



HEALTH AND SAFETY MANUAL
FOR
SCHOOL JOURNEYS
AT
KENCH HILL CENTRE



Revised May 2010

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Introduction

Schools should consult the good practice guide “Health and Safety of Learners Outside the Classroom (HASLOC)” produced by the Department for Children Schools and Families (DCSF) 2010. This should be used in conjunction with The Learning Trust’s health and safety guidelines that can be found at <http://trustnet/Trust/Services/healthandsafety/Pages>. This guidance asserts a number of principles for the way LEA’s and schools organise educational visits – in particular that each school should have an educational visits co-ordinator (EVC). See www.teachernet.gov.uk/wholeschool/healthandsafety/visits/ Or www.lotc.org.uk/doc/handbook_for_group_leaders.doc The EVC will be involved in the planning and management of educational visits and working with the group leader to ensure all safety, academic and social obligations are met.

It is a legal and moral requirement that leaders of school parties and others in a responsible position take reasonable care of themselves and other persons who may be affected by their acts or omissions. Well before a Kench Hill visit the group leader is provided with information about the essential preliminary visit, accommodation, activities, day trips etc. It is also important the Centre receives essential information in advance of any visit eg group details, experience and capability of teaching staff, dietary and medical needs, any SEN/physical needs and desired outcomes.

These visits, as well as other residential and day trips, are seen as having great value for pupils, teachers and their schools. Although the lists of responsibilities and duties may seem onerous, in practice the management of health and safety on visits is part of the school’s overall H & S policy. Kench Hill staff are very experienced in organising school groups, the centre has an excellent record in Health and Safety, consequently there is no reason for any visit not to be entirely safe and successful as long as the correct procedures are followed.

HEALTH AND SAFETY IN EDUCATIONAL ESTABLISHMENTS

KENCH HILL RESIDENTIAL STUDY CENTRE

Responsibility of GROUP LEADERS	Responsibility of CENTRE MANAGERS
<p>BEFORE VISIT</p> <ol style="list-style-type: none"> 1. Formal planning involving Headteacher. 2. Inform Education Visits Co-ordinator (EVC) – Hackney schools = David Norwich, TLT 3. New leader’s preliminary visit to Centre 4. Programme/costs agreed with Centre manager 5. Parent/carer meeting 6. Parent/carer consent & medical forms 7. School journey grant forms distributed 8. Clothing and equipment lists 9. Rules, behaviour discussed 10. Emergency contact numbers agreed, informed 11. Inform Centre of medical/dietary information 12. Medication, valuables collected 13. Seat belts worn in coach 	<p>BEFORE VISIT</p> <ol style="list-style-type: none"> 1. Local safety statement 2. COSHH/Water testing 3. Local authority health/ hygiene check 4. Staff trained as first aiders 5. Fire certificate 6. Electrical PAT/Circuit testing 7. Public liability/employers’ insurance 8. Vehicle checks (MOT, weekly inspection) 9. Equipment checks 10. Risk assessments reviewed 11. Menu planning to cater for allergies etc
<p>AT THE CENTRE – On-site activities</p> <ol style="list-style-type: none"> 1. Be aware of the risk assessment for the activity 2. Have a clear plan of the activity and its educational objectives 3. Ensure that all pupils and adults are aware of the expected standards of behaviour 4. The need to monitor the risks throughout the activity 5. Supervision of free time/play sessions 6. Locking up at night 	<p>AT THE CENTRE – On-site activities</p> <ol style="list-style-type: none"> 1. Induction safety talk to include: <ul style="list-style-type: none"> • Fire drill • No running indoors • Areas off limit • Site dangers/hazard awareness • Night-time • No food/drink in bedrooms • Illness/medication • Emergency procedures • Hygiene and cleanliness • Animal handling 2. Phone numbers given 3. Risk assessments for site and activities
<p style="text-align: center;">Off-Site Visits</p> <ol style="list-style-type: none"> 1. Be aware of risk assessments for the visit 2. Ensure all pupils and adults are aware of the expected standards of behaviour 3. Have a clear plan of the visit and its educational objectives 4. Monitor the risks throughout the activity 5. Take regular head counts 6. Ensure correct clothing is worn 7. Ensure seat belts are used correctly 8. 1st Aid Kit, mobile phone, medication carried 9. Be aware of emergency procedures 	<p style="text-align: center;">Off-Site Visits</p> <ol style="list-style-type: none"> 1. Risk assessments for all official visits ie those included in the Centre’s programme 2. Provide relevant information eg weather forecast, tide timetables, local conditions 3. Vehicles and drivers approved for use

LOCAL HEALTH AND SAFETY STATEMENT FOR KENCH HILL CENTRE

All persons employed at Kench Hill are employees of The Learning Trust which has a Safety Policy document available to all employees. Copies of this document are placed in the Staffroom at the Centre and are also available from the Head of Centre. The purpose of this document is to achieve a safe and healthy working environment for all employees, pupils and visitors to the Trust's premises in its core. The responsibilities of management, safety representatives and employees are clearly stated in this document. All staff are CRB-checked by TLT.

KEY MANAGER

- The Key Health and Safety Manager is the Head of Centre. This person is responsible for carrying out the Trust's instructions as stated in the Safety Policy document. The person designated to act in the Key Manager's absence is the Deputy Assistant. On the rare occasions when neither is present the teacher leading the group will assume role of Key Manager.

Health and Safety contacts are:-

- | | | |
|-------------------|---|---|
| Domestic | - | Head of Centre |
| Grounds/Buildings | - | Maintenance Person (Deputy – Head of Centre) |
| Education/Pupils | - | Head of Centre (Deputy – Teacher leading group) |

Safety of the pupils is of paramount importance and group leaders will be issued with risk assessments on all education and play activities as well as use of accommodation. The Head of Centre would discuss with leaders further hazardous situations if they were to arise.

Local contacts and if applicable, safety representatives, are responsible for inspections of their "area" at least once per term.

EQUIPMENT

- The Head of Centre is responsible for ensuring the regular (at least once per month) inspection and safety of all internal fabric and fittings, domestic equipment and furniture and the maintaining of records. Education equipment is the responsibility of the Head of Centre. The Maintenance Person is responsible for external fabric and fittings, the overall security of the premises, the supervision of the central heating, hot water systems, fire and emergency lighting systems, regular checks of the Centre's minibus and the maintenance and safety of all other machinery.

COMMUNICATIONS

- All employees should read the Health and Safety documents and Risk Assessments. Copies of these are kept in the box file labelled "HEALTH & SAFETY". New members of staff will be fully briefed on Health and Safety arrangements by the Head of Centre. Regular meetings (at least one per year) will be held of the Kench Hill Safety Committee of which all employees at the Centre are members. The agenda is to include risk assessment, accident and "near miss" investigation. These meetings to be minuted and the minutes kept in the Health and Safety box file in the staff room.

ACCIDENTS

- All accidents must be reported to the Head of Centre and recorded in the Accident Book B1 510 available from the office. The Head of Centre will report any accident needing a visit to a doctor or hospital or resulting in the pupil/employee concerned needing to be sent home. This report will include the completion of the Learning Trust's Incident/Accident Report form – one copy being sent to the Health & Safety Manager at the Learning Trust and another to the school in residence. The third copy will be kept on file at Kench Hill. More serious accidents will be reported according to the LEA's policy laid down in "Health & Safety in Education Establishments".

In the case of serious accidents/illness when none of the Centre's First Aiders are available use the Centre's phone to call the local doctor on (9) 763666 or (9) 0845 155 2255 or Head of Centre on mobile 0780 831 4521.

See **Appendix A** for Kench Hill First Aiders.

HAZARD REPORTING

- Any potential hazard should be reported immediately to the Key Manager who will respond to this report and inform all staff and visitors of any likely danger. Also the Head of Centre (or Maintenance Person) will regularly (at least once per week) inspect all parts of the establishment with an awareness of safety implications. In particular visiting pupils will be warned of the danger of smoking, the Centre's ponds, rope course, country roads and all potentially hazardous areas they might visit in following the agreed programme of visits. Any alterations to this programme must be discussed beforehand with the Head of Centre.

An inspection of all games equipment both indoor and out will be carried out each term. Inflammable liquids to be kept in secure, well marked, metal containers and like all other dangerous materials must be locked away from pupils. Information concerning these materials is obtainable in the Control of Substances Hazardous to Health Section of the Health and Safety box file.

FIRE PRECAUTION

- All staff and visitors to exercise extreme care with electrical equipment, matches, lighters, cigarettes etc. Electrical equipment to be switched off when not attended. Smoking is not allowed inside the building and is only permitted outside.

Fire drills will take place on the first day of each new intake of pupils, testing a manual call point on a different zone to ensure all zones are tested at least quarterly. On hearing the bells ringing all staff, pupils and visitors will immediately leave the building by the numerous fire exits on the ground floor and go immediately to the FRONT DRIVE. No one will re-enter the building without the permission of the senior member of staff present.

If evidence of a fire is observed and the alarm is not ringing the observer should break the glass in one of the fire alarm stations (manual call point) positioned throughout the building. Detailed regulations for fire drill are posted in all major rooms of the Centre. Employees and visiting adults are not expected to fight fires using fire extinguishers – the evacuation of all persons from the building is of paramount importance. However, fire extinguishers are situated throughout the buildings and instruction will be offered to all Centre staff on their use. The Key Manager or Deputy will ensure regular service of fire extinguishers and fire blankets. See Appendix B.

