

# Risk assessment: Schools

Assessment carried out by: Joanna Poole

Signed: 

Date assessment was carried out: March 2023

Date of next review: March 2024

Springhead has individual Risk Assessments for many general aspects of the site, including Fire, Electricity, COSHH, Working at Height etc. These are available for any school to look at. This RA is for specific risks associated with a school's visit. The school must observe current Covid 19 guidelines.

**Supervision of the children in the group is the responsibility of the school staff at all times.**

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do we need to take to control the risks?	Name	Date to be actioned by	Done
<b>WATER</b>		<b>To fence the entire lakeside would be unsightly and spoil the environment for visitors, including children.</b>				
Mill Race	<b>All visitors, especially children</b> Falling down mill race Drowning	Fence on balustrade and bridge. Gate kept bolted. Children are not allowed in this area unsupervised. Dangers explained on safety tour at start of visit.	Regularly check condition of fence, gates, safety devices etc.	JIP	Ongoing	
Lake		Safety warning signs alerting to 'Deep Water' & 'No Swimming'. Lifebelt on the footbridge. Safety Cord bags at 4 points around lake. Instructions posted with them. (These are judged to be the optimum life safety device as lifebelts cannot be thrown far enough.) Swimming is strictly forbidden. Children supervised at all times by school staff near the lake.	Ensure disclaimer signed by school leader at start of visit.	JP	Ongoing	
Springs		Children drinking from the springs is always a supervised activity. We comply with DCC's testing regulations for potable water. The water at the springs is less than 18" deep and is slow flowing. The stream bed is hard sand, so there is no risk of a child getting stuck in mud.	Check condition of handrail along walkway.	JIP	Ongoing	
Stream		The stream is shallow and slow moving. No children should be in the area at all unless under direct supervision during river dipping/ boat racing activities. Lifebelts etc are of little use.				

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<b>FIRE</b> Bonfire	<b>All guests</b> Children falling in bonfire Burnt by sparks Burnt by marshmallows	Bonfires always of suitable size for existing weather conditions. No accelerants used. Lighters and firelighters kept securely. Children supervised at all times. Responsibility is with the leaders and recorded in the disclaimer. Children remain seated and only walk behind seats. Safety bucket of water at fire site. Children warned to move if sparks flying and they are seated upwind. All children leave site with the adults. Fire can be left to burn out safely when everyone has left. No fireworks.				
Log burners	Burns	No log burners currently in use.	Fire guards refitted if log burners used again. Gloves and long-handled tools available.	JIP	As needed	
Fire Alarm Systems	Burns, smoke inhalation etc	All groups talked through the fire procedures. Supervised fire drill carried out at start of visit. Fire escapes kept clear at all times. Maintain all fire extinguishers. Regular call point checks. External contracts for regular maintenance of fire systems. Fire RA in place for site.				

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<p><b>SLIPS &amp; TRIPS</b> Slipping on wooden walkways</p> <p>Tripping in dark</p> <p>Falling in courtyard pond</p> <p>General slips &amp; trips</p> <p>Bunk Beds</p>	<p><b>All guests</b> Breaks and sprains Cuts and bruises</p>	<p>Keep bridge and wooden walkways swept clear of leaves and debris. Jet wash in winter months as necessary. Rubber mats.</p> <p>Outside sensor lights fitted on paths, courtyard etc. Exterior lights on dorms and front of mill. Torches used when in grounds at night. Plenty of interior lights left on during the night.</p> <p>Pond grill fitted. Light under the water.</p> <p>All spills reported and cleaned up immediately. Warning notices used for wet floors. No running. Floors kept swept and clean - general good housekeeping standards.</p> <p>General safety rules explained to children to prevent falling from top bunks, bumping heads on bottom bunks etc.</p>	<p>Consider extra lighting on path to dorms.</p>	<p>Rob G</p>	<p>April '23</p>	

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<b>KITCHEN</b>  Slipping  Sharp knives  Chemicals  Hygiene  Allergy contamination  Bacteria contamination  Scalding	All guests	<p><b>Food Hygiene Policy is available if requested.</b>  <b>Normally no school children are allowed in the kitchen.</b>  <b>Self-catered groups must make own assessments on merit.</b>                      Floors are mopped dry when wet and safety sign shown.</p> <p>Stored away from easy reach of children.</p> <p>All COSHH chemicals stored in locked cupboards. Only essential items kept safely near sink eg dishwasher tablets in sealed tub.</p> <p>All servers must wash hands. Food must be on plates and not directly handled by children.</p> <p>No nut products to be used with schools at all.                      Children with allergies supplied with their own labelled spreads, biscuits etc for exclusive use. Staff made aware of allergies in advance.</p> <p>Wrap and label food before putting in fridge.</p> <p>Hot pans and plates must not be handled by children. Children must not carry hot drinks on trays or use the static urn.</p>	Share COSHH Risk Assessment with staff.	JP	April '23	

