



Conkers General Site for Educational Visits Risk Assessment

The following risk assessment is devised to control safety measures implemented on site. It is the responsibility of school staff to ensure that all our safety measures are met and introductory instructions are followed for safety reasons.

School staff are also responsible for supervision of children at break times and when working in small groups. You must have a list of children in your care and arrange meeting points should anyone lose their way. A site plan will be issued to you.

The risks below will be marked as Low, Medium and High risk areas

Hazard and Location	Risk	Controls	Implementation / Monitored by
<p>Toilet Areas</p> <p>Trapping of fingers, slipping or scalding</p>	L	<p>All children must be supervised when accessing the toilet facilities.</p> <p>Signage for hot running water.</p> <p>Regular checks carried out by Conkers staff.</p> <p>Report any issues to the Reception staff.</p>	<p>School staff / Group Leaders to supervise their children at all times.</p>
<p>Exhibit Hall / Enchanted Forest / Treetop Walk (Discovery)</p> <p>Slip, trip or fall</p>	M	<p>Please report any issues to the Reception staff in respect of broken or damaged equipment or spillages.</p> <p>The Enchanted Forest is not recommended for children under 4years of age.</p> <p>School staff / Group Leaders to ensure that the children do not run around in this area and respect the property of Conkers and other visitors.</p>	<p>School staff / Group Leaders Conkers staff</p>
<p>4D Cinema</p>	L	<p>3D and 4D effects can cause distress to some children – Bookings for EYFS / Year 1 will be subject to a pre-visit.</p> <p>Not suitable for epilepsy or migraines sufferers.</p> <p>Not suitable for children sensitive to loud noises and flashing images – provide their own defenders if necessary.</p>	<p>School staff / Group Leaders Conkers staff</p>

		<p>No food or drinks are allowed in the cinema.</p> <p>All groups MUST be supervised at all times throughout the show.</p>	
<p>Activity Trail (Discovery) Slip, Trip & Falling from height, rope burn and splinters</p>	M	<p>Suitable for 5years plus – supervision by a responsible adult required</p> <p>Nets to prevent falling.</p> <p>Anti-slip applied to individual obstacles where required.</p> <p>Collective safety system - Woodchip base ground layer where appropriate</p> <p>Any climb nets where appropriate.</p> <p>Sheathing applied to ropes and cables where necessary.</p>	<p>School staff / Group Leaders Conkers staff</p>
<p>Viewing Tower (Discovery) Slip, Trip & Falling from height</p>	M	<p>Anti-slip surface on steps and balcony barrier.</p> <p>Children should be asked to walk and not run on the stairwells.</p> <p>Children should not climb on the railings.</p>	<p>School staff / Group Leaders Conkers staff</p>
<p>Education Rooms (Waterside) cuts</p>	L	<p>All craft materials used as part of the Education Programmes are selected to suit the age and ability of the group.</p> <p>Where woodland materials have been gathered as part of an education programme children must be discouraged from putting any objects near their mouths / faces.</p> <p>Children should wash their hands following craft activities.</p>	<p>School staff / Group Leaders Conkers staff</p>

<p>Car parks</p> <p>Collision with Vehicles</p>	<p>L</p>	<p>Coach park separate from main car park at Discovery. Children should always stay in their groups and use the pathways and pavements when transferring to and from the coach park.</p> <p>At the Waterside site - Children should be dropped off by the coach outside of the Main Entrance. Coaches should park appropriately across the outer car parking bays. Care should be taken when transferring from the main building back to the coach and children should be closely supervised during this time.</p>	<p>Children must be supervised by group leaders at all times.</p>
<p>Walkable Access between Discovery and Waterside</p> <p>Trip, fall, slip, uneven surfaces</p> <p>Collision with vehicles</p> <p>Dogs (loose and on leads)</p> <p>Walkers / Runners / Cyclists</p>	<p>L</p>	<p>Groups are encouraged to use the pathway that runs between the two main entrances during busy periods at the train station or as a result of a train breakdown.</p> <p>School staff / Group Leaders must ensure that the children are supervised at all times.</p> <p>Children should be encouraged to walk in pairs to allow ample room for members of the public who may be accessing the pathways.</p> <p>Be mindful that you will be sharing the pathway with runners, cyclists and dog walkers (loose dogs).</p> <p>Children should be discouraged from talking to members of the public and from petting dogs.</p> <p>Extra care should be taken when crossing the car park at Waterside to access the main entrance.</p>	<p>Children must be supervised by group leaders at all times.</p>
<p>Vehicles on site</p> <p>Collision with Vehicles</p>	<p>L</p>	<p>School staff / Group Leaders to supervise their children at all times.</p> <p>All Terrain Vehicle fitted with warning light.</p> <p>Use of vehicles on site restricted to low speeds and used only when necessary for grounds maintenance.</p>	<p>School staff / Group Leaders</p>