FIRST AID ARRANGEMENTS

- First Aid boxes are situated in the Staffroom, Kitchen, Minibus and in Rucksacks for visits away from the Centre. If the contents of these boxes are used make sure the Head of Centre (responsible for the maintenance of the First Aid boxes and for the Accident Report Book) is informed. There is usually a “First Aider” on-site and visitors will be advised of those employees who are qualified. Non-qualified staff should NOT administer first aid. A cabinet is kept in the office with non-prescription medicines. Parents’ permission must be sought before these are administered to any child (eg Calpol, Piriton) and a record kept of any medication given.

SAFETY REPRESENTATIVES

- The complete staff of Kench Hill will meet as a Safety Committee at least once per year to review the Health & Safety policy and assess its effectiveness.

ELECTRICAL EQUIPMENT

- Only approved electrical equipment should be used on the premises and the manufacturers’ guidelines for use strictly adhered to. Inspection and servicing of such equipment will be on a regular basis as prescribed by the Council (PAT annually, Fixed circuits 5 yearly).

CONTRACTORS ON-SITE

- All contractors must report to the Key Manager or Maintenance Person prior to starting work, so that potential hazardous situations can be avoided.

OUTDOOR ACTIVITIES

- As much of the work of Kench Hill is outdoors, great attention is paid to safety in the area. Potential hazardous situations are discussed with party leaders during their preliminary visit and in the Risk Assessment Section of the visitors’ Health and Safety booklet. Reminder notices appear in the Staff room and Group Leaders Pack. The Head of Centre speaks to all visiting groups about the possible hazards both inside and outside the Centre. See Appendix C.

CONCLUSION

- The Health & Safety at Work Act 1974 places a duty on all employees while at work to take reasonable care of themselves and of anyone who may be affected by their acts or omissions. As all of us are employed at Kench Hill for the benefit of the young people who visit, it is our collective responsibility to ensure good Health and Safety to all.

Appendix A

Kench Hill First Aiders

Sandi Bain (At all times)

Amanda Burnell (Mornings and early afternoon)

Lucy Harrigan (Cover for Sandi Bain)

Appendix B

LOCATION OF FIRE EXTINGUISHERS:-

Boiler Room + Cellar	-	Powder + Foam
Front Hall	-	Foam
Kitchen	-	Blanket + CO2
Staff Changing Room	-	Water
Drying Room	-	Water + CO2
1 st Floor Landing	-	Water
1 st Floor Back Landing	-	Foam
Library	-	Water + CO2
2 nd Floor Landing	-	Foam
2 nd Floor Back Landing	-	Water
Office	-	Water
2 nd Office	-	CO2
Washing Up Area	-	Powder
Classroom	-	Powder
Barn	-	Water + CO2
Minibus	-	Powder

ALARM POINTS:-

- 1 Front Hall
- 2 Rear main hall by Staff Room
- 3 Corridor to Main Office
- 4 Back Corridor Exit
- 5 Kitchen back door
- 6 Bottom Back Fire Stairs
- 7 1st Floor Back Landing
- 8 1st Floor Main Landing
- 9 2nd Floor Main Landing
- 10 2nd Floor Back Landing
- 11 Main Office
- 12 Basement boiler room

FIRE NOTICES:-

- Front Hall
- Teaching Room
- Kitchen
- All Bedrooms
- Staff Room

Appendix C

Health & Safety

- All visiting staff should have prior knowledge of the Centre's Health and Safety statement. Risk assessments for all the Centre's activities both on and off site have been drawn up and the relevant ones should be read by staff before commencement of the activity. These documents are available from the school's Education Visits Co-ordinator and the Health and Safety box file in the Staff room.
- Visits to potentially hazardous sites e.g. rivers, coast, farms, castles, lighthouses etc., should be discussed with the Head of Centre beforehand. Although with older students unsupervised time is sometimes to be encouraged, there are certain situations, including all those mentioned above, where there must always be a teacher present and available to pupils. On all occasions the means of contacting a teacher should be known to all pupils in the party.
- All teachers should know the Kench Hill phone number (01580) 762073 in case of emergency. Group leaders should ensure they are carrying a First Aid kit on all excursions away from the Centre. Report all accidents to the Head of Centre. In the case of serious accident the Head/Deputy Head of school should be contacted without delay.
- Any changes to the agreed programme of visits must be discussed with the Head of Centre beforehand. The use of questionnaires involving members of the public is not allowed without the prior consent of the Head of Centre.
- It is the responsibility of the Teacher-in-Charge of the visiting group to ensure that all electrical equipment is switched off when he/she "retires" to bed at night-time. Similarly all ground floor external doors and windows should be locked.
- Good discipline is essential to the success and safety of any visit and teachers must consistently exercise the sort of control which is prudently calculated to ensure the safety and welfare of pupils.

Insurance

Kench Hill Residential Centre is part of the education service in Hackney organised by the Learning Trust. The Learning Trust is covered for claims by pupils and staff in pursuit of their professional work. If the visiting group wishes to consider additional insurance e.g. personal luggage, favourable rates can be obtained through the School Journey Association sjatours.org Tel: 0208 356 2635. It is unusual for pupils to be individually insured – most companies consider children to be an ‘uninsurable risk.’ Parents may wish to take out individual insurance, but should do this independently.

The DCFS produced an insurance guide for schools – DFES 0256/2003, ISBN 84185 9303.

Employers’ Liability Insurance + Public Liability Insurance – Zurich Municipal

Policy number	QLA-01QD03-0013
Policyholder	The Learning Trust
Date of commencement:	01 April 2010
Date of expiry:	31 March 2011
Minimum cover:	£20 million
Excess: Public Liability	£1000
Employers	Nil

Motor insurance (Minibus) – Zurich Municipal

Certificate number	QLA-01QD03-0013
Policyholder	The Learning Trust
Date of commencement	01 April 2010
Date of Expiry	31 March 2011
Insured	Any Learning Trust staff driving on the order or with the permission of the Policyholder

ACE Insurance cover

Policy Number	53UK429121 (A)
Date of commencement:	01 April 2010
Date of expiry:	31 March 2011

Kench Hill Rules

GENERAL

No smoking, alcohol or drugs.



If fire bells ring make your way **immediately** to the driveway in front of the house. Make sure you know the different ways of getting out of the house. Line up quietly facing the house – boys and girls in 2 separate rows. Do not stop to collect anything.

No littering – please use the bins provide



No damage – you will be asked to pay for any repairs you cannot carry out yourself



No mobile phones or i-pods. Hand in any valuables for safe-keeping.

INSIDE THE HOUSE

Wet/muddy footwear or clothing is not to be worn inside. Leave them in the drying room. Only soft shoes/ trainers/ slippers are to be worn inside – no wellington boots.

Do not run around the house. No noise or moving around after “lights out” or before 7am in the morning.

Your room will be clean and tidy when you arrive – please keep it so. Do not go into other people’s rooms and respect the property of others. Boys are not allowed on the girls’ floor and girls are not allowed on the boys’ floor.

Make sure all medication is handed to teachers.

OUTSIDE THE HOUSE

Do not leave the grounds unless accompanied by a teacher

Only go on the rope course when a teacher is present.

Do not climb fences or trees or disturb animals.

Do not throw stones.

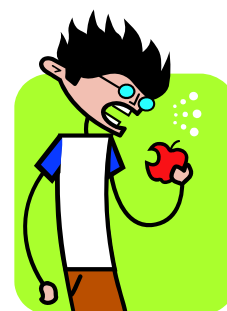
Do not pick flowers/fruit or walk on the flower beds.

Only play football on the football field.

Be very careful near the ponds and use only the floodlit area after dark.

Do not upset local people with rowdy behaviour or bad language.

Most of all – **Have fun safely!**



IN ORDER TO HAVE A SAFE AND PLEASANT STAY AT KENCH HILL, ALL VISITORS MUST RESPECT THESE RULES.

INCLUSION OF CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND BEHAVIOURAL PROBLEMS

We make every effort to include pupils with special educational or medical needs, but must ensure the health and safety of ALL pupils on a school visit. **Prior agreement must be obtained from the Head of Centre** before planning your trip and the needs of individual pupils discussed fully in advance. We may adapt or revise programmes to accommodate the pupils safely and to meet their needs. We can cooperate with teaching staff by adopting your specific behaviour management strategies during their stay.

If a child is likely to exhibit particularly challenging behaviour, which could endanger or spoil the experience for others, you will need to consider additional supervision and prepare a contingency plan in case s/he has to be removed from the Centre. Kench Hill is quite remote, without public transport links, and it is the **school/headteacher's responsibility to return children to their parents/carers.**

The DCSF 'Health and Safety of Learners Outside the Classroom' gives guidance which is supported by our own policy – see excerpt below:

3.42 You needn't put up with misbehaviour. You can and should withdraw anyone in the group who risks anyone's safety or health. As a group leader on a residential visit you can send them home early. You should have briefed the group and parents beforehand how this can happen and who will meet the costs.

Supporting inclusion (disabilities, special educational needs, medical conditions)

3.43 You must make reasonable adjustments to include would-be participants who have a disability. Practical measures should be in place to include children and young people with special educational needs or medical conditions where that is possible. They should have, where possible, the same learning opportunities as the others in the group. But the activity can be adjusted for individual participants' needs. The risk assessment can show such enabling measures. For guidance on inclusion, see the LOtC Out and About website at www.lotc.org.uk.

3.44 Is a child in your group subject to a care order? If so, the relevant Social Services Department (SSD) should consent to any activity for which parental consent is advised (also see chapter 4 on consent). The SSD should be informed of any other learning outside the classroom activity. You should ensure that foster carers are aware of this so that they take the necessary action. If any participant is a ward of court, the establishment's senior manager should seek advice from the court in relation to excursions and activities abroad well in advance.

On arrival, staff should identify SEN pupils to Head of Centre and agree responsibility for conduct and learning aims.

