

Risk Assessment – School Workshops

Reference:	RA SC01	Revision Date:	01/03/2018
Event:	School Workshop	Date of event:	March – October 2018
RA Undertaken By:	Alex Chatwood	Date of RA:	Wednesday 3 rd January 2018
First Aider on Site:	Alex Chatwood; Mike Beak	First Aid Kit:	Learning Centre – by main sink
Leader/s	Alex Chatwood – Operations and Development Manager, Stephanie Reader - Volunteer		
Contact No. on day:	Alex Chatwood – 07738 276040		

A Safety Talk must be given to staff and volunteers before the workshop to cover the main risks identified below as appropriate.

A Safety Talk will be given to students at the beginning of their visit to the Gardens in the Learning Centre.

Any additional hazards identified on or after workshops will be recorded.

A copy of this Risk Assessment will be sent to the school listed above before their visit.

Hazards	Potential Injuries/Damage	Level of Risk	Measures Taken	Further Action Required
Traffic – Movement of vehicles in the Car Park and by the Stable Yard	Unsupervised students in these areas could inflict major accidents and self injuries (damaged or broken limbs)	Moderate	<ul style="list-style-type: none"> Teachers and accompanying adults are requested to ensure students do not run across roads throughout the Estate 	<ul style="list-style-type: none"> Teachers and accompanying adults to be aware of moving vehicles and monitor students where cars may be passing
Gravel and Uneven surfaces – wet grass, sloping land	Unsupervised students could inflict self injuries when running such as slips and trips	Low	<ul style="list-style-type: none"> Teachers and accompanying adults are requested to ensure children do not run across these surfaces Students should wear appropriate clothing and footwear First Aid Kit available in the Learning Centre and leader first aid trained 	<ul style="list-style-type: none"> Schools will always be made aware of uneven surfaces in advance to ensure visiting classes wear appropriate clothing and footwear

The Lake near the House	Unsupervised students could fall in to the lake causing major self injury (drowning)	High	<ul style="list-style-type: none"> Teachers and accompanying adults must not leave students unaccompanied beside or near the Lake and must ensure students play away from this area 	<ul style="list-style-type: none"> Possible future signage around the Lake informing visitors of dangers
Gardens - distance	Unaccompanied students in the Gardens could inflict self injuries (slips, trips) without adult assistance	Moderate	<ul style="list-style-type: none"> Teachers and accompanying adults must not leave students unaccompanied in any part of the Gardens First Aid administration is the responsibility of the visiting school 	<ul style="list-style-type: none"> Teachers and accompanying adults will be provided with Operations and Development Manager's contact number whilst in Gardens in case of emergency
Wildlife	Animals in the Gardens may become aggressive if students attempt to run at/touch them and may result in minor injuries to both animals and/or students	Moderate	<ul style="list-style-type: none"> Students must not charge or attempt to engage with animals seen in the Gardens. It is the responsibility of teachers and accompanying adults to ensure this is maintained. 	<ul style="list-style-type: none"> To review if required
	Deer in the Deer Park may become aggressive if students attempt to run at/touch them. They can inflict a variety of minor or major injuries	Moderate	<ul style="list-style-type: none"> Access to the Deer Park is not allowed at certain times of the year – schools will be advised of this in advance. 	<ul style="list-style-type: none"> To review if required
Use of Equipment	General art materials (pencils, crayons) – could cause choking hazard if swallowed	Low	<ul style="list-style-type: none"> Students to be supervised by a teacher or support assistant at all times Staff/volunteers to be in attendance if required. First aider available on site in case of choking. 	<ul style="list-style-type: none"> Activity to be monitored and amended as required

	Planting pots – students could ingest soil or inflict minor self injuries (small cuts) using tools	Low	<ul style="list-style-type: none"> • Students will be supervised at all times by teachers, accompanying adults and staff/volunteers running the workshop • Students will be provided with plastic tools and gardening gloves • Students will be under instruction from the leader during the activity 	<ul style="list-style-type: none"> • Activity to be monitored and amended as required
Kitchen	Glass/china breakages – could cause minor injury if stepped on/picked up by students	Low	<ul style="list-style-type: none"> • Kitchen to be locked prior to the workshop by staff to avoid any incidents 	<ul style="list-style-type: none"> • None

This risk assessment will be reviewed periodically during the period of March – October 2018 and amended as required.