

## **Health and Safety Precautions on School/Group Nature Reserve/Park Visits**

### **Before the visit:**

- Do a Risk Assessment (see overleaf for examples of Generic Risk Assessments and Local Review);
- Explain hazards and Code of Conduct to the participants and staff/helpers;
- Be aware of any medical conditions of the party members and how to deal with them;
- Ensure signed consent forms from parents have been returned.

### **To prevent infections:**

- No eating or hands in mouths after activities have taken place that involved touching soil, plants etc, unless hands have been washed;
- Cuts to be covered with plasters;
- When pond-dipping, provide waterproof gloves for those with unhealed cuts;
- Best to wear gloves if doing practical conservation work such as tree planting;
- No hands near eyes.

### **To protect against weather conditions:**

- Wear sensible shoes;
- Wear warm, waterproof clothing or sun hats and sun-cream as appropriate;
- Be prepared to postpone, shorten or adapt the visit if hazardous weather or ground conditions necessitate this.

### **To prevent injury:**

- Take care on muddy and/or slippery surfaces;
- Beware of steep slopes and do not get too near to the edge;
- Take care around water, and preferably have a throw-line or pole with you;
- Walk sensibly along roads;
- Have adequate supervision (Adult: Child Ratios: 1:3 for under 5s; 1:5 for 5-7s and 1:8 for 8-16 year olds).

### **When using tools:**

- Must have ‘tools talk’ to explain to children how to use and carry tools (e.g. carry at point of balance, do not lift above shoulder level etc.);
- Must also show the safe way to put tools on the ground (e.g. lie spades blade down so that if anyone treads on them they will not shoot up in the air and hit them!);
- Advisable to have higher supervision levels;
- Ensure children are spaced out enough so that they will not hit anyone whilst using the tools or other equipment such as sweep nets.

### **Poisonous plants etc.**

- Children must not eat anything they find whilst at the site, including e.g. blackberries;
- Hands must be washed after visits or before food is eaten;
- If a plant or fungus is known to be poisonous or prickly/stinging etc., advise not to touch it.

**Personal security:**

- Stay together in groups with at least one adult;
- Groups should stay within shouting distance of each-other (a whistle may be useful);
- Be wary of strangers;
- Do not approach or touch any dogs in case they are not as friendly as they look!

**In case of accidents/emergencies:**

- Take First Aid Kit and ensure there are First Aiders present;
- Have a mobile phone;
- Know exact location of group to explain to emergency services if necessary (post codes are good for Sat Nav);
- Have school/centre phone number (and children's emergency contact numbers) with you.

<b>ACTIVITY ASSESSED</b>		School Visit
<b>ACTIVITY LOCATION</b>		Sinfin Moor Park, Sinfin Moor Lane, Derby, DE24 9HW
<b>ASSESSMENT DATE</b>		Feb 2013
<b>ASSESSED BY</b>		Jean Lung, Friends of Sinfin Moor Park Local Nature Reserve
<b>APPROVED BY</b>		Rosalind Allen, Enviro-Learn
<b>personal protective equipment needed</b>		<ol style="list-style-type: none"> <li>1. Stout shoes and appropriate clothing advised.</li> <li>2. Anti-bacterial wipes/squirt</li> <li>3. Throw-line/pole;</li> <li>4. Protective gloves (if required for activity)</li> <li>5. First Aid Kit</li> </ol>
<b>provided by</b>		<ol style="list-style-type: none"> <li>1. Participants</li> <li>2. Friends/Enviro-Learn</li> <li>3. Friends/Enviro-Learn</li> <li>4. Friends/Enviro-Learn</li> <li>5. Friends/Enviro-Learn</li> </ol>
<b>level of First Aid provision needed</b>		1 First Aider
<b>First Aiders</b>		Rosalind Allen,
<b>nearest telephone</b>		Mobile Phone
<b>nearest 24 hour hospital and/or doctor</b>		Derby Royal Hospital, Uttoxeter Road, Derby (A&E): 01332 783134

