School visit may be affected by weather conditions, decision to be made by the Park Representative as to suitability * Group organiser should ensure that pupils have access to sun tan lotion, hats and water * On site toilets to be made available and to be kept clean | 3 | 2 | Me | Y | * Contain * Educate * Supervise | Unable to totally eliminate the requirement of school visits |
| 5 | Vehicle Movements | Various Injuries from moving vehicles | * All sites to have a 5mph speed limit * Pedestrian walkways to be erected to separate pedestrians from vehicle movements * Pupils to be supervised at all times by teachers / helpers | 5 | 1 | Hi | Y | * Alter * Contain * Educate * Supervise | Unable to totally eliminate the risk from Vehicle Movements |
| 6 | Slips, Trips and Falls | Various Injuries from slips, trips and falls | * Park to be regularly inspected for tripping hazards * Remove all potential slip and trip hazards from the areas to be visited * All pupils and supervisors to keep within the designated areas of the park * Pupils to be supervised at all times by teachers / helpers and discouraged from running | 4 | 1 | Me | Y | * Alter * Contain * Educate * Supervise | Unable to totally eliminate the risks from slips, trips and falls |
| 7 | Plant and Equipment | Various Injuries from contact with Plant and Equipment | * Pupils / Supervisors are not to use any plant or equipment whilst on site (apart from the supervised excavator attraction). * Plant and equipment to be operated / demonstrated by competent personnel only and within a safe working distance * Pupils to be supervised at all times by teachers / helpers | 4 | 1 | Me | Y | * Contain * Educate * Supervise | Unable to totally eliminate the risks from plant and equipment |
| 8 | Objects falling from overhead works | Various Injuries from falling objects | * Exclusion of unauthorised persons by site fencing or pedestrian barrier as appropriate | 3 | 1 | Me | Y | * Eliminate |  |
| 9 | Electricity | Death or serious Injury from Electrocution | * Pupils / Supervisors are not to go near any electrical equipment * Electrical installations / equipment to be protected and signed * Pupils to be supervised at all times by teachers / helpers | 5 | 1 | Hi | Y | * Alter * Contain * Educate * Supervise | Unable to totally eliminate the risk from electricity on site |
| 10 | Hazardous Materials | Various depending on substances | * All hazardous materials to be removed from the areas where the school visit is planned * Pupils to be supervised at all times by teachers / helpers | 3 | 1 | Me | Y | * Eliminate |  |
| 11 | Accidents / Incidents / Near Misses | Infections and complications due to delay in receiving First Aid Treatment  Future Accidents from lack of reporting system | * Fully trained members of the park team are available should first aid be necessary * All Accidents / Incidents / Near Misses should be reported to the Park Manager and / or the HSEQ Consultant | 3 | 1 | Me | Y | * Alter * Contain * Educate * Supervise | Unable to totally eliminate the requirement of school visits |