RISK ASSESSMENT Seed Dispersal (KS2)

	vity/Situation eral Park Use												of Asse ary 2010		it:			
		RISK				WITH O	CONTROL	LS IN PL/	RISK									
HAZARDS IDENTIFIED Grouped by Outcomes			ROM E	ONS A EXPOS IAZAR	SURE		RATING WITHOUT CONTROLS IN PLACE	w	ORST	A CASE C	оотсо	VE.	LIKE	RATING WITH CONTROLS IN PLACE				
								1	2	3	4	5	1	2	3	4	5	
NO.		Employee	Students	Visiting staff	Public	ALL	Worst Case Outcome X Likelihood / Probability	Inconvenience	Minor Injury	Injury / Illness	Major Injury	Fatality / Multiple	Unlikely	Rarely	Infrequently	Sometimes	Often	(A x B)
1	Slips, trips and falls – walking around site	x	x	x			4x2=8				x			x				8
2	Slips, trips and falls Around pond	x	x	x			5x1=5					x	x					5
3	Hazardous Materials – Litter/Glass/Sharp Objects/Needles and syringes/ Dog poo	x	x	x			5x1=5					x	x					5
4	Manual Handling Carrying equipment	x	x	x			4x2=8				x			x				8
5	Weather – Extreme cold					x	5x1=5					x	x					5
6	Weather – Extreme sun/ hot					x	5X1=5					x	x					5
7	Traffic – Car parks					x	5x1=5					x	x					5
8	Cyclists within park		x	x			5x1=5					x	x					5
9	Strangers		x				5x1=5					x	x					5
10	Getting Lost		x	х			4x1= 4				x		x					4
11	Gardeners machinery – tools on path or adjacent to path	x	x	x			3x1 = 3			x			х					3

No	Risk Rating		THESE CONTROL MEASURES ARE TO BE IN PLACE. LEADING TEACHER TO ENSURE ACCOMPANYING STAFF AND ADULTS ARE CLEARLY BRIEFED, BEFORE THE START OF THE ACTIVITY REGARDING THEIR SUPERVISORY ROLE + ACTION TO TAKE IF ANY PROBLEMS OCCUR														ls additional action req'd Yes / No		
1	8	Safety talk given previous t	o leavi	ng by t	eacher	. Stayi	ng in pa	airs along path. No	o running	g. Suital	ole footw	vear wori	1.						No
2	5	Tell staff and students of th	e locati	ion of a	ny por	nds in t	the park	. Keep students a	way fror	n the edg	ges of th	e ponds/							No
3	5	Whilst carrying out any act spiky or human made object											tudents 1	not to pic	k up thi	ngs tha	ıt look s	harp or	No
4	5	Pupils shown how to use and carry sweep nets, magnifiers (not to point to the sun and look through), specimen pots, journey sticks etc.																No	
5	5	Pupils to be told to bring appropriate clothing; waterproof and extra layers. Teacher needs to monitor weather conditions. Play warming games if necessary															No		
6	5	Pupils to be told to bring sun cream, sun hats and bottled water. Teacher needs to monitor weather conditions. Shade should be sort to work in where appropriate.														No			
7	S	Safety talks on walking to site and through car parks. Pupils to remain in pairs.														No			
8	5	Do not walk pupils on cycle paths. Tell pupils to be aware of others using park in safety talk.														No			
9	5	Pupils to be advised that the park is a public space. Told not to talk to strangers and to stay with partner/ group. Report any incidents to members of staff.														No			
10	4	Safety talk: group told to stay together. Pupils told to stay still if lost. Pupils and assistants to be told approx. length of activity. Mobile to be carried by lead teacher.														lead	No		
11	3	Insist that students do not t	ouch ar	ny tools	s/mach	inery t	hat the	y see.											No
Activity/Situation Date of Assessment: General class room use January 2010																			
												WITH C		_S IN PLA	CE				
HAZARDS IDENTIFIED FROM EXI Grouped by Outcomes HAZ						URE		RISK RATING WITHOUT CONTROLS IN PLACE	A B WORST CASE OUTCOME LIKELIHOOD /PROBABIL					ILITY	RISK RATING WITH CONTROLS IN PLACE				
									1	2	3	4	5	1	2	3	4	5	
NO.			Employee	Students	Visiting staff	Public	ALL	Worst Case Outcome X Likelihood / Probability	Inconvenience	Minor Injury	njury / Illness	Major Injury	Fatality / Multiple	Unlikely	Rarely	Infrequently	Sometimes	Often	(A x B)

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1	Fires		x	x	x			5x1=5					x	x					5
2	Slips, trips and falls n side the classroom. Wiring, Chairs, tables			x	x			4x2=8				x			x				8
3	Hazardous Materials – Workshop materials i.e. vinegar, bicarbonate of soda			x	x			2x2=4		x					x				4
4	Toilet use	Э.	x	x	x			1x1=1	x					х					1
No	Risk Rating	THESE CONTROL MEASURES ARE TO BE IN PLACE. LEADING TEACHER TO ENSURE ACCOMPANYING STAFF AND ADULTS ARE CLEARLY BRIEFED, BEFORE THE START OF THE ACTIVITY REGARDING THEIR SUPERVISORY ROLE + ACTION TO TAKE IF ANY PROBLEMS OCCUR													ls additional action req'd Yes / No				
1	5	Safety talk given at the start of the workshop. Fire exits and meeting points are explained the visiting staff and pupils													No				
2	8	Most of the time pupils will be sitting at their tables during the workshop. But sometimes when pupils are moving around the room i.e. for Demos, carrying out activities, during lunch. Ask students to not run in the class and be aware of tables and chairs that may be sticking out.													No				
3	4	Hazardous materials in the class room such as vinegar and bicarbonate of soda. Is kept inside the workshop boxes. And is only handled by me or the visiting staff. Children will not have direct access to these materials.													No				
10	1	The toilets are separated int visiting stuff are usually as						ning of each work	shop toil	et proce	dures are	e explain	. And ve	ry young	g childre	n (year	· 3 and u	inder),	No

This pro forma does not replace school policy risk assessments. This can be used for guidance only. Site must visited and assessed by teacher leading activity.

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Teachers/ group leaders before taking a group should:

- 1. Re-read school own 'off-site' policy
- 2. Carry a mobile that has reception at the site
- 3. Carry telephone numbers for the school office where pupil details are stored
- 4. Carry a basic first aid kit
- 5. Check the adult: pupil ratio is correct
- 6. Carry an up-to-date register