HAZARD potential for harm	WHO'S AT RISK?	PRECAUTIONS to reduce the risk level	RISK LEVEL
Activity Planning	YSVP	Enviro-Learn working with the Friends of Group.	L/M
Incorrect use of equipment	YSV	Enviro-Learn to give instructions on how to use equipment prior to activity.	L
Glass/Litter	YSV	Pay particular attention to avoid touching e.g. broken glass. Visual check before activity commences -( if syringes are found, phone council's 24 hour Street Cleaning number on 0333 200 6981 <hot key number:2>.)	M
Catering	YSV	<b>a</b> Kitchen surfaces and tables to be cleaned before and after use <b>b</b> Care taken when using hot water <b>c</b> Group and volunteers to use handwashing facilities before taking refreshments	M
Safety in building	YSV	<b>a</b> Group and volunteers to be aware of emergency exits and procedures <b>b</b> Fire extinguisher available	L

p = public    s = staff    v = volunteers    i = ilm staff    y = young people    r = probation service

# Generic Risk Assessment (Copy of an example for guidance only)

SNR

This risk assessment relates only to the generic features of a common activity; it does not cover that specific to a location or group. A local amendment or review **must be** completed, making additions as necessary to take account of local circumstances and hazards. **Likely hazards have been put in bold;** Appropriate precautions are underlined.

<b>ACTIVITY ASSESSED</b>		School visits to Nature Reserves
<b>ACTIVITY LOCATION</b>		Sinfin Moor Park Local Nature Reserve
<b>ASSESSMENT DATE</b>		November 2012
<b>NEXT ASSESSMENT DUE BEFORE</b>		November 2015
<b>ASSESSED BY</b> Rosalind Allen		Enviro-Learn
<b>Name of School/Centre</b>		
<b>Signed and accepted by the Risk Assessor/Group Leader:</b>		

HAZARD Potential for harm	WHO'S AT RISK?	PRECAUTIONS to reduce the risk level	RISK LEVEL
1. <b>Strangers/ unfamiliar area</b>	YSV	<ul style="list-style-type: none"> <li>a Ensure safety talk has taken place at beginning of event and this should include code of conduct.</li> <li>b Have sufficient staff to monitor and manage the children 1:3 for children under 5 years, 1:5 for 5-7 year olds and 1:8 for 8-16 year olds</li> <li>c Ensure staff clearly identifiable.</li> <li>d Limit numbers if venue or activities dictate this.</li> <li>e Communicate carefully when working with children.</li> <li>f Set clear boundaries beyond which pupils must not go.</li> </ul>	M
2. <b>Unsupervised minors</b>	YSV	<ul style="list-style-type: none"> <li>a The school/group are responsible for the health and welfare of all children brought out on a visit. Throughout the visit Enviro-Learn (and partners) will seek to ensure appropriate health and safety conditions exist on the site.</li> <li>b School/centre to have contact names and numbers in case of emergency.</li> <li>c School/centre to have sign out/in/permission from parents/guardians.</li> <li>d Regular head counts to be made.</li> <li>e Adequate staffing according to ages of minors (1:3, 1:5, 1:8 as above).</li> <li>f School/centre to ensure appropriate medication available, accessible and labelled</li> </ul>	M
3. <b>Personal safety</b>	ysv	<ul style="list-style-type: none"> <li>a Carry a mobile phone.-School/Centre and Enviro-Learn</li> <li>b Inform colleagues of approximate timescales, location and contact number.</li> <li>c Do not work alone.</li> <li>d Ensure staff know emergency procedures.</li> </ul>	L-M
4. <b>Slips, trips and falls</b>	ysv	<ul style="list-style-type: none"> <li>a Advise participants to move around the site safely, be aware of hazards and avoid areas if necessary.</li> <li>b Suitable clothing and footwear should be worn.</li> <li>c A fully stocked first aid kit should be taken by the school/centre and Enviro-Learn/partner.</li> <li>d If working near deep (1m+) water, bring a throwline.</li> <li>e Warn participants of any steep slopes and position an adult at any hazardous points (e.g. drops) to remind pupils to take care.</li> </ul>	M
5. <b>Adverse weather</b>	ysv	<ul style="list-style-type: none"> <li>a Ensure participants are advised of appropriate clothing eg. wellies and coats or sunhats and suncream.</li> <li>b Review the likely effects of the adverse weather (check weather forecasts as appropriate) and be prepared to cancel the event if weather dictates this.</li> <li>c Bring water for pupils if exceptionally hot/long visit.</li> </ul>	L-M
6. <b>Special needs groups</b>	y	<ul style="list-style-type: none"> <li>a Ensure staff understand the needs and limitations of the group concerned</li> <li>b Ensure sufficient additional carers are involved with the walk</li> </ul>	L
7. <b>Biohazards</b>	ysv	<ul style="list-style-type: none"> <li>a Advise participants not to eat anything found on site and to avoid sucking thumbs, fingers etc. Also to wash hands thoroughly on return to school or before picnicking. (carry wet wipes/anti-bacterial wash for emergencies).</li> <li>b Beware of dog mess on all reserves - avoid where possible.</li> <li>c Mention Weils disease when working near water.</li> </ul>	M
8. <b>Hazardous litter</b>	ysv	<ul style="list-style-type: none"> <li>a Area visually inspected for e.g. broken glass.</li> <li>b Pupils warned not to touch any hazardous litter.</li> </ul>	M-L
9. <b>Animals</b>	ysv	<ul style="list-style-type: none"> <li>a Ensure group are made aware of where animals may be encountered, e.g. bridleways, wild swans at ponds, dogs with walkers, etc and to avoid contact with them unless given other instruction.</li> </ul>	M-L
10. <b>Water (pond, stream or canal on site)</b>	ysv	<ul style="list-style-type: none"> <li>a A throwline should be taken where the route goes near to deep (1m+) water.</li> <li>b Ensure pupils stay away from the waters edge.</li> </ul>	M