Kench Hill Centre – Child Protection Policy

Kench Hill Centre fully recognizes its responsibilities for child protection.

Our policy applies to all staff, volunteers and visitors working at the Centre. There are five main elements to our policy:

1. Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
2. Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
3. Implementing procedures for identifying and reporting cases, or suspected cases, of abuse, in collaboration with school staff.
4. Supporting pupils who have been abused in accordance with their agreed plans.
5. Establishing a safe environment in which children can learn and develop.

We recognize that because of the close 24 hour contact with children, Centre and visiting staff are well placed to observe outward signs of abuse. It will therefore:

- Establish an environment where children feel secure, are encouraged to talk and are listened to;
- Ensure children know there are adults at the Centre whom they can approach if worried;
- Include opportunities in the Centre's activities for children to develop the skills they need to recognize and stay safe from abuse

We will follow the procedures set out by the Area Child Protection Committee (for Kent) and take account of guidance issued by DfES to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.*
- Ensure all staff know who the designated person is, understand their responsibilities in being alert to signs of abuse and to refer such matters to the designated person.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters.
- Ensure all records are kept securely in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.
- Follow safe working practices with children eg with 'open door' policy.

Support pupils who may have suffered abuse and who are vulnerable in a residential setting by:

- Having an ethos which promotes supportive and secure environment which values all pupils and visitors
- A behaviour policy which reinforces positive behaviour, and is non-threatening or intimidating

* Currently Sandi Bain, Head of Centre (Jan 2008)

Meeting Groups on Arrival at Kench Hill - Induction

Leave cases in hall or on doorstep, meet in Lounge. Head of Centre will welcome and outline basic rules, including fire drill procedure, introduce Kench Hill staff, who will show children to bedrooms. Cases are then collected and taken to room for children to unpack, staying in bedrooms until called for lunch or outside tour.

Tea for Visiting Staff

Whilst children are unpacking discuss programme, finances, keys, instructions e.g. in case of power cut. Check childrens' medication has been collected, any queries. Show staff to their rooms and where children are in each bedroom. Meet in lounge for induction tour of grounds if time before lunch.

CHILDREN ARE NOT ALLOWED OUTSIDE UNTIL AFTER SAFETY TOUR.

Dangers inside House

- **NO RUNNING INSIDE THE HOUSE.**
- **FIRE** – Causes (a) smoking, matches, lighters etc. (Smoking is not allowed and will result in dismissal from Kench Hill.) (b) Electrical – cracked repaired hair dryers etc. Electrical items left on unattended.
- **ESCAPE** – Bells. Immediate evacuation. Fire points. Staircases. Doors. Meeting Area. Do not return. **No Running.** Fire drill later (usually after evening meal).

Dangers outside House

- **Ponds** – You can go near the ponds but it is dangerous to climb through/over fences.
- **Rope Course** – You can play football in the top field but you must NOT go on Castle without adult supervision. Swings by table tennis hut can be used unsupervised – only 1 child per swing.
- **Basketball/football cages** - Overhead wires – no high balls, take care.
- **Boundaries** – Show children the boundaries – they must not go off site without being accompanied by a leader.

Do's & Don'ts:-

- DO Respect the animals – don't throw things at them.
- Don't throw objects e.g. small stones, apples etc., on drive.
- Don't run around outside after dark.
- Don't drop litter.
- Don't wear your wellies indoors.
- Don't jump on bunk beds.
- DO Use seatbelts in minibus.

General Talk

- **Meal times**

8.00 Breakfast (Friday 8.30am)

12.30 Lunch – if on-site (12pm if swimming on Monday afternoon)

5.30pm Dinner (5pm in mid-winter)

Everyone in the lounge 5 minutes before the above times – used the toilet and washed hands.

- **Bedrooms**

Keep tidy and after breakfast each morning:-

a) Make bed

b) Tidy up including clothes away, towels hung to dry on airers.

c) Clean floor as necessary.

Do not go into other people's bedrooms – respect people's privacy. Do not go onto the other floor.

Do not jump off or bounce on bunk beds. Do not use bedrooms during playtime.

- **Bathrooms**

Keep tidy. Showers – make sure shower curtain is inside before you turn on showers – any excess water must be mopped up.

- **Looking after Kench Hill**

No damage, graffiti, running etc. No wellingtons or muddy shoes to be worn in house. During the day use downstairs toilets.

LEARN A LOT & ENJOY YOUR WEEK – HAVE FUN!

After Lunch – wellie & coat allocation.

Dinner 5.30

Do fire drill at about 6.30pm after dinner.

Evening – discuss with visiting teachers/adults locking up procedure.

Evening snack & drinks.

CHECK LIST

Fire Drill

Essential points

Doors

Lights/other electrics

Thermostat

Telephone/office

Equipment for work session

Emergency contacts

Handbook and Safety Note

Keys

Refreshment

Washing up

Medicines and cupboard

Childrens' medication

Drying cabinet

Locking Up At Night

It is the visiting teachers/leaders responsibility to ensure ground floor windows and doors are locked before they retire to bed. A member of the Kench Hill Centre staff will go through the locking up procedure on the first day.

Windows

Usually windows will be in the locked position when Kench Hill staff leave but, especially during the warm weather, some ground floor windows (e.g in the children's lounge) may remain open. These need to be closed and locked.

Doors

There are 4 ground floor doors that need to be locked.

- Front Door
- Rear Hall Door by Staff Room
- Side door at bottom of fire stairs
- Door at end of cloakroom corridor – key in staff room cupboard

Electrical Appliances

Please ensure that drying cabinet, heaters, televisions and hot water boiler are turned off.

Lights

Please switch off all the lights. Plug-in night lights are available on request – bedroom doors should not be left ajar as they are fire doors.

Head of Centre can be contacted on the internal telephone system:

- Daytime hours – press 100 for office
- Night-time hours – press 201 for Coach House



Kench Hill Charity
Appledore Road, Tenterden, Kent, TN30 7DG
Tel: 01580 762073 Fax: 01580 764666 www.kenchhill.co.uk

USE OF THE TELEPHONE

Phones are located in Staffroom (small lounge), kitchen and offices. These phones receive and make external and internal calls. Staff bedrooms on 1st and 2nd floor have internal phones only.

- An internal call sounds as a single long beep. Simply lift the handset to answer. External calls sound 1 short + 1 long beep. Do not pick up. These calls will be answered by Kench Hill staff or go to answerphone.
- To make an internal call lift the handset and EITHER press the named speed dial button (eg 'Michelle') OR press keys with the required extension number as follows:

Main Office (Michelle Booth)	100
Main Office (Sandi Bain)	101
Outer Office	102
Kitchen	103
Staff Bed 1 (1 st floor)	104
Staff Bed 2 (2 nd floor)	105
Staffroom (small lounge)	106
Sandi's House (Coach House)	201
Cordless phone	200

To transfer a call press **Trans/Pgm** key and Ext no. or Head of Centre's mobile – 9 0780 831 4521. Replace handset when answered.

External calls press 9, followed by the number*. **In the event of an emergency, call 9-999.** Give address and phone number as above.

*Please note that mobile phone reception is very limited. Please make a contribution towards costs if you use the phone for external calls. Phones are not available for use of pupils nor can they answer calls. We discourage parents from calling as there is only 1 phone line, but we will pass on brief messages.

Emergency Procedures for Kench Hill Visits

General

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action.

Emergency procedures are an essential part of planning a school visit.

If an accident happens, the priorities are to:

- Assess the situation;
- Look after the uninjured members of the group;
- Attend to the casualty;
- Inform the emergency services and everyone who needs to know of the incident.

Who will take charge in an emergency?

The group leader would usually take charge and would need to ensure that emergency procedures are in place and that back up cover is arranged. If the emergency occurred at Kench Hill a senior member of the centre's staff would normally be available to offer assistance and back-up cover. If the emergency happened away from the centre and with no member of centre staff present the group leader should liaise with both the centre and, of course, the school as soon as possible.

The school contact's main responsibility is to link the group with the school and the parents and to provide assistance if necessary. The named person will have all the information about the visit, including the emergency contact forms.

The second teacher in the group would take charge if the situation required it.

Emergency procedures framework during the visit

If an emergency occurs on a school visit the group leader will:

- Establish the nature and extent of the emergency as quickly as possible
- Ensure that all the group are safe and looked after
- Establish the names of any casualties and get immediate medical attention for them
- Make sure all group members know of the incident and are following the emergency procedures
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
- Notify the police if necessary
- Inform the school and Kench Hill contact, the centre's number is written on the first aid kit. The school contact number should be accessible at all times during the visit
- Details of the incident to pass on to the school should include: nature, date and time of incident names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken and by whom

- Ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- Keep a written account of all events, times and contacts after the incident
- Complete an accident report form as soon as possible
- No-one in the group should speak to the media. Names of those involved should not be given to the media. Media enquiries should be referred to the head teacher. All liaison with the media will be conducted by the head teacher
- No-one in the group should discuss legal liability with other parties

Emergency procedures framework for school base

The school number is the main contact. The group leader will also have alternative contact numbers.

The main items for the school contact to consider are:

- Ensuring that the group leader is in control of the emergency and asking if any help is needed from the school base
- Contacting parents. Details of parents' contact numbers are available at all times while the group is on the visit. These details are on the parent/carer consent from KHM/1. The school contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency
- The reporting of the incident using appropriate forms if necessary

After a serious accident

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other pupils or staff in the school have been affected. In some cases reactions do not surface immediately.

The above procedures are adapted from the HASLOC practice guide. In practice the group leader would receive substantial support from the experienced centre managers.

