

Area or activity assessed	Paddock risk assessment	Assessment date:	22/05/17
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Identify hazards

Consider the event and identify if any of the hazards listed below are significant (tick the boxes that apply)

1	Slips, trips and falls	√	6	Pond dipping	√	11	Insect stings	√	16	Falling/ fallen branches	√	20		
2	Minibus Boarding and disembarking	√	7	Reeds, roots, etc	√	12	Allergies/hayfever	√	17	Strangers	√	21		
3	Drowning in water	√	8	Weather conditions Rain, winds, snow, ice Sun	√	13	Wild life bites/nips from ducks, geese or swans	√	18	Minibus	√	22		
4	Diseases from touching duck, dog or geese faeces within the palace grounds.	√	9	Picking up natural materials	√	14	Funghi	√	19	Minibus - RTA	√	23		
5	[Contaminated] Pond water [Contaminated] mud	√	10	Injury / fall due to uneven ground	√	15	Rough ground near water edges	√	20	Getting lost		24		

Notes:

Name of Assessor(s)	Frances Rymer	Signed	No. of continuation sheets
Review date	22 nd May 2017		

Identify hazards	Who might be harmed?	Control measures	Likelihood rating (A)	Severity of injury (B)	Risk rating (A x B)	Further action
Slips, trips and falls	All Adults and child	Regular warnings and close supervision	5	2	10	
Minibus Boarding and disembarking	children	Close supervision by accompanying adult, adult stand by steps. Verbal warnings	2	2	4	
Drowning in water	Children	Adequate supervision of group by responsible adults.	1	5	5	

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[Contaminated] Pond water [Contaminated] mud	Children	Supervision Information to pupils – Verbal warnings Instruction to pupils – Verbal instructions and danger warning signs - Not to put hands in mouth Designating and fencing off prohibited areas Limiting access to pond side Create controlled areas Resuscitation training by staff Hygiene action – Cuts and grazes covered gloves. Hand washing.	2	3	6	
Pond dipping	All	Information to pupils – Make aware of risks - Appropriate footwear Instruction to pupils – demonstrate safe technique – No running – Stay in groups with teacher – Keep aware from edge except in specific areas Supervision – no unsupervised pupils – staff : pupil ratios TR 1:8, R 1:10, Yr1 1:10 & SEN 1:1 – strategic placement of staff [e.g. on bank edges]	2	3	6	

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		Limit approach to water edge (to 2ms) except at marks point				
Diseases from touching duck, dog or geese faeces within the palace grounds.	Children	Washroom facilities provided. Wash hands prior to eating. Adequate supervision of group by responsible adults.	2	2	4	
Reeds, roots, etc falling and tripping into water	All	Designating parts as "no-go" areas. Reeds cut back to avoid stepping on and falling in	2	3	6	
Weather conditions Rain, winds, snow, ice Sun Cold, slipping on ice/ snow, getting soaked, being blown over Heat stroke	All	Children appropriately dressed. Return to school if too cold or wet Children have Sunscreen and hats, regular water breaks	2	2	4	
Getting lost	Children	Adequate supervision of group by responsible adults. Children counted after each activity	2	2	4	
Rough ground near water edges Tripping, falling, Falling into water	All	Regular warnings and close supervision	2	3	6	
Funghi Children touching or eating it	children	Warn children that if they see any sort of Fungi that they must only look at this and not touch it or put it near their mouth. Children will be warned it could poison	2	3	6	

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		them.				
Picking up natural materials	Children	Close supervision by staff, strict guidelines and instructions to children. Ensure hand washing post after activities and before food is consumed. Children are told not to put their hands in their mouths at anytime	3	2	6	Wipes and antibac taken in all groups
Insect stings	All	First Aid kit and allergy kits carried in all groups	3	2	6	
Allergies/hayfever	All	First Aid kit and allergy kits carried in all groups	3	2	6	
Bites/nips from ducks, geese or swans	All	First Aid kit carried in all groups Close supervision and strict guidelines and instructions to children	2	2	4	
Falling/ fallen branches Striking, tripping	All	Trees need to be checked regularly by tree surgeon	2	3	6	
Strangers Assault, abduction, frightening children	Children		1	3	3	
Minibus Sickness	Children	To be seated towards front of coach – staff aware	1	1	1	
Minibus – RTA - injury	All	Seat belts to be worn, reputable coach company used, care taken on uneven ground	1	5	5	

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Likelihood

1.	Rare	Cannot believe that an event of this type will occur in the foreseeable future (1 to 3 years)
2.	Unlikely	Risk remains a possibility or yearly occurrence. No trend.
3.	Possible	Risk is monthly occurrence. Identified trend.
4.	Very likely	Risk is weekly or likely to occur but not persistent threat.
5.	Almost certain	Issues that are a current or persistent threat. Risk is daily or frequently / expected to occur when task is performed.

Severity

1.	Insignificant	Very minor injury (minor cuts/grazes). Very limited property damage/loss
2.	Minor	More serious injury <7 days off work/incapacity (sprains, serious cuts, bruising, injury needing medical attention. Slight property damage/loss.
3.	Moderate	RIDDOR reportable (to HSE) injury/sickness (except fatality). More than 7 days off work. Significant property damage/loss
4.	Major	RIDDOR reportable (to HSE) injury/sickness affecting more than one person (excluding fatality). Major property damage/loss.
5.	Catastrophic	Single or multiple staff fatality. Catastrophic property damage/loss

		Severity				
Likelihood of occurrence		Insignificant	Minor	Moderate	Major	Catastrophic
1.	Rare	1	2	3	4	5
2.	Unlikely	2	4	6	8	10
3.	Possible	3	6	9	12	15
4.	Very likely	4	8	12	16	20
5.	Almost certain	5	10	15	20	25

Risk rating	Risk acceptability	Management actions required
20 - 25	Unacceptable (significant)	Work should not be started or continued until the risk has been reduced.
12 - 16	Substantial (high)	Work should not be started or continued until the risk has been reduced to a level that is as low as reasonably practicable.
8 - 10	Manageable (medium)	Efforts should be made to reduce the risk rating to as low as reasonably practicable. However, the costs of prevention should be carefully measured and justified.

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Risk rating	Risk acceptability	Management actions required
3 – 6	Manageable (low)	Monitoring is required to ensure that current control measures are maintained. Consideration may be given to any further control measures that are cost effective or no additional cost burden. Record local actions, inform relevant manager.
1 – 2	Acceptable (trivial)	No additional controls are required, standard monitoring is required to ensure controls are maintained. Record assessment, inform relevant manager.

Children Specific Risk Information

To wear seat belts on the coach	
To remain with their class teachers and group leaders	
To remain in the area until instructed otherwise	
To follow the instructions given to them at the play area	