



Education Groups' Risk Assessment Guidelines 2019-2020

In accordance with the Health and Safety at Work Act 1974 and regulations made under it, Hampshire County Council and Royal Victoria Country Park will take all reasonable and practicable steps to ensure the health, safety and welfare of all visitors, staff and contractors who may be affected by its activities.

The potential for health and safety risks to Education Groups visiting the Park and Chapel is minimal.

This document contains information on the general assessment of risk for both indoor and outdoor activities on the site, however it is **not valid as a risk assessment** in itself. We recommend that Teachers make a free pre-visit to create an enhanced assessment, as well as to discuss your activities and the specific needs of your group. Please contact

Michele Meek – Heritage and Community Engagement Officer: 02380 605101

Ursula Pearce – Heritage and Education Officer: 02392 244081

Or email rvcp.enquiries@hants.gov.uk

Risk Assessment Guidelines: Education Groups

Education Staff

- We follow Hampshire County Council policies for recruitment, training and assessment to ensure that staff and volunteers leading and supporting activities, or otherwise involved in the welfare and safety of visitors on site, are appropriately qualified and trained for those roles.
- The Heritage & Community Engagement Officer and Heritage & Education Officer are both qualified teachers and have completed Hampshire County Council's Outdoor Leader training course.
- The Heritage & Community Engagement Officer and Heritage & Education Officer have been DBS checked.

Outdoor activities (including arriving/leaving the Park and movement around the site)

Potential Hazards	Control Measures
<ul style="list-style-type: none"> • Extreme hot weather – sun burn, sun stroke, heat exhaustion • Extreme cold weather – hypothermia • Strong winds (falling tree branches) – cuts, bruises, broken limbs, concussion • Uneven ground and trip hazards – cuts, bruises, sprains, broken limbs • Litter/pollutants/broken glass – cuts, contamination • Ticks – Lyme disease • Dog mess – Toxocoriosis • Dog bite/attack – scratches, bites, bruises • Traffic (collision with vehicles) - cuts, bruises, broken limbs, concussion, loss of consciousness, fatality • Falling from a height (from sea wall or from trees/play equipment) – cuts, bruises, broken limbs, concussion, loss of consciousness, fatality • Falling in water – choking, drowning • Illness/Medical Emergency • Contact with members of the public – verbal or physical abuse • Missing child 	<ul style="list-style-type: none"> • Groups reminded to wear clothing suitable for weather conditions. • Regular site inspections to identify and remove hazards. • Education staff/volunteers to talk to groups about possible dangers before start of taught/guided activities. • Education staff/volunteers to point out hazards during taught/guided activities. • Groups given opportunity to wash hands after outdoor activities. • Taught/guided activities outdoors will avoid roadways on site where possible. Pupils will be supervised crossing roadways. When walking down roadways, pupils will walk in pairs on the RHS (facing oncoming traffic). • Education staff will carry a First Aid kit for outdoor activities. Education Groups should also bring their own First Aid kits and at least one trained First Aider. • A trained First Aider will be on duty onsite at all times. • Schools should ensure group sizes meet specified adult/child ratios for activities. Education staff/volunteers will monitor this on the day. • Children reminded to stay with an adult and have a designated meeting point if they become separated. • Education staff/volunteers will be in radio and/or mobile phone contact with other Park staff in case of emergency.