IN EMERGENCY

Contact Head of Centre:
Ext 101 (Office)
Ext 201 (Coach House during nighttime)

OR

Mobile: 0780 8314521

OR

Local Doctors' Surgery:
Dial 9-(01580) 763666
For appointments 9 – (01580 764022)
Out of hours Surgery SUSDOC: 9-0845 155 2255

OR

Press 9-999
Give name, address and telephone number:

Kench Hill Centre
Appledore Road (B2080)
Tenterden
Kent
TN30 7DG

TEL: 01580 762073

IN THE EVENT OF A POWER CUT

The emergency lighting system will come on automatically illuminating corridors and exits and will last for about 4 hours.

Torches for such an emergency are kept in staff bedrooms, staff room, Kitchen and Head of Centre's office.

4 Camping Gaz lights and matches, 2 Torches, 2 Fluorescent Lanterns and Emergency Telephone will be in a labelled box found in the Head of Centre's office. Other equipment is available in the camping shed.

The centre's telephone system does not work during a power cut, however the emergency phone is to be plugged into a socket labelled 'Power fail no.1' which is found next to the office door. All emergency numbers you require are labelled on the phone.

The heating will stop but the house normally remains warm for some time. Encourage the children to wear lots of layers if cold is a factor. To retain as much heat as possible ensure main front door is closed and curtains are drawn in all rooms including bedrooms.

Keep the children contained in one room e.g lounge. During this emergency the children should be allowed to use the staff toilet downstairs. There are plenty of games, cards etc to keep the children occupied.

At bedtime a rechargeable lantern should be placed in safe place on each landing and in each toilet block. All children's bedrooms should be allocated torchlight. **Teachers should remind children that this is an emergency and stress the need for caution and good sense.**

If the power cut happened during the day and seemed likely to continue into the hours of darkness the Head of Centre will discuss with the Party Leaders the possibility of returning children home.

In the event of the Head of Centre not being available – please telephone the electricity emergency line on: 0800 783 8866. You will be advised on duration of the power cut.

FIRE AUDIT AND RISK ASSESSMENT

As the main building at the centre is old and contains flammable material, precautions are taken to prevent fires starting and to the safe and prompt evacuation in the case of fire.

Visitors are advised not to leave on electrical appliances unattended (see “Locking up at night”). There is no smoking allowed in the house. Flame retardant materials are used when renewing furniture, curtains. All internal doors are fire doors with closers and rubber strips to prevent smoke spreading.

All rooms, corridors and stairwells have smoke detectors except the kitchen, cellar and boot room which have heat detectors. There are battery powered emergency lights throughout, inside and outside fire exits.

All areas have prominently displayed ‘Fire Notices’, relevant fire extinguishers and ‘Alarm points’ if automatic alarms were not activated. Equipment is maintained regularly by contract and reports written in the ‘Fire Log Book’.

All visitors and staff are advised of the fire alarm system, emergency exits and meeting point and fire drills are carried out on the first day for each new intake of pupils. In this way all ‘Alarm Points’ are tested on a regular basis as are the emergency lights and automatic closing doors on the ground floor.

In the event of a power cut more difficulties need to be addressed, see separate sheet attached. N.B. The emergency lighting system will remain operational for 4 hours after electrical power is lost.

The fire notices give clear instruction on action to be taken in the event of fire and all visiting staff are aware of the Emergency Procedures.

RISK ASSESSMENT: FIRE

RISKS

1. Fire starting and spreading through building.
2. Smoke inhalation.
3. Difficulty in evacuating the building.
4. Person or persons missing when check made at Meeting Point.

MINIMISING THE RISK

- Robust anti-smoking policy. No candles allowed.
- All visitors, staff and contractors advised of dangers of unattended electrical appliances. Check made at night.
- Smoke detectors throughout building – LOUD ALARM.
- Fire doors and smoke preventers stop spread. Bedroom doors must be kept closed at night. Plug in night-lights are available for children afraid of the dark.
- Emergency lights throughout building and over exits.
- All exit doors easily opened from inside. Emergency staircase, kept clear of all obstructions.
- Emergency services contacted immediately.
- One adult to search (if safe) for missing person. Inform emergency services on arrival if anyone is missing.

RISK ASSESSMENT

“School trips are an important aspect of every pupil’s education but safety has to remain the priority” – *DFES August 2002*. Activities cannot be entirely risk free but we must aim to contain risks within acceptable levels. Risk assessment is about considering what can go wrong and how to avoid the risks.

All activities on offer at Kench Hill and those carried out whilst on organised visits away from the centre have been risk assessed – the details of which and precautions to be taken are on the following pages.

The following notes are based on the understanding that:-

- The activity has been agreed with the Head of Centre especially in relation of the competence, fitness and temperament of the group's members and the correct ratio of staff to pupils and the conditions of weather and timing. It is especially important that details of any child or adult’s special educational or medical needs or disabilities are discussed with centre staff well in advance of the commencement of the activity.
- A hazard is anything with the potential to cause harm. Risk is the likelihood of harm from the hazard being realised. With teachers exercising correct judgement and control the risks in the following activities can be managed i.e. there is ongoing risk assessment by group leaders and Kench Hill staff

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RISK ASSESSMENTS: ON-SITE ACTIVITIES

THE SITE IN GENERAL

Regular Health and Safety meetings take place for centre staff where potential hazards are discussed. All new employees receive an induction emphasising safe practices for themselves, fellow workers and visitors.

The leaders of visiting school parties/other groups should either have used the Centre before or made a preliminary visit to discuss the programme and issues concerning Health and Safety of their charges. Leaders are made aware that they are “in loco parentis”. The teachers’ handbook contains the Centre’s rules which are to be discussed with the children (and parents) before departure. Headteachers and leaders are also asked to consider carefully the inclusion of children with a serious disciplinary record.

On arrival at the Centre each group is welcomed by a Kench Hill manager and the fire escape procedure is explained, plus, for older children the confiscation of any potential hazards (matches, lighters etc). Once unpacking is complete and before the children are allowed outside, the whole group will receive an induction talk from the on-duty manager explaining health and safety and the educational objectives of the visit. Teachers and children can ask questions concerning the “rules” and where/what they are allowed to do and go. Children are introduced to all centre staff and teachers will be advised when visitors are on-site. Due to its isolated position and access policy it is very rare for unauthorised members of the public to be on-site- awareness of the risk and discouraging children speaking to strangers is the appropriate policy. Later on the first day there is a fire drill. Party leaders are shown locking-up procedure, the telephone system and contact details in case of emergency.

Risk Assessment: Climbing apparatus at Kench Hill

This play equipment is checked regularly and maintained to a high standard. With correct supervision this equipment should provide a popular and safe activity, but it is up to the teacher in charge to decide whether it is suitable or not. The children are not allowed to climb trees as an alternative! It is not recommended for under 5’s.

SUPERVISION

a.Linear fitness Course (Football Field)

This is designed for primary age children and has a maximum height of 2m, with safety matting under the monkey bars. Visiting staff can decide whether they will allow children to use the structure with or without supervision.

- Care should be taken not to have too many children on each section of the apparatus. It is recommended that children follow a linear route travelling in the same direction.

b. The Wooden Castle

- This is not for a large group – depending on age/size there should be max. 8 on it at any one time.
- Care should be taken that children do not climb on the outside of the castle above the red painted marks.
- Also when on the top level they do not attempt to climb up the walls i.e., they stand on the floor only.
Over boisterous play should not be allowed as on all pieces of play apparatus.

Kench Hill Centre Risk Assessment Form 1

Activity General House

Location Kench Hill Centre

Risk Assessment carried out by S Bain

Date May 2010

Review date June 2011

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome A	Probability B	Risk Rating	Risk L/M/H
1) Slips, trips and falls	YP, VA, S	3	3	9	M
2) House fire	YP, VA, S	5	2	10	M
3) Medicines	YP, VA, S	5	1	5	L
4) Areas off limit	YP, VA	5	1	5	L
5) Power cuts/electrical equipment	YP, VA, S	3	1	3	L
6) Washing up room and kitchen	YP, VA	3	2	6	M
7) Falling from top bunks	YP	3	3	9	M
8) Falling from windows	YP	5	1	5	L
9) Glass picture frames	YP, VA, S	3	2	6	M
10) Injury from broken furniture	YP, VA, S	3	2	6	M
11) Injury from falling furniture	YP, VA, S	4	2	8	M
12) Glass breakage	YP, VA, S	2	3	6	M

Persons at risk	Seriousness of outcome (A)	Probability (B)
YP Young People	5 Fatality	5 Very likely, near certain
VA Visiting adults	4 Major injury/Long term sickness	4 Probable
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible
	2 Minor injury needing attention	2 Remote low possibility
	1 Very minor/no injury (egg nettle sting)	1 Unlikely

Risk Rating (A x B)

1-5	Low	No Action required, or within 3 months
6-11	Medium	Action required within 1 month
12+	High	Action required within 2 weeks

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
All	First aider on site at all times.	
1, 2, 7	Safety talk includes: <ul style="list-style-type: none"> • sensible walking in the house • no running indoors • keep bedrooms and back corridor tidy • use ladders on bunk beds 	First day of visit
1, 2	Teachers lead a daily room inspection to ensure rooms are clear	Daily
1, 2	Hooks and racks provided in back corridor to be used to keep passage way clear.	In place

