

Kent Wildlife Trust
Health and Safety at Work

Activity Risk Assessment: Visiting Groups

This form is a general Risk Assessment for all groups and visitors which may visit our site.

*Group Leaders have a responsibility to assess the risk for their own groups; this form is provided to help with this assessment and identifies precautions which are taken **by the Trust** which significant reduce the identified risks.*

Name of site: TYLAND BARN VISITORS CENTRE including Nature Park and training room: -

Date of assessment: 20 Jan 2014 Mary Blackwell / Steve Rebindaine

Date of Review: February 2015-MB/Review, updated December 2015 MB/SR, Feb 2018 MB, March 2019 LMB, Feb 2020 LMB, Sept 2020 LMB, Nov 2021 LMB

Date of latest review: May 2024 TW

To be used in conjunction with the Emergency Site Information form and the Whole Site Risk Assessment

Description of Hazard and Risk	Who is at risk and from what?	What action or precautions are needed?	Action Required	Further action required, by who and when to be completed?
1. Vehicles movement including coaches turning into car park where visitors and may be walking.	Public including children, staff and volunteers are at risk of injury if they are stuck by a moving vehicle.	<ul style="list-style-type: none"> Where practical, arriving school groups should unload in the car park to avoid road traffic. If this is not practical, sufficient numbers of teachers, staff or volunteers are available to marshal the children from the coach into the grounds. Coaches are encouraged to reverse into the car park or to block the entrance to reduce the risk of moving vehicles when unloading or loading children. Adult supervision if crossing roads to access coaches Accompanying adults are encouraged to be vigilant in public car park 'Slow' sign for entrance to public car park 	<p>All Trust staff requested not to park on main road enabling safer access for coaches.</p> <p>Schools contacted prior to visit by phone and Checklist</p>	
2. Trips, slips and falls	Public including children, staff and volunteers are at risk of tripping over hazards or slipping on wet surfaces including the Play Area	<ul style="list-style-type: none"> Encourage children to walk, not run when on site Maintain the paths and steps in a good state of repair 	<p>Daily check list completed by Education Team</p> <p>Visiting Adults to supervise the</p>	WTQ (walk together quietly) as part of ever group leaders introduction talk and to


	and small brick walls in the sensory garden near the VC.	<ul style="list-style-type: none"> • Small brick boundaries in the sensory garden to have a visual and physical marker to prevent tripping • Staff report potential hazards as part of the daily grounds inspection • Walkways and group work areas kept clear • Education equipment is kept with the group in clear sight and away from pathways • Careful supervision of the children in the Forest School area (balance beams, den building etc) 	children on the play areas and during visit	be reinforced throughout the session Education team
3. Condition of signs , benches, barriers, steps and tables.	Public including children, staff and volunteers are at risk of injury	<ul style="list-style-type: none"> • Check on a regular basis and repair or replace as necessary 	Rolling programme of replacement, maintenance and repair Facilities manager	Continued maintenance by Education Team & Nature Parks and Gardens Development Officer
4. Electrical equipment and wiring	Public including children, staff and volunteers are at risk of could get electrical shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires	<ul style="list-style-type: none"> • Defective equipment taken out of use safely • Staff not to bring in their own appliances • Fixed electrical installations inspected and tested on schedule • High risk portable equipment tested on schedule • Regular PAT and Electrical Installation tests as per KWT guidance 	Resources for Education Officers Pat testing completed 16th August 2022 – annual review	Support Services Ensure PAT and fixed electrical inspections are carried out on schedule
5. Fire in classroom and evacuation of site if fire in other buildings.	Staff and visitors are at risk of smoke inhalation and burns if trapped in a burning building	<ul style="list-style-type: none"> • Appropriate extinguishers in place – checked annually by KCC • All visiting staff and groups are made aware of procedures during introduction • Fire assembly point(s) clearly identified as part of introduction talk 	Testing of Fire Alarm by Fire Safety Officer weekly Fire extinguisher inspections completed regularly	Facilities Manager to monitor qualifications and request training as needed.
6. Condition and storage of classroom furniture-falling tables and chairs stacked too high. Unexpected item storage	Public including children, staff and volunteers are at risk of injury by falling furniture or poorly stored equipment	<ul style="list-style-type: none"> • Storage - keep access to doorways and fire exits clear • Indoor tables and chairs to be stored in the storage room – secured with cord • Outdoor tables to be stacked and stored in teaching shelter – tables secured with cord – chairs and benches stacked no taller than 6 and face the wall, so as children cannot climb. • Checked as part of daily H&S check by Education staff 	Daily check list completed by Education Team	Ensure tables and chairs are secured with cord where available Education team