		All staff in charge of the ATV hold a full driving licence.	
Lifts at Discovery and Waterside Trapped limbs & Damage to personal property	L	For use by wheelchair users only weight restrictions at 18 Stone	Signage to entrance doors at lift entrance
Maybury Twisty Towers (Discovery) Slip, trip, falling from heights & broken limbs	M	Daily checks carried out by the Rangers. Children must be supervised at all times while using this area / equipment. Please report any damage to the play equipment to a member of staff.	School staff / Group Leaders
Adventure Playground (Waterside) Slip, trip, falling from heights & broken limbs	M	Daily checks carried out by the Rangers. The play area is accessed across the train tracks. When the lights flash and the siren sounds DO NOT CROSS. Children should be supervised at all times. Children must be supervised at all times while using this area / equipment. Children should be encouraged to play safely and respect other play area users. Please report any damage to the play equipment to a member of staff. Education bookings - maximum bookings 120 children at any given time throughout the day. Where possible children of similar ages are allocated the same playtime period.	School staff / Group Leaders
Amphitheatre – (Waterside) Slip, trip falling from height, splinters,	M	NO RUNNING in this area. Children should use the central stairwell to access the seated tiers areas	School staff / Group Leaders

bumping into the structural masts.		<p>either side.</p> <p>Once seated the children should remain seated until they are ready to leave.</p> <p>CHILDREN MUST NOT ACCESS THE STAGE AREA.</p> <p>Please keep this area free from rubbish using the litter bins provided</p>	
<p>Tree Top Walk (Waterside)</p> <p>Slip, trip, falling</p>	M	<p>Daily checks carried out by the Rangers</p> <p>Anti-slip surface on walkway.</p> <p>NO RUNNING on the walkway.</p> <p>Children should be supervised at all times while accessing the walk and be discouraged from not climb on the railings.</p>	School staff / Group Leaders
<p>Story Tellers Hut (Discovery)</p> <p>Slip on wooden decking, fall from height</p>	M	<p>Children should not climb on the seated areas and must walk when accessing and leaving the hut via the wooden steps.</p>	School staff / Group Leaders
<p>Pavilion (Discovery)</p> <p>Slip on wooden decking</p>	M	<p>Children should not run either inside or on the wooden ramp / raised platform areas accessing the pavilion.</p> <p>Children should take care if the floors become wet as a result of their activity / programme.</p> <p>Excessive spillages to be cleaned immediately.</p>	School staff / Group Leaders
<p>Train Platforms / Train Journey</p> <p>Trip / Slip / falling / Trapping of Limbs</p>	M	<p>Anti-slip surface on platforms – can become slippery in wet weather.</p> <p>Children should walk not run on the platforms.</p>	School staff / Group Leaders

		<p>Children should keep their arms, legs and feet inside the train carriage throughout their journey.</p> <p>Children must not stand while the train is in motion and should remain seated until the train comes to a complete stop.</p> <p>Maximum number per row – 4 children</p> <p>All groups using the train must be supervised by an adult at all times.</p> <p>Children / students not behaving on the train will be removed.</p> <p>Children to mind the gap between the platform and train when accessing the train carriages.</p>	
<p>Barefoot walk (Discovery)</p> <p>Slip and fall, Trip, stubbed toes, cuts and grazes, splinters</p>	H	<p>Daily checks carried out by the Rangers</p> <p>Not recommended for children under 4years of age.</p> <p>NO RUNNING in this area.</p> <p>Children with any cuts or grazes on the feet or lower limbs are advised to cover the affected areas with waterproof plasters.</p>	<p>School staff / Group Leaders</p> <p>While foot washing facilities are provided, it is advisable for Schools / Groups to provide cleaning wipes / towels / 'blue roll' to clean and dry the children's feet.</p>
<p>The Rabbit Warrens (Discovery)</p> <p>Slip, trip and fall risk.</p> <p>Head injury and disorientation</p> <p>Distress caused due to a fear of the dark or confined spaces</p>	H	<p>Children MUST be supervised at all times while accessing the warrens.</p> <p>NO running throughout the tunnels due to slip, trip, risk of falling.</p> <p>Children should be made aware that the tunnel sizes differ in respect of height and width. Care should be taken with regards to headroom restrictions.</p> <p>Scramble tunnels are such and children should take care of slippery surfaces during wet weather conditions.</p> <p>Children afraid of the dark and / or small spaces may not cope well with this</p>	<p>School staff / Group Leaders</p>