1, 2	Hooks and towel airers provided in bathrooms to keep area clear.	In place
1, 2	Review condition of carpet, replace if necessary.	Termly
1, 2	All corridors and stairwells kept clear at all times.	In place
1	Mops provided in bathrooms to mop up any spillages.	In place
1	Cloths and dust pans and brushes provided in dining room to mop up any spillages.	In place
1	When children are staying in ground floor bed/staff room portable heaters, electrical equipment and breakable items are removed and cupboards locked.	When needed
1	All areas left tidy between activities.	In place
2	Fire drill.	First day of visit
2	Plug-in electrical heaters in teachers' rooms clearly marked with warning – do not cover.	In place
2, 5	All appliances PAT tested.	Annual
3	Medicines brought with groups are kept and administered by the group leaders. Centre medicines kept in medical cupboard in office, must be signed for.	In place
4	Warning signs clearly visible; doors kept shut/locked.	In place
5	Torches in teachers' room; nightlights available for bedrooms. Emergency lighting tested regularly.	In place Termly
6	Young people must be supervised whilst in these areas and must not operate the machinery.	In place
7	Bed safety barriers are kept on open side of bed. Children not to use bedrooms as play areas, no unsupervised access during day	In place
8	Blocks are fitted to all first and second floor windows which limit opening. Staff bedroom (annexe) no blocks fitted, no children to stay in this room.	In place
9	No glass frames in bedrooms.	In place
10	Review condition of furniture, remove if necessary.	Termly
11	Chairs stacked no more that 8 high, tables stacked no more than 2 high, camp beds stored securely.	In place
12	Window safety audit and remedial action	May 2008, remedial action ongoing

Kench Hill Centre Risk Assessment Form 2

Activity General Grounds

Location Kench Hill Centre

Risk Assessment carried out by L. Harrigan/S. Bain Date May 2010 Review date June 2011

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
1) Slips, trips on paths	YP, VA, S	2	4	8	M
2) Ponds	YP, VA, S	5	2	10	M
3) Falls from rope course, castle	YP, VA	3	3	9	M
4) Sheep, chickens	YP, VA, S	4	1	4	L
5) Tools & garden machinery	YP, VA, S	4	2	8	M
6) Vehicles in car park	YP, VA, S	4	2	8	M
7) Areas off limit	YP, VA	5	1	5	L
8) Gravel on driveway	YP	3	3	9	M
9) Extreme weather conditions	YP, VA, S	3	3	9	M
10) Splinters	YP, VA	2	3	6	M
11) Climbing trees	YP	5	1	5	L
12) Falling trees	YP, VA, S	5	2	10	M
13) Bonfire	YP	4	2	8	M
14) Thorns, prickles, stings	YP, VA, S	1	4	4	L
15) Falling from swings	YP	3	2	6	L
16) Wires around hard courts	YP	1	3	3	L
17) Injury from broken games equipment	YP	2	3	6	M
18) Danger from strangers	YP	5	1	5	L
19) Poison plants and fungi	YP	3	2	6	M

Persons at risk	Potential seriousness of outcome (A)	Probability (B)
YP Young People	5 Fatality	5 Very likely, near certain
VA Visiting adults	4 Major injury/Long term sickness	4 Probable
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible
	2 Minor injury needing attention	2 Remote low possibility
	1 Very minor/no injury (e.g. nettle sting)	1 Unlikely

Risk Rating (A x B)

1-6	Low	No Action required, or within 3 months
6-12	Medium	Action required within 1 month
12+	High	Action required within 2 weeks

Risk Assessment Action Plan

Hazard #	Action required	Completion by/date
All	First aider on site at all times.	In place
1, 14	All paths clearly visible, kept clear at all times. Edge of flower beds and rough ground clearly visible.	In place
1, 2, 3, 4, 7, 8, 18, 19	Safety talk includes: <ul style="list-style-type: none"> • YP do not enter animal fields without adult • YP do not enter field or pond-dipping platforms alone • YP do not exit main gate unaccompanied • Outdoor footwear to be worn when outside • Do not pick up, throw or kick gravel • Do not climb or lean on fences • All visitors aware of holes in ground and exposed tree roots • Visitors call at front door • Do not pick or eat any plant without supervision • Importance of hand washing. 	First day of visit
1	Weekly winter check of grounds, very muddy areas roped off.	Mondays
1	All areas are kept clear between activities	In place
1	Outdoor lights around Centre to aid safety at night	In place
2	Throw line and life belt at ponds' edges.	In place
2, 4	Fences are checked and replaced if needed	Termly
2, 7, 16	Warning signs are clearly visible. Gates/doors kept shut/locked.	In place
3	Safety sign clearly visible on Climbing Castle.	In place
5	All site workers cordon off their work area and put away all tools and equipment when not in use.	In place
6	Clear sign posting of 5mph speed limit and speed bumps at entrance to centre.	In place
9	Monitor adequate clothing, including hats, sun protection, waterproof and warm clothing.	In place
10	Wooden garden furniture checked, rubbed down and removed if hazardous.	Annually
11, 12	Tree survey and low branches cut. Trees checked after heavy storms.	Annually/ biennially
13	Adults only to light fire. Area around bonfire is kept clear. Young people are supervised when bonfire is lit. Benches located well away from fire. A water bucket kept by the fire when lit. Pupils must keep away from bonfire area after bonfire activity.	In place
15	Area under swings is soft ground covered in play bark. 1 YP per swing. Review if corner fence required.	Annual refill of play bark. Review end 2010
17	Equipment checked and removed if hazardous.	Weekly

Kench Hill Centre Risk Assessment Form 3

Activity Animal Handling

Location Garden and outbuildings

Risk Assessment carried out by L Harrigan/S Bain

Date May 2010

Review date June 2011

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Potential Outcome A	Likelihood/Probability B	Risk Rating	Risk L/M/H
See RA Forms 1 and 2					
1) Biting and scratching	YP, VA, S	2	3	6	M
2) Transmission of pathogens	YP, VA, S	5	2	10	M
3) Ramming	YP	3	1	3	L

Persons at risk	Seriousness of outcome (A)	Probability (B)
YP Young People	5 Fatality	5 Very likely, near certain
VA Visiting adults	4 Major injury/Long term sickness	4 Probable
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible
	2 Minor injury needing attention	2 Remote low possibility
	1 Very minor/no injury (e.g. nettle sting)	1 Unlikely

Risk Rating (A x B)

1-7 Low No Action required, or within 3 months

6-13 Medium Action required within 1 month

12+ High Action required within 2 weeks

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1, 2, 3	Adults supervise activities with animals	In place
1	Gloves to be worn when feeding chickens	In place
1	Towel on lap when holding rabbit	In place
2	Cover any open wounds with plasters/gloves and safety talk to include no hands on face	At start of activity
2	Wash hands thoroughly after session	At end of activity
2	No eating or drinking when near animals	During activity
2	Pregnant women should take advice before touching some animals.	If situation occurs
1, 2	Treat any wounds immediately	If injury occurs
3	Pupils do not access any animal enclosure unaccompanied.	In place
2	Centre staff keep informed of all DEFRA advice and warnings. YP do not clean out animals.	In place

Kench Hill Centre Risk Assessment Form 4

Activity Cooking and Food Preparation

Location Kitchen and Dining Room

Risk Assessment carried out by S Bain

Date May 2010

Review date June 2011

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Potential Outcome A	Likelihood/ Probability B	Risk Rating	Risk L/M/H
See RA Form 1					
1) Danger from burns and scalds	YP	3	4	12	H
2) Cuts from sharp knives	YP, S	2	4	8	M
3) Injury from other manual equipment	YP	2	3	6	M
4) Slips and falls	YP	2	2	4	L
5) Infection from bacteria spread in food	YP, VA, S	3	3	9	M
6) Other food contamination	YP, VA, S	1	3	3	L
7) Danger from machinery	YP	4	3	12	H
8) Allergic reactions	YP	5	3	15	H

Persons at risk	Seriousness of outcome (A)	Probability (B)
YP Young People	5 Fatality	5 Very likely, near certain
VA Visiting adults	4 Major injury/Long term sickness	4 Probable
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible
	2 Minor injury needing attention	2 Remote low possibility
	1 Very minor/no injury (e.g. nettle sting)	1 Unlikely

Risk Rating (A x B)

1-8 Low No Action required, or within 3 months

6-14 Medium Action required within 1 month

12+ High Action required within 2 weeks

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1	Warn YP of dangers and point out sources of heat. If hot cupboard on, cover with a blanket. If oven on or still hot YP work on 1 side of bench opposite ovens. YP do not use oven, hob or hot cupboard.	In place
1, 2, 3, 4, 7	Ensure each YP has adequate room for working safely. Maximum 8 children allowed in area.	Throughout activity
1, 5	Wear clean heat resistant tabards	In place
2	Use short blade knives with a supervision ratio of 1:2. Use large bread knives with a supervision ratio of 1:1.	In place
2, 3	Give clear instructions and demonstrate how to use all equipment.	Throughout

		activity
2, 5, 6	Wear clean, indoor, closed shoes or foot covers.	At start of activity
4, 5, 6	All spills reported and wiped up immediately	In place
5	Wash hands thoroughly before activity. Check hands for open sores and ringworm. Wear gloves if necessary.	At start of activity
6	Long hair tied back or caps worn	
7	YP must not operate any machinery.	In place
8.	Check dietary & medical forms before activity. Avoid foods with allergens e.g. nuts. Disallow pupils if allergic to essential ingredients e.g. eggs.	In place

Kench Hill Centre Risk Assessment Form 5

Activity Bread Making

Location Thatched hut and dining room

Risk Assessment carried out by L Harrigan/S Bain Date May 2010 Review date June 2011

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
See RA Forms 1 and 2					
1. Transmission of pathogens	YP, VA	3	2	6	M
2. Broken equipment	YP, VA	2	2	4	L
3. Slips caused by spillages	YP, VA	2	2	4	L
4. Fingers trapped in quern stone (wheat grinder)	YP, VA	3	1	3	L
5. Allergic reactions	YP, VA				