		<ul style="list-style-type: none"> Breakdown procedure to be followed for end of day to ensure the room is ready for use by others Ad hoc stored items to be removed unless agreed by Team Leader 		
7. Accidents or illness requiring first aid treatment.	Public including children, staff and volunteers	<ul style="list-style-type: none"> Education officer, education manager and lead tutor at least basic first aid qualification. Schools to nominate a dedicated first aid person for their visit. Trust trained first aid staff available during centre opening hours to carry out first aid or call an ambulance if required. First aid kits available in all sections including the classroom Accident and/or near miss form to be filled out online via H&S area of teams – tutors to complete paper forms found within Yellow folder at time of incident Emergency site information form available to direct emergency services to the centre 	Accident or near miss forms to be completed	Education Officer to monitor qualifications and request training as needed.
8. Poisonous/stinging plants and bites and stings	Public including children, staff and volunteers are at risk of ingestion or stings	<ul style="list-style-type: none"> Teaching Staff able to identify them – training where necessary Make adults aware when and where necessary 		Awareness training as part of staff and volunteer induction.
9. Allergens and allergic reactions	Public, including children, staff and volunteers are at risk of allergic reactions and anaphylaxis	<ul style="list-style-type: none"> Teachers to inform us via booking form of any attendees' allergies and bring with them relevant medication (including epipen where relevant) Education tutors to talk with teacher to make them aware of the children with allergies Tutors to advise on potential allergens on site (such as tree nuts) No nuts to be used in bird feeders in areas accessible to children and all bird food to be stored in areas not used for school visits. 		Awareness training as part of staff and volunteer induction.
10. Presence of snakes	Public including children, staff and volunteers are at risk of disturbance leading to bite.	<ul style="list-style-type: none"> Habitats searched at start of daily check list Signs are up in the grounds Group leaders informed if snakes have been seen. Be aware of nervousness of some children. Appropriate level of instruction for groups 	Daily check list completed by Education Teams	Awareness training as part of staff and volunteer induction.

		<ul style="list-style-type: none"> • Encourage appropriate supervision by accompanying school staff 		
11. Pond	Public including children, staff and volunteers are at risk of falling in or being contaminated by 'dirty water' – Weil's disease	<ul style="list-style-type: none"> • Pond area in general inspected prior to the visiting group includes dipping platforms. • Safety poles are noted as being in position beside the pond in daily check. • Appropriate Trust instruction for the group • Use of dipping equipment by appropriate sized children • Encourage appropriate supervision by visiting adults • Ensure hands are washed after working with pond water – especially before eating and drinking (or smoking) 	Daily check list completed by Education Teams Specific RA available	Awareness training as part of staff and volunteer induction.
12. Pond Platform	Public including children, staff and volunteers are at risk of falling through the wooden decking thus being contaminated by 'dirty water' – Weil's disease	<ul style="list-style-type: none"> • Platform inspected prior to the visiting groups to ensure they are secure and stable • Regular inspection of all wooden decking at regular intervals to ensure levels of rot not significant • Safety talk reinforced regarding running on decking as can be slippery when wet 	Daily Check list and regular testing.	Education team
13. Mini beast hunting	Public including children, staff and volunteers are at risk of injury from tree branches, logs or nets	<ul style="list-style-type: none"> • Appropriate Trust instruction for adults and children in use of equipment (sweep-nets, lifting logs and compost) • Sweep nets, group working to maintain safety of all • Safety instructions given by group leader regarding lifting logs/stones – especially to younger children • Tree shaking to be done by adults only • Encourage appropriate supervision by visiting adults • Ensure hands are washed after working with pond water – especially before eating and drinking (or smoking) 	Daily check list completed by Education Teams Specific RA available	