		<p>activity.</p> <p>Care MUST be taken when accessing the central stairwell. Children should be encouraged to use the handrail and ascend and descend carefully.</p> <p>NO food or drinks should be taken into the Warrens</p> <p>The nearest first aid point is the Ropes Course.</p>	
Child protection / staff protection	M	<p>All groups must adhere to their own child protection policies.</p> <p>Conkers is a public site and therefore children should be appropriately advised about 'stranger danger' in words appropriate to their age, understanding ahead of their visit.</p> <p>DBS checks carried out for all staff working directly with children.</p> <p>Children should be supervised when accessing the toilet facilities.</p>	School staff / Group Leaders
Accident and Illness	M	<p>Make your own emergency contact numbers available to ALL HELPERS, and make sure the phones are turned on.</p> <p>Staff should know where they are on the site map at all times. All groups must follow their first aid policy.</p> <p>School staff/group leaders to ensure that any medication, eg inhalers needed by themselves or pupils, is carried with them and not left at school or in the Visitor Centre!</p> <p>Site staff will contact ambulance if required and direct to the correct location.</p> <p>All Rangers / Reception staff / Managers carry radios.</p>	School staff / Group Leaders

<p>Getting Lost</p>	<p>M</p>	<p>A safety talk is provided upon arrival - children are asked to stay with their group leaders and to stay on the paths / trails at all times.</p> <p>Maps are provided to all Group Leaders and maps are displayed around the site.</p> <p>Group leaders are responsible for keeping their groups together, knowing the number of children in their group and their names.</p> <p>Many schools provide their children with High Visibility Vests and School Name labels.</p> <p>They should have a list of children with them.</p>	<p>School staff / Group Leaders</p> <p>Please report a lost child immediately to any member of Conkers staff – an all staff alert will be made by radio across the site.</p>
<p>Littering</p> <p>- including broken glass / waste such as soiled nappies</p>	<p>L</p>	<p>A safety talk is provided upon arrival - children are asked to make sure that they put all rubbish in the bins provided to avoid damage to the environment and our wildlife.</p> <p>Rangers regularly monitor the site / bins.</p>	<p>School staff / Group Leaders Conkers staff</p> <p>Report any litter hazards to our staff for removal</p>
<p>Pond Dipping Platforms - Willow Swamp (Discovery)</p> <p>Slipping and drowning</p> <p>Ingestion of contaminated water</p>	<p>M</p>	<p>A safety talk is provided at the start of all pond dipping activities / programmes. Full Instruction and demonstration provided in respect of safe pond dipping practices.</p> <p>NO RUNNING in this area.</p> <p>No more than 6 children per platform.</p> <p>Not recommended for children under 6years of age.</p> <p>Children are discouraged from putting their hands near their faces or in their mouths throughout this activity.</p> <p>Children should wash their hands after this activity especially before eating.</p>	<p>School staff / Group Leaders Conkers staff</p>