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<b>EQUIPMENT</b> Boats x2	<b>All guests</b> Drowning	Boats are secured by a chain and padlock to the boathouse at all times. They are strictly out of bounds for guests. A lifejacket is available for all staff when using boats.				
Mowing, Pruning etc	Cuts, flying debris	The gardeners do not carry out any practical work on site in areas that are used by schools.				
Workshop Tools	Cuts, burns, hazardous chemicals	Workshop kept locked at all times when children on site. Combustibles in locked COSHH cupboard.				
<b>OFF-SITE</b> Roads	<b>Children esp.</b> Traffic accidents	Front gate kept shut once school on site. Children given good briefing on boundaries.				
Walk up hill	Traffic accidents	Single file on road with teacher at front and rear. Springhead staff watching the road for traffic. Hi-vis jackets worn by adults, plus all children if possible.				
	Cattle - trampling	Check whereabouts of cattle before start of walk. Do not let children near cattle. Safety briefing.				
	Losing children	Count children at regular intervals. High staff:child ratio.				
	H&S	Stay to well defined paths. Pre-check route before walk to assess brambles etc. 1st aid kit and phone to be carried by teachers. Torches used for night walk. No running downhill.				

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<p><b>First Aid - School staff will be shown the location of the 1st Aid boxes and accept responsibility for the use of anything in them. There will be a locked cupboard/fridge space available for them to securely store any medicines they bring with them. This is an overview of the risks and hazards to inform your own RA and give an idea of when your first aider may be needed.</b></p>						
<b>FIRST AID</b>	<b>All guests</b>					
Mill Room - Wooden floors	Splinters	All children warned about risk of sliding in socks.	Check floor for pins, nails etc after weekend events.	JIP/JP	Ongoing	
Attic	Falling	Attic rooms in mill strictly out of bounds to all guests.				
Flints in Springs	Cuts	People should not walk in the springs with bare feet. Children may paddle with boots on, sit on the walkway and dangle their feet under supervision.				
Stream - Zoonotic diseases.	Wiel's Disease	Children will be paddling in the stream doing mini beast activities. They must always wear something on their feet and should wash their hands after pond activities.				
River Dipping	Hypothermia	Children will get wet. They should have dry clothes to change into after the activity.				
Bunk lights	Electric Shocks	Children warned not to dismantle the bunk lights. Lights have safety covers, which means they do not operate with the cover off.	Check all bunk bed lights.	Rob G	April '23	

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<b>FIRST AID</b> Continued... Walk up hill	Exposure to heat and cold Dehydration	Keep walk within ability of group. The walks will be of a sensible nature and keep to proper paths. Children to be dressed for the conditions, with windproof coats in case of rain/cold. All children carry their own water bottle.				
Ticks	Lyme disease	Precautions taken following recommended guidelines. Long trousers, long socks, long-sleeved tops. Teachers to be given information sheet to inform them of the risk of Lyme disease and the precautions needed to be taken. Check for ticks after walk, and parents to check for couple of days afterwards.				
Bonfire	Burning by bonfire and marshmallow	Demonstrate cooking and then count of 10 seconds before eating. Explain dangers, spiking eyes with sticks and burning mouths. Use long sticks, in small groups.				
Insects	Bites & Stings	Staff generally aware of presence of wasp/bees nests on site. Keep cool packs in freezer. Be aware of children with known allergies to bites.	Check for underground nests around springs.	JP/JIP	Ongoing	

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SAFE-GUARDING Mobile signal	All guests, esp. children	Visiting staff made aware in advance of the limited mobile phone signal on site. WiFi password given as part of signing-in. Location of emergency phone shown. It is made very clear if Springhead staff will not be on site at any point, particularly at night, and the 24 hour on-call number shared.				
Shared Site		Precautions are taken to ensure there are no strangers on the site during a school visit. However, there may be supervised volunteers working in the gardens, but they keep to areas not used by the school. Every adult on site should have a colour-coded badge/lanyard - Green = full DBS clearance, Yellow = staff/volunteer without DBS clearance, Red = visitor who should not be with the children.	Check that signage at all gates, entrances explicitly states that it is a 'Private' site and not open to the public.	JP/JIP	April '23	
Intruders		Teachers have dorm keys. Dorms are able to be simply locked from the inside at night. Windows fitted with safety gap limiters to allow ventilation but no access.				