Persons at risk	Potential Seriousness of outcome (A)	Probability (B)
YP Young People	5 Fatality	5 Very likely, near certain
VA Visiting adults	4 Major injury/Long term sickness	4 Probable
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible
	2 Minor injury needing attention	2 Remote low possibility
	1 Very minor/no injury (e.g. nettle sting)	1 Unlikely

Risk Rating (A x B)

1-9 Low No Action required, or within 3 months

6-15 Medium Action required within 1 month

12+ High Action required within 2 weeks

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1	Wash hands thoroughly before activity. Tie up hair. Wear clean tabards.	At start of activity
1	Cover any open wounds with plasters/gloves and safety talk to include no hands on face	At start of activity
2	KH staff check equipment prior to activity and replace any broken items	Before activity
3	Clear up spillage straight away	If spillage occurs
4	One pupil at a time using stone, supervised by an adult	In place
5	Any medical conditions notified before visit	In place

Kench Hill Centre Risk Assessment Form 6

Activity Pond Dipping, Fishing and Bug Hunting
garden

Location Ponds and

Risk Assessment carried out by S Bain/L Harrigan Date May 2010 Review date June 2011

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
See RA Form 2					
1) Falling into water	YP, VA	5	1	5	L
2) Transmission of pathogens e.g. Leptospirosis	YP, VA	4	2	8	M
3) Slipping on dipping platforms	YP, VA	3	3	9	M
4) Carrying equipment	YP, VA	2	3	6	M
5) Broken equipment	YP, VA	2	3	6	M
6) Magnifying glasses	YP	3	1	3	L
7) Turning logs	YP, VA	2	3	6	M
8) Injury from fishing hooks	YP, VA	2	3	6	M

Persons at risk	Potential seriousness of outcome (A)	Probability (B)
YP Young People	5 Fatality	5 Very likely, near certain
VA Visiting adults	4 Major injury/Long term sickness	4 Probable
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible
	2 Minor injury needing attention	2 Remote low possibility
	1 Very minor/no injury (e.g. nettle sting)	1 Unlikely

Risk Rating (A x B)

1-10 Low No Action required, or within 3 months
 6-16 Medium Action required within 1 month
 12+ High Action required within 2 weeks

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
All	Young people are supervised at all times.	In place
1, 2, 3, 4, 6, 7	Safety talk includes: <ul style="list-style-type: none"> • No pushing on platforms. • Advise YP not to touch face during activity. • No eating or drinking. • Reinforce sensible and careful behaviour. • Do not hold lens up to the sun. • Take care with logs, avoid heavy ones. 	At start of activity
1	Dip from platforms. Max 6 children per platform, in pairs, using 3 nets only. Other children stand behind trays, away from edge. Kneel or lie down when dipping.	At start of activity
1	Throw line at ponds' edge	In place

2	Cover open wounds with plasters or gloves provided.	At start of activity
2	Wash hands thoroughly after session.	At end of activity
1, 2	Should anyone fall into, or swallow the water, instructions on Leptospirosis given - if flu-like symptoms develop contact GP.	When needed
3	Remove any disruptive pupils	Throughout
4	Group shown how to carry equipment safely. No running activities with equipment.	At start of activity
5	KH staff checks equipment prior to activity and replace any broken items.	Before activity
8	Use barbless hooks only. 1:1 supervision, no overarm casting. Pack rods and hooks away when not in use	During activity

Pond Dipping Safety Rules

- **NO** running, climbing, pushing.
- **DO NOT STAND** at edge of the platforms – kneel or lie down
- **TAKE CARE** near the banks of the pond.
- **LOOK AFTER** the animals. Keep them alive and comfortable.
- **TAKE TURNS** with the net.
- **LISTEN AND LOOK AT ALL TIMES.**
- **NOW WASH YOUR HANDS.**

Mini-beasts Safety Rules

- **LEAVE** the environment as you found it.
- **DON'T** damage plants.
- Pick up **ONLY 1** or **2** of a kind.
- Put them **BACK** where you found them.
- **NO** running, climbing, pushing.
- **LEAVE** any dead animals.
- **NOW WASH YOUR HANDS.**

Kench Hill Centre Risk Assessment Form 7

Activity Brick Making and Clay Play

Location Sheep field and brick-making area

Risk Assessment carried out by LHarrigan/S Bain

Date May 2010

Review date June 2011

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Potential Outcome A	Likelihood/ Probability B	Risk Rating	Risk L/M/H
See RA Form 2					
1) Slipping into clay ditch	YP, VA, S	3	3	9	M
2) Transmission of pathogens	YP, VA, S	4	1	4	L
3) Misuse of equipment	YP, VA	3	3	9	M
4) Broken equipment	YP, VA	2	3	6	M
5) Fingers trapped in pugmill	YP, S	4	1	4	L
6) Collapsing bricks	YP				

Persons at risk	Seriousness of outcome (A)	Probability (B)
YP Young People	5 Fatality	5 Very likely, near certain
VA Visiting adults	4 Major injury/Long term sickness	4 Probable
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible
	2 Minor injury needing attention	2 Remote low possibility
	1 Very minor/no injury (e.g. nettle sting)	1 Unlikely

Risk Rating (A x B)

1-11 Low No Action required, or within 3 months

6-17 Medium Action required within 1 month

12+ High Action required within 2 weeks

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1, 3, 5	Clear implicit instructions given with demonstration and constant reinforcement of key points.	Throughout activity
1	YP stand back from the edge and do not dig out clay if ground is very wet. 1 YP in pit at a time.	In place
1, 3	Limit to 1 spade when digging.	In place
2	Cover any open wounds with plasters/gloves and wash hands thoroughly after session. Record Tetanus status on medical forms.	In place
4	KH staff check equipment prior to activity and replace any broken items.	In place
5	All use of pug mill under close supervision of an adult. Guard kept on during operation.	In place
6	Do not build brick structures above chest height, supervise and monitor, restrict group size in area	In place

Kench Hill Centre Risk Assessment Form 8

Activity Woodwork

Location Barn

Risk Assessment carried out by S Bain

Date May 2010

Review date June 2011

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Potential Outcome A	Likelihood/ Probability B	Risk Rating	Risk L/M/H
See RA Forms 1 and 2					
1) Sharp tools	YP, VA	3	3	9	M
2) Heavy, hitting tools	YP, VA	2	3	6	M
3) Injury from splinters and nails	YP, VA	2	4	8	M
4) Injury from electrical equipment	YP, VA	3	2	6	M
5) Burns from glue guns	VA	2	2	4	L
6) Broken equipment	YP, VA				
7) Misuse of equipment	YP, VA				

Persons at risk	Seriousness of outcome (A)	Probability (B)
YP Young People	5 Fatality	5 Very likely, near certain
VA Visiting adults	4 Major injury/Long term sickness	4 Probable
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible
	2 Minor injury needing attention	2 Remote low possibility
	1 Very minor/no injury (e.g. nettle sting)	1 Unlikely

Risk Rating (A x B)

1-12	Low	No Action required, or within 3 months
6-18	Medium	Action required within 1 month
12+	High	Action required within 2 weeks

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1, 2, 3, 6, 7	YP are supervised at all times. A supervision ratio of 1:4 per table. Maximum of 2 hand tools per table.	In place
1, 2, 3, 4, 7	Give clear a clear safety talk to include instructions and demonstrate how to use all tools and equipment.	At start of activity
1, 2, 3, 7	Use appropriate size fixings dependant on task	In place
	Secure wood using available bench vices or G clamps	In Place
1, 3	Pre-cut or partially cut timber for under 10's.	
2	Use appropriate size tools dependant on age group.	In place
3	Wear goggles when sawing wood. Adults check recycled wood for old nails and splinters.	In place
4	Adults only to use power tools or a supervision ratio of 1:1. KH staff to use jigsaw.	In place

4	All equipment PAT tested.	Annually
5	Adults only to use glue guns. Use on a separate table to pupils. Do not leave unattended.	In place
1, 2, 3, 4, 5	First aid kit kept in barn.	In place
1, 2, 3, 4, 5	Remove disruptive pupils from area immediately	In place
6	KH staff check equipment prior to activity and replace any broken tools. Session leader needs to remove any tools broken during session.	In place As needed

Kench Hill Centre Risk Assessment Form 9

Activity Shelter Building

Location Front Lawn/Walled Garden

Risk Assessment carried out by S Bain

Date May 2010

Review date June 2011

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Potential Outcome A	Likelihood/ Probability B	Risk Rating	Risk L/M/H
See RA Form 2					
1) Long and heavy poles	YP	2	3	6	M
2) Splinters	YP, VA	2	2	4	L
3) Trips and falls	YP	2	3	6	M
4) Shelters collapsing	YP, VA	4	3	12	H

Persons at risk	Seriousness of outcome (A)	Probability (B)
YP Young People	5 Fatality	5 Very likely, near certain
VA Visiting adults	4 Major injury/Long term sickness	4 Probable
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible
	2 Minor injury needing attention	2 Remote low possibility
	1 Very minor/no injury (e.g. nettle sting)	1 Unlikely

Risk Rating (A x B)

1-13	Low	No Action required, or within 3 months
6-19	Medium	Action required within 1 month
12+	High	Action required within 2 weeks

Risk Assessment Action Plan

Hazard #	Action required to minimise risk	Completion by / date
1, 2, 3, 4	Introductory talk to include a discussion of the risks	At start of activity
1	YP supervised at all times with a maximum of 6 YP per team	In place
1, 3	2 YP to carry each pole.	In place
2	Smooth poles used. KH staff check equipment prior to activity and replace any broken items.	In place
	Replace materials neatly	
3, 4	Remove disruptive pupils	
4	Activity leader must ensure structures are sound enough for YP to sit in.	Throughout activity
4	Stop activity if heavy rainfall	