HAZARD Potential for harm	WHO'S AT RISK?	PRECAUTIONS to reduce the risk level	RISK LEVEL
<b>11. Traffic</b>	ysv	<p><b>a</b> Coach (if being used) to drop off and pick up on nearside to avoid crossing the road.</p> <p><b>b</b> Children to walk carefully along the pavements under supervision.</p> <p><b>c</b> Ensure good supervision when crossing roads and where possible use pedestrian crossings.</p> <p><b>d</b> Be aware of vehicles using areas e.g. lanes and car parks, where pedestrians are not segregated.</p>	M
<b>12. Accidents requiring emergency services</b>	psvy	<p><b>a</b> Inform appropriate local services.</p> <p><b>b</b> Ensure vehicle entry/exit route.</p> <p><b>c</b> Contingency plan.</p>	M

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# Generic Risk Assessment (Copy of an example for guidance only)

C

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<b>ACTIVITY ASSESSED</b>		Crafts
<b>ACTIVITY LOCATION</b>	Sinfin Moor Park Local Nature Reserve	
<b>ASSESSMENT DATE</b>	November 2012	
<b>NEXT ASSESSMENT DUE BEFORE</b>	November 2015	
<b>ASSESSED BY</b> Rosalind Allen	Enviro-Learn	
<b>Name of School/Centre</b>		
<b>Signed and accepted by the Risk Assessor/Group Leader:</b>		

## CRAFT ACTIVITIES

HAZARD Potential for harm	WHO'S AT RISK?	PRECAUTIONS to reduce the risk level	RISK LEVEL
1. Contact with plants and natural materials	ypvs	<ul style="list-style-type: none"> <li><b>a</b> Disposal must minimise pollution or other damage.</li> <li><b>b</b> Do not allow children to collect or work with poisonous plants.</li> <li><b>c</b> Do not eat while working with natural materials.</li> <li><b>d</b> Ensure adequate supervision of children and other groups while collecting leaves, foliage and other natural materials.</li> <li><b>e</b> Ensure any collection of natural materials does not cause environmental damage.</li> <li><b>f</b> Identify any poisonous plants on the site.</li> <li><b>g</b> Wash hands before eating, drinking or smoking.</li> </ul>	L
2. Cutting tools	ypvs	<ul style="list-style-type: none"> <li><b>a</b> Minimise number of tools out and in the work area.</li> <li><b>b</b> Supervise children throughout.</li> <li><b>c</b> Tools must be maintained in good condition and kept sharp.</li> <li><b>d</b> Tools not in use by someone at the time are to be stored safely away.</li> <li><b>e</b> Use knife on stable surface and replace guard promptly after use.</li> </ul>	M
3. Glue, paints and sprays	ypvs	<ul style="list-style-type: none"> <li><b>a</b> Use lead free, water-based paint.</li> <li><b>b</b> Use solvent free glue, following any safety guidelines on the container.</li> </ul>	L
4. Coppice crafts	ypvs	<ul style="list-style-type: none"> <li><b>a</b> Warn people about poking eyes with willow.</li> <li><b>b</b> Advise people on safe usage of secateurs.</li> <li><b>c</b> Maintain good level of supervision.</li> </ul>	M