Risk Assessment Guidelines: Education Groups

Indoor activities - Royal Victoria Chapel

Potential Hazards	Control Measures
<ul style="list-style-type: none"> • Fire – burns, smoke inhalation, loss of consciousness, fatality • Stairs (slips, trips, falls) - cuts, bruises, sprains, broken limbs • Lift (closing doors, equipment failure) – cuts, overheating, panic attack • Obstacles (bags, boxes, electrical cables – trips, falls) – cuts, bruises, electrical shocks • Objects and equipment used in activities (e.g. artefacts, scissors, glue, ink pens, soap) – cuts, ingestion of ink or glue, allergic reaction • Illness/Medical Emergency 	<ul style="list-style-type: none"> • Plan layout of activities and storage to allow easy and unobstructed access to fire escapes. • Ensure all electrical equipment is PAT tested. • Ensure all fire extinguishers are present and in good working order. • RVCP staff trained in Fire Safety and Evacuation procedures. • Regular building inspections to identify and remove hazards. • Regular building and equipment maintenance. • Block access to electrical cables, warn groups of possible trip hazards and tape down loose cables where possible. • Regular site inspections to identify and remove hazards. • Education staff/volunteers to talk to groups about possible dangers before start of taught/guided activities. • Education staff/volunteers to point out hazards during taught/guided activities. • Visual inspection of objects and equipment before the start of activities. • Groups given opportunity to wash hands after activities. • Group Leader to notify Education Staff of any children with allergies at the start of the session. • Education staff will carry a First Aid kit. Education Groups should also bring their own First Aid kits and at least one trained First Aider. • A trained First Aider will be on duty onsite at all times. • Schools should ensure group sizes meet specified adult/child ratios for activities. Education staff/volunteers will monitor this on the day. • Education staff/volunteers will be in radio and/or mobile phone contact with other Park staff in case of emergency.

Risk Assessment Guidelines: Education Groups

Indoor activities - Acorns Education Room

Potential Hazards	Control Measures
<ul style="list-style-type: none"> • Fire – burns, smoke inhalation, loss of consciousness, fatality • Steps into the Acorns Education Room (trips, slips) - cuts, bruises, sprains • Obstacles (bags, boxes – trips, falls) – cuts, bruises • Objects and equipment used in activities (e.g. artefacts, scissors, glue, ink pens, soap) – cuts, ingestion of ink or glue, allergic reaction • Illness/Medical Emergency 	<ul style="list-style-type: none"> • Plan layout of activities and storage to allow easy and unobstructed access to fire escapes. • Ensure all electrical equipment is PAT tested. • Ensure all fire extinguishers are present and in good working order. • RVCP staff trained in Fire Safety and Evacuation procedures. • Regular building inspections to identify and remove hazards. • Regular building and equipment maintenance. • Education staff/volunteers to talk to groups about possible dangers before start of taught/guided activities. • Education staff/volunteers to point out hazards during taught/guided activities. • Visual inspection of objects and equipment before the start of activities. • Groups given opportunity to wash hands after activities. • Group Leader to notify Education Staff of any children with allergies at the start of the session. • Education staff will carry a First Aid kit. Education Groups should also bring their own First Aid kits and at least one trained First Aider. • A trained First Aider will be on duty onsite at all times. • Schools should ensure group sizes meet specified adult/child ratios for activities. Education staff/volunteers will monitor this on the day. • Education staff/volunteers will be in radio and/or mobile phone contact with other Park staff in case of emergency.

Risk Assessment Guidelines: Education Groups

Indoor activities - Empire Room

Potential Hazards	Control Measures
<ul style="list-style-type: none"> • Fire – burns, smoke inhalation, loss of consciousness, fatality • Steps onto stage area – cuts, bruises, sprains • Obstacles (bags, boxes, electrical cables – trips, falls) – cuts, bruises, electrical shocks • Objects and equipment used in activities (e.g. artefacts, scissors, glue, ink pens, soap) – cuts, ingestion of ink or glue, allergic reaction • Illness/Medical Emergency 	<ul style="list-style-type: none"> • Plan layout of activities and storage to allow easy and unobstructed access to fire escapes. • Ensure all electrical equipment is PAT tested. • Ensure all fire extinguishers are present and in good working order. • RVCP staff trained in Fire Safety and Evacuation procedures. • Block access to electrical cables, warn groups of possible trip hazards and tape down loose cables where possible. • Regular building inspections to identify and remove hazards. • Regular building and equipment maintenance. • Education staff/volunteers to talk to groups about possible dangers before start of taught/guided activities. • Education staff/volunteers to point out hazards during taught/guided activities. • Visual inspection of objects and equipment before the start of activities. • Groups given opportunity to wash hands after activities. • Group Leader to notify Education Staff of any children with allergies at the start of the session. • Education staff will carry a First Aid kit. Education Groups should also bring their own First Aid kits and at least one trained First Aider. • A trained First Aider will be on duty onsite at all times. • Schools should ensure group sizes meet specified adult/child ratios for activities. Education staff/volunteers will monitor this on the day. • Education staff/volunteers will be in radio and/or mobile phone contact with other Park staff in case of emergency.