Kench Hill Centre Risk Assessment Form 10

Activity Photograms

Location Art Hut / Dark Room

Risk Assessment carried out by S Bain

Date May 2010 Review date June 2011

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Potential Outcome A	Likelihood/ Probability B	Risk Rating	Risk L/M/H
See RA Form 1					
1) Hazardous chemicals	YP, VA	2	3	6	M
2) Electrical equipment	YP, VA	3	2	6	M
3) Low light levels	YP, VA	2	2	4	L

Persons at risk	Seriousness of outcome (A)	Probability (B)
YP Young People	5 Fatality	5 Very likely, near certain
VA Visiting adults	4 Major injury/Long term sickness	4 Probable
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible
	2 Minor injury needing attention	2 Remote low possibility
	1 Very minor/no injury (e.g. nettle sting)	1 Unlikely

Risk Rating (A x B)

1-14	Low	No Action required, or within 3 months
6-20	Medium	Action required within 1 month
12+	High	Action required within 2 weeks

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1	Vent hut to remove fumes. KH staff prepare dilutions. Tongs provided for developer. No Naked flames. Advise hand washing after activity.	In place
2	Adults to supervise enlarger, safety lights, fan and heater.	In place
3	Safety talk, adjust gradually to low light, limited movement. Keep floor areas clear.	In place

Kench Hill Centre Risk Assessment Form 11

Activity Craft Activities (Paper, model making and dyeing) **Location** Barn and Classroom

Risk Assessment carried out by S Bain

Date May 2010

Review date June 2011

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
See RA Form 1					
1) Electrical equipment	YP	3	1	3	L
2) Chemicals and glues	YP, VA	2	2	2	L
3) Sharp knives	YP	2	3	6	M

Persons at risk	Potential seriousness of outcome (A)	Probability (B)
YP Young People	5 Fatality	5 Very likely, near certain
VA Visiting adults	4 Major injury/Long term sickness	4 Probable
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible
	2 Minor injury needing attention	2 Remote low possibility
	1 Very minor/no injury (e.g. nettle sting)	1 Unlikely

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1	Adults only to operate equipment and supervise carefully.	In place
2	Non-toxic glues used where practical, adults only to use hot glue guns. Cover over wounds with latex gloves or plasters. Use natural cold-water dyes and mordants, or adults prepare hot fixatives away from work area.	In place
3	Supervise use of craft knives, 1:2. Keep work area tidy.	In place

Kench Hill Centre Risk Assessment Form 12

Activity General Off-site Visits

Location Various

Risk Assessment carried out by S Bain/L Harrigan Date May 2010 Review date June 2011

HAZARD (Anything that can cause harm)

RISK (The chance that someone can be harmed by the hazard)

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
1) Travelling by minibus or coach	YP, VA, S	5	1	5	L
2) Walking along roads	YP, VA, S	5	2	10	M
3) Being separated from group	YP, VA	3	3	9	M
4) Slips, trips and falls	YP, VA, S	3	3	9	M
5) Farm animals and dogs	YP, VA, S	4	2	8	M
6) Farm machinery	YP, VA, S	4	1	4	L
7) Open water	YP, VA, S	5	1	5	L
8) Harm from strangers	YP	5	1	5	L
9) Extreme weather conditions	YP, VA, S	4	2	8	M
10) Poisonous plants, biohazards	YP	3	2	6	M

Persons at risk	Seriousness of outcome (A)	Probability (B)
YP Young People	5 Fatality	5 Very likely, near certain
VA Visiting adults	4 Major injury/Long term sickness	4 Probable
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible
	2 Minor injury needing attention	2 Remote low possibility
	1 Very minor/no injury (e.g. nettle sting)	1 Unlikely

Risk Rating (A x B)

1-15 Low No Action required, or within 3 months

6-21 Medium Action required within 1 month

12+ High Action required within 2 weeks

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1	Seatbelts to be worn. No eating, take instruction from driver. Sensible behaviour at all times.	In place
1, 2, 4, 5, 6, 7, 9	At least 1 first aider accompanies the group. Mobile phones/numbers issued. Carry a first aid kit on all trips.	In place
2	Check suitability for walking on road with Head of Centre prior to visit. Avoid unpaved roads.	In place
2	Strict supervision of group, alertness to traffic.	In place
2, 3, 8	At least 2 adults accompany the group.	In place
2, 3, 8	Perform regular head counts and group leaders at front and back. YP told of contingency plan if lost.	In place
2, 4	Keep to footpaths or walk on the right hand side of road taking extra precaution on blind corners, possibly changing sides.	In place

4, 9	Suitable footwear and clothing to be worn.	In place
5	Keep calm and do not touch the animals.	In place
6	Keep clear of all machinery	In place
7	Do not enter any open water without prior consultation with Head of Centre.	In place
7	Check suitability for paddling with Head of Centre prior to visit. An adult must be in place between any YP and open water. YP not to enter water above knee height.	In place
9	Check the weather forecast with the Head of Centre prior to visit.	In place
9	Monitor adequate clothing, including hats, sun protection waterproof and warm clothing.	In place
9	Carry an adequate supply of water.	In place
10	Ware YP not to eat anything unless under advice from Head of Centre	In place

Kench Hill Centre Risk Assessment Form 13

Activity Swimming

Location Tenterden Leisure Centre

Risk Assessment carried out by S Bain

Date May 2010

Review date June 2011

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
See RA Form 12					
1) Drowning	YP,	5	3	15	H
2) Slipping on wet floor	YP, VA	3	3	9	M
3) Transmission of Pathogens e.g. colds and verrucas	YP	2	2	4	L

Persons at risk	Potential Seriousness of outcome (A)	Probability (B)
YP Young People	5 Fatality	5 Very likely, near certain
VA Visiting adults	4 Major injury/Long term sickness	4 Probable
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible
	2 Minor injury needing attention	2 Remote low possibility
	1 Very minor/no injury (e.g. nettle sting)	1 Unlikely

Risk Rating (A x B)

1-16 Low	No Action required, or within 3 months
6-22 Medium	Action required within 1 month
12+ High	Action required within 2 weeks

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1	Identify non-swimmers, provide arm bands and advise them to stay within shallow area. Parental consent given for activity	At start of activity
1	1 VA to supervise from within the pool.	Throughout activity
1	1 VA to supervise from the observation area.	Throughout activity
1	Remove YP from pool in event of dangerous behaviour	When needed
1	VA ensure that they do not block lifeguards view of YP.	Throughout activity
2	Advise YP not to run or push on slide. Signs clearly visible	At start of activity
3	Screen pupils for infections e.g. ringworm, verrucas. Do not allow into pool or provide barrier protection, e.g. rubber sock	At start of activity

Kench Hill Centre Risk Assessment Form 14

Activity Countryside Walks

Location Parkwood, Tilder Gill etc

Risk Assessment carried out by S Bain

Date May 2010

Review date June 2011

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
See RA Form 12					
1) Getting lost	YP, VA	2	2	4	L
2) Trips, falls and scratches	YP, VA	2	4	8	M
3) Dogs and wild animals	YP	3	2	6	M
4) Transmission of pathogens	YP, VA	4	2	8	M
5) Falling branches and trees	YP, VA	4	2	8	M

Persons at risk	Potential Seriousness of outcome (A)	Probability (B)
YP Young People	5 Fatality	5 Very likely, near certain
VA Visiting adults	4 Major injury/Long term sickness	4 Probable
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible
	2 Minor injury needing attention	2 Remote low possibility
	1 Very minor/no injury (e.g. nettle sting)	1 Unlikely

Risk Rating (A x B)

1-17	Low	No Action required, or within 3 months
6-23	Medium	Action required within 1 month
12+	High	Action required within 2 weeks

Risk Assessment Action Plan

Hazard #	Action required	Completion by/date
1, 2, 3	Safety talk extras include: <ul style="list-style-type: none"> • Keep together, stay still if get lost. • Do not run with large sticks or wave them around. • Stay on footpaths and walk single file along narrow paths • Warn of dog faeces 	Before activity
1	Take a whistle.	In place
1	If using GPS, set car park/start of walk as 'Home'.	When needed
1, 3	Adults to lead at front of group and as a back marker.	In place
2	VA and S ensure safe behaviour.	In place
2, 4	Ensure appropriate clothing worn, long sleeves, trousers and sensible closed footwear.	In place
3	Seek advise from Head of Centre. Check for signs of recent animal activity (NB wild boar in area).	In place
4	Take water and cleaning wipes to clean any animal faeces.	In place
5	Do not allow trip in strong winds/storms. Head of Centre can provide alternative location e.g. open meadow or towns.	Before activity

Kench Hill Centre Risk Assessment Form 15

Activity Beach Visit

Location Camber Sands, Rye Harbour, Hastings etc

Risk Assessment carried out by S Bain

Date May 2010

Review date June 2011

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
See RA Form 12					
1) Deep, cold water	YP, VA	5	3	15	H
2) Pebbles and sand	YP, VA	2	4	8	M
3) Biohazards - venoms and toxins	YP, VA	2	3	6	M
4) Cliffs	YP, VA	5	2	10	M
5) Litter, flotsam and jetsam	YP	2	3	6	M
6) Extreme weather conditions	YP	2	3	6	M