		Children passing through the Willow Swamp area should not access or play on the pond dipping platforms.	
<p>Bushcraft Area (Discovery)</p> <p>Tripping in woodlands – exposed tree roots /fallen branches / trip hazards</p> <p>Ingestion of woodland materials, berries and seeds</p> <p>Nettle stings and Insect bites</p> <p>Low hanging / Falling branches</p> <p>Burns, abrasions, smoke inhalation</p> <p>Wide spread fire</p>	M	<p>A safety talk is provided at the start of all bushcraft sessions / programmes. Full Instruction and demonstration is provided in respect of shelter building, safe fire lighting practices and toasting of marshmallows.</p> <p>NO RUNNING in this area.</p> <p>DO NOT eat any berries or seeds.</p> <p>AVOID areas of excess nettles / brambles</p> <p>Not recommended for children under 8years of age</p> <p>Long hair to be tied back out of the way.</p> <p>Children to stand away from / back from smoking fires.</p> <p>Children should adhere to the safe practices as instructed by the Ranger.</p> <p>Children should wash their hands after this activity especially before eating.</p> <p>The fire lighting element of this activity may be cancelled as a result of prolonged hot / dry weather.</p>	<p>School staff / Group Leaders Conkers staff</p> <p>Provide Conkers staff with details of any dietary requirements / allergies (biscuits/Marshmallows).</p> <p>Providing hand wipes could be very useful.</p>
<p>Shelter Building Area (Waterside)</p> <p>Tripping in woodlands – exposed tree roots / fallen branches / trip hazards</p> <p>Unstable construction of shelters may lead to collapse of materials</p>	M	<p>A safety talk is provided at the start of all shelter building sessions / programmes. Full Instruction is provided in respect of how to build a shelter building by using safe practices.</p> <p>Not recommended for children under 7years of age (KS2 /KS3 activity).</p> <p>NO RUNNING in this area.</p>	<p>School staff / Group Leaders Conkers staff</p>

<p>Low hanging / unstable branches</p> <p>Ingestion of woodland materials, berries and seeds</p> <p>Nettle stings, brambles, thorns and insect bites</p> <p>Failure to manoeuvre woodland materials safely</p> <p>Moving / dropping heavy objects such as logs / branches</p>		<p>DO NOT eat any berries or seeds.</p> <p>AVOID areas of excess nettles / brambles</p> <p>Children should adhere to the safe practices as instructed by the Ranger.</p> <p>Children should wash their hands after this activity especially before eating.</p>	
<p>Open Water</p> <p>- risk of falling in / drowning</p>	L	<p>There are several areas of open water both at Waterside and Discovery. Warn children to stay away from the edge of the lakes and ponds.</p> <p>Warning Signs allocated around the lake and pond areas.</p> <p>Life buoys situated around lakes and near to areas of water.</p>	School staff / Group Leaders
<p>Insect bites, bee stings etc</p>	L	<p>Avoid high risk areas e.g. by wasps nests, warn children not to aggravate insects.</p> <p>School staff should have information on children with any known allergies.</p>	School staff / Group Leaders
<p>Brambles / Nettles / Branches</p> <p>Overhanging Nature trails - Risk of scratches /stings.</p>	M	<p>Overgrown areas are regularly checked and maintained.</p> <p>Do not allow children to explore areas overgrown with brambles & nettles. Warn children of overhanging branches.</p>	School staff / Group Leaders
<p>Respect for the environment.</p>	L	<p>Children to be encouraged to want to respect other life forms rather than be</p>	School staff / Group Leaders

Risk of causing damage to plants or animals		reprimanded.	
Woodland Areas Exposed tree roots /fallen branches / trip hazards	M	NO RUNNING in woodland areas. A safety talk is provided at the start of each woodland activity/programme.	School staff / Group Leaders
Boardwalk – Wobbly Bridges (Waterside) Slip, trip, falling and drowning	L	Daily checks carried out by the Rangers No Running. Children to be encouraged to cross the boardwalk with due care and attention. Children should walk in single file across the wobbly bridges.	Supervise at all times.
Ingestion of woodland materials berries and seeds	L	A safety talk is provided at the start of each woodland activity/programme. Dangerous plants / berries and fungi identified by Rangers – Do not touch or consume.	Supervise at all times. Conkers staff
Nature Trails Slip, trip & falling objects	M	Some walks are closed in adverse conditions, Routine inspections are performed	School staff / Group Leaders Conkers staff

Date: 08/09/2019

Complier: Peter McLachlan

Health and Safety Officer

A handwritten signature in black ink, appearing to read "P. McLaughlin". The signature is written in a cursive style with a large, looped initial "P".

Assisting: Chris Sturdy Regional Manager

A handwritten signature in black ink, appearing to read "Chris Sturdy". The signature is written in a cursive style with a large, looped initial "C".

Date to be revised 07/09/2019 or when conditions, working environment and/or procedures change.

Requirements: Children under the age of 16 must be supervised by group leaders at all times.