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# Generic Risk Assessment (Copy of an example for guidance only)

PD

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<b>ACTIVITY ASSESSED</b>	Pond dipping- (Education)
<b>ACTIVITY LOCATION</b>	Sinfin Moor Park Local Nature Reserve
<b>ASSESSMENT DATE</b>	November 2012
<b>NEXT ASSESSMENT DUE BEFORE</b>	November 2015
<b>ASSESSED BY (staff name)</b>	Rosalind Allen
<b>Name of School/Centre</b> <b>Signed and accepted by the Risk Assessor/Group Leader:</b>	

HAZARD potential for harm	WHO'S AT RISK?	PRECAUTIONS to reduce the risk level	RISK LEVEL
1. Slips, trips and falls		<ul style="list-style-type: none"> <li>a Deliver safety instructions prior to and during visit</li> <li>b Do not rush, move carefully.</li> <li>c Store unused equipment at safe distance from water's edge</li> <li>d Tread carefully on gravel banks.</li> <li>e Use safe access points to water, avoiding steep banks (use a dipping platform where present)</li> <li>f Do not use long handled dip nets when handles are wet and slippery</li> <li>g Ensure a firm, stable stance</li> <li>h Dip at a safe working distance appropriate to equipment and task.</li> <li>i Carry a mobile phone for emergency use.</li> </ul>	M
2. Biohazards and harmful substances		<ul style="list-style-type: none"> <li>a Raise awareness of Weil's disease. Parents and pupils to be warned of its flu-like signs and symptoms and instructed to inform GP of the contact with water should symptoms develop.</li> <li>b Cover cuts/grazes on hands/lower arms with waterproof plasters/gloves.</li> <li>c Do not drink or wash hands in stream or pond water, use clean water and antibacterial wash/soap solution.</li> <li>d Wash hands before eating, drinking or smoking.</li> <li>e Do not work on any site where sewage is present.</li> <li>f If hazardous substances are found, a full COSHH assessment must be carried out e.g Blue-green algae.</li> <li>g If in doubt have water tested before working in it.</li> </ul>	L
3. Deep water		<ul style="list-style-type: none"> <li>a Do not sweep net more than one arm's length away from the bank. Do not lean out over water body.</li> <li>b Ensure non-swimmers have been identified.</li> <li>c Ensure always someone on the banks to act in the event of an emergency</li> <li>d Have throw ropes, poles and/or life belts readily to hand to avoid others having to enter the water.</li> <li>e Plan rescue systems in advance.</li> </ul>	M

<b>4. Use of equipment</b>		<b>g</b> Pupils to be instructed in the correct safe technique for using the equipment for pond dipping.	L
<b>5. Unsupervised minors</b>		<b>a</b> Contact names and numbers in case of emergency. <b>b</b> Sign out/in/permission from parents/guardians. <b>c</b> Adequate staffing according to ages of minors (children 1:3 for under 5s, 1:5 for 5-7 year olds and 1:8 for 8-16 year olds). <b>d</b> Restrict numbers attending. Pupils not at the waters edge will be supervised at a safe location away from the waters edge. <b>e</b> Ensure appropriate medication available, accessible and labelled – SCHOOL/CENTRE. <b>f</b> A qualified first aider will be in the group.	L
<b>6. Special Needs</b>		<b>c</b> Ensure staff understand the needs and limitations of the group concerned <b>d</b> Ensure sufficient additional carers are involved with the walk	L
<b>7. Adverse weather</b>		<b>a</b> Review the likely effects of the adverse weather on the activity e.g. increased slippery surfaces <b>b</b> Wear appropriate clothing e.g. waterproof, boots. <b>c</b> Be prepared to cancel event.	L