Persons at risk	Potential Seriousness of outcome (A)	Probability (B)
YP Young People	5 Fatality	5 Very likely, near certain
VA Visiting adults	4 Major injury/Long term sickness	4 Probable
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible
	2 Minor injury needing attention	2 Remote low possibility
	1 Very minor/no injury (e.g. nettle sting)	1 Unlikely

Risk Rating (A x B)

1-18 Low No Action required, or within 3 months

6-24 Medium Action required within 1 month

12+ High Action required within 2 weeks

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1	Safety talk. Do not enter water EXCEPT at Camber Sands, where paddling only is allowed. 1+ adult swimmers to accompany YP in water, who stay between YP and open sea at all times. 1+ adults to watch from water's edge. Wear appropriate clothing – take towels, change of clothes if intending to paddle. Take notice of local warnings, flags, tidal times.	Before/during activity
2	Safety talk – beware of sand in eyes, be careful when digging, do not throw sand. Do not throw pebbles, except into water when no one is in front.	During activity
3	Beware of venomous fish/jelly fish etc. Advise to wear sandals/jelly shoes if possible when paddling.	During activity
4	Avoid cliff edges, take advice from Head of Centre, local warning notices. Stay away from areas below crumbling cliffs (eg Samphire Hoe, Folkestone beach), do not climb.	Before activity

5	Warn children to take care when picking up objects – risks from sharps, rusty items, nails in wood, glass etc.	Before activity
6	Be aware that coastal weather can change rapidly. Strong winds can mask risk of sunburn. Take hats, sunscreen, layers of clothing, plenty of drinking water etc.	Before/during activity

Kench Hill Centre Risk Assessment Form 16

Activity Castle Visits

Location Dover, Bodiam, Hever, Camber etc

Risk Assessment carried out by S Bain

Date May 2010 Review date June 2011

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
See RA Form 12					
1) Steep steps	YP, VA	3	3	9	M
2) Moats	YP, VA	4	2	8	M
3) High drops (roofs, walls)	YP	5	2	10	M
4) Steep slopes	YP, VA	3	3	9	M
5) Other visitors	YP	2	2	4	L
6) Vehicles, machinery	YP	3	2	6	M
7) Crumbling masonry	YP, VA, S	3	3	9	M

Persons at risk	Potential Seriousness of outcome (A)	Probability (B)
YP Young People	5 Fatality	5 Very likely, near certain
VA Visiting adults	4 Major injury/Long term sickness	4 Probable
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible
	2 Minor injury needing attention	2 Remote low possibility
	1 Very minor/no injury (e.g. nettle sting)	1 Unlikely

Risk Rating (A x B)

1-19	Low	No Action required, or within 3 months
6-25	Medium	Action required within 1 month
12+	High	Action required within 2 weeks

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1	1 adult at front, 1 adult at rear of group on steps. No pushing, overtaking. Use hands to climb up if necessary. Carry items in rucksacks, keep hands free.	Before/during activity
2	Take care around moats, stay 1m from edge. (Bodiam, Hever)	During activity
3	Supervise closely and do not climb on parapets, walls etc. Do not drop or throw any item from high walls etc. Take care with belongings eg cameras.	During activity
4	Do not climb steep slopes, take note of warning notices (Dover).	During activity
5, 6	Do not allow children to wander off unsupervised eg to shops, toilets. Advise of safe place to meet if get lost, identify site staff. Control children at all times, clear up all litter etc after lunch.	Before/during activity
6	Warn of site traffic, keep group in order and stay aware of access roads. Take especial care in car park areas, supervise children	Before/during activity

	across any roads.	
7	Get advice on weather, check with site staff before departure if winds predicted. Some sites may close if too windy, prepare contingency plan. Do not allow any children to climb or pick at walls.	In place

RISK ASSESSMENT FOR MUSEUM OF KENT LIFE

PLEASE READ THIS, IT WILL HELP YOU HAVE A SAFE AND ENJOYABLE VISIT

This is our assessment of the risks to members of the public visiting the Museum, and the control measures put in place to reduce that risk to the lowest possible level.

Location/Core Activity

The Museum operates as a mixed open air and housed attraction, displaying life in Kent over the last 200 years through our small working farm, gardens and orchards and through the relocation and restoration of buildings of particular interest to Kent which have been brought to the Museum for re-erection and display and the exhibitions created therein.

Risk band assessment: *Low, Medium, High.*

Risks

- Slipping and tripping

Low risk. Floors and passage ways are kept clear. The Museum does not operate a strict marked route for visiting the different buildings and exhibitions on the site. Areas that are out of public access are clearly marked and gates to restricted areas are kept padlocked. Outdoor terrain may at times be slippery or uneven, particularly in adverse weather or near livestock. Extra care and the use of designated paths should be observed. Due to the historic nature of the buildings, extra care should also be observed inside of buildings due to the unevenness of certain floors and steps.

- Infection Control/pollution control

Low risk: All members of the public should wash their hands after handling livestock, especially prior to eating. Hand washing facilities are located in the farmyard, in the rear of the village hall and in toilets by both the entrance shop and behind the tearooms. The Museum does not claim to be organic but does keep chemical use to a minimum. All chemical use (such as pesticides in the hop garden) is undertaken outside of public opening hours and then only by those members of staff with appropriate NPTC chemical handling and application certificates.

- Livestock

Low risk. The animals at the Museum can be found both in the paddocks and in stalls depending on the husbandry appropriate at the time. Farm animals do not usually bite but care must be taken not to torment or annoy them. Animals with young, and adolescent cattle are especially unpredictable. On the whole our animals are good tempered and are used to human contact. However, as this cannot be guaranteed, visitors should exercise caution when approaching livestock, particularly the larger animals (cattle, horses, pigs) which are sufficiently powerful to be considered dangerous even in seemingly benign situations. Visitors are encouraged to enter the goat paddock as goats are, on the whole, friendly. It should be noted that goats (and other animals) are often bold and inquisitive and could represent a danger to smaller unsupervised children. When animals are being moved around the site this work is always carried out by suitably experienced and competent handlers. The animals should not be approached at this time.

- Machinery

Low risk. Although we use very little farm machinery, the work of the Museum does require the use of small tractors, mowers, strimmers. Such machinery is always driven/used by suitably experienced operatives. Visitors should remember, however, that whilst using such machinery it is not always possible to hear pedestrians due to engine noise and the use of ear protection. Caution should always be used when in the

vicinity of any staff member using machinery. On occasion it is necessary to use a chainsaw. Only qualified staff are allowed to use a chainsaw and all work is carried out in the presence of other staff members whose role it is to further ensure safety of public.

- Traffic

Medium risk. The car park has been arranged and signed so that disabled visitors and coach parties have designated areas to park and alight that are distinct from the general flow of the car park. A speed bump has been built across the entrance of the Museum to slow traffic and to protect visitors exiting the shop. Although the Museum site is on the whole free from traffic (there being no public right of way through the Museum once past the entrance gate) it is not possible to prevent all motorised transport from using the site due to the considerable number of deliveries that the Museum receives. The Museum operates a 5mph speed limit in the car park and on the main site. All public should exercise caution within the car park and be aware of the possibility of traffic within the Museum site.

Other Information

- Group Supervision

Pupils must be supervised by the school's nominated responsible adult at all times when visiting the Museum. To ensure maximum supervision we actively encourage a minimum ratio of one adult per 5 children free of charge. Responsibility for the behaviour of pupils cannot be passed to Museum staff. Cordoned off areas within buildings and houses should not be crossed and fruit and vegetables grown in the gardens and orchards must not be picked. Farm machinery and tools must not be climbed upon.

- Fire Procedures

In the event of a fire visitors are instructed not to tackle the blaze themselves but to raise the alarm by contacting the nearest member of staff. All staff carry radios in case of such emergencies. Staff are permanently located in the entrance shop or in the tearooms and can be identified around the site by their green shirts and jumpers with the Museum's logo. In the event of fire visitors are instructed to assemble in the little orchard adjacent to the tearooms.

- First Aid

The Museum has a number of qualified first-aiders who can be contacted by any member of staff over their radios. Anyone involved in an incident will be asked to fill in our accident book which can be found in the entrance shop and in the Museum Manager's office. The Museum does have a designated first-aid room where pupils who are unwell can lie down. A teacher or responsible adult must remain with the sick or injured child. Pupils with medical conditions or allergies should carry their medication with them. All serious incidents will be treated as emergencies and an ambulance called by a member of staff. If this is not possible for any reason then the appropriate service should be given the address of the Museum as: The Museum of Kent Life, Lock Lane, Sandling, Maidstone, Kent ME14 3AU. (01622) 763936

The Museum aims to provide all visitors with an enjoyable and safe experience as possible. Visitors are, however, asked to exercise caution and common sense around livestock and machinery and to remember that buildings around the site have all been relocated and restored to their original designs, and floors, doorways and steps may be uneven.

Revised November 2004.

RISK ASSESSMENT

CANTERBURY OAST TRUST RARE BREEDS CENTRE HIGHLANDS FARM WOODCHURCH KENT.

Thank you for considering a visit to South of England Rare Breeds Centre. We want you to have an enjoyable and pleasant time and have produced this assessment to advise you of the risk associated with a visit and the measures put in place to try to keep everyone safe.

In the last 10 years we have safely and successfully hosted over 1000 school visits. The safety and enjoyment of your staff and pupils are our primary concern.

If during your visit you observe anything that causes you concern or that you consider would be an appropriate addition to this information sheet please let us know as we are always seeking to improve our arrangements for future health and safety.

Teachers are advised that once a booking has been made The Rare Breeds Centre will allow a familiarity and safety visit by 2 representatives of the school making the booking. This must be pre arranged. Please contact reception for further details.

For the full risk assessment: www.rarebreeds.org.uk/downloads/risk-assessment.doc