14. Plant Grow Sow area	Public including children, staff and volunteers are at risk of injury through misuse of equipment and/or unsafe conditions	<ul style="list-style-type: none"> • Gates to remain closed when not being used, so as children cannot access without adult supervision. • Safety talk to be given regarding use of tools such as trowels etc • safety talk to also include rules on picking and licking within the veg garden. • Visitors to be advised this area is out of bounds when school groups are using it. 	Daily check list completed by Education Teams	
15. Dog/Cat faeces	Public including children, staff and volunteers are at risk of diseases (toxoplasmosis)	<ul style="list-style-type: none"> • Signs to indicate no dogs except guide dogs allowed in grounds. • Trust staff to be vigilante around picnic area around Barn entrance. • Regular inspection of the ground as part of daily check. • Any obvious deposits are bagged and removed 	Daily check list completed by Education Teams	
16. Nature trail footbridge over A229 and loss of balance.	Public including children, staff and volunteers are at risk of loss of balance, or distracting passing drivers and	<ul style="list-style-type: none"> • Be aware of nervousness of some. • Appropriate level of instruction/supervision. • Good group organisation utilising school adults. • Check the bridge and pathway for overhanging vegetation • Discourage waving at passing traffic • Employ safe road crossing practice 	Daily check list completed by Education Teams on appropriate days	
17. Safety whilst maintenance team and Garden team is working	Public including children, staff and volunteers are at risk of injury or slip and trip	<ul style="list-style-type: none"> • Have sign available to block path or mark area where the work is taking place. • Tools and logs stored in fenced and locked area • Gates to non-public areas closed and locked at all times • Ensure the Garden team do not operate machinery in areas where the children are. 	Maintenance team to work to Garden Team Risk Assessment	
18. Adverse weather <ul style="list-style-type: none"> •Heat or cold effects •High winds - 	Public including children, staff and volunteers are at risk of hyper or hypothermia and sunburn or dehydration Falling branches and trees which could cause injury	<ul style="list-style-type: none"> • Visiting Groups are encouraged to bring the right clothing and footwear • Make use of natural shade area in hot sun • Take water with you • Sun cream applied and hats worn • Consideration should be given to cancelling trip if forecast is severe – see severe weather policy • Use training room in extreme wind/rain 	See severe weather policy.	

<p>19. Other adults on site</p>	<p>Children are at risk of harm from other adults on site.</p>	<ul style="list-style-type: none"> • All Kent Wildlife Trust staff present to be easily identifiable by wearing branded uniform and/or wearing name badges on lanyards. • All volunteers present on site easily identifiable by wearing KWT hi-vis vests. • Tutors to be vigilant to members of the public interacting with school groups and know they have the authority to challenge (in an appropriate manner) any member of the public who tries to talk to children or join in with activities. • Tutors to be vigilant to any behaviour from members of the public which might pose a risk to visiting groups and take appropriate action when necessary, including moving participants away from the member of public to a different area of the site, seeking support from education manager and/or education officer, or in extreme cases phoning 999 immediately. 	<p>All staff and volunteers to wear appropriate branded clothing/name tags at all times so they are easily identifiable.</p> <p>Tutors to be vigilant at all times of other adults on site and to confront if unsure.</p> <p>Tutors to seek support of Edu Officer or Edu Manager if needed.</p>	<p>All staff/vols</p>
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<p>Post/s responsible for this Assessment: Head of Wilder Education & Lifelong Learning</p> 	<p>Date Assessed: - December 2013 Date Reviewed:- 14 January 2014 Date Reviewed February 2015 Date reviewed:- December 2015 Date reviewed February 2017 – February 2018 Date reviewed March 2019 – LMB, no changes Date reviewed February 2020 Date reviewed September 2020 – LMB, changes due to COVID-19 Date reviewed November 2021 – LMB, removed play area and altered wording to inc. Edu Officer Date reviewed May 2023 – TW changes made to wording to reflect current usage of site Date reviewed May 2024 – TW changes made to reflect greater use of the site by the public due to addition of the café at Tyland Barn.</p>
<p>Frequency of review: Annually</p>	<p>Next due for review in: May 2025</p>