

# Planning Solutions Risk Assessment – General Site – Education Visits



<b>Site:</b> CONKERS	<b>Location of Risk/Activity:</b> Conkers Discovery & Waterside Centres
<b>Risk Activity/Hazard:</b> General Site	<b>People at Risk:</b> Education Visitors/Children, Students, Teachers & Staff
<b>Activity Process – Visiting site and taking part in educational activities</b>	<b>Frequency of exposure to Risk (Daily/Weekly/Monthly/Annually):</b> Daily
<b>Assessment carried out by:</b> Nicky Carlton	<b>Job Title:</b> General Manager
<b>Risk Key (How likely is it that the Hazard will cause injury):</b>  L = Low Risk M = Medium Risk H = High Risk	<b>Other -</b> 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.

Hazards & Location related to Activity	Control Measures currently used	Risk Level	Is the residual risk acceptable? Yes/No	Monitored By/Further Actions Required
<b>Toilet Areas</b>  <b>Trapping of fingers, slipping or scalding</b>	<ol style="list-style-type: none"> <li>All children must be supervised when accessing the toilet facilities</li> <li>Signage for hot running water.</li> <li>Regular checks carried out by Conkers staff.</li> <li>Report any issues immediately to the Reception staff.</li> <li>Wet floor signs displayed when required</li> </ol>	L	Yes	School staff / Group Leaders to supervise their children at all times.
<b>Exhibit Hall / Enchanted Forest / Treetop Walk (Discovery)</b>	<ol style="list-style-type: none"> <li>Please report any issues to the Reception staff in respect of broken or damaged equipment or spillages.</li> <li>The Enchanted Forest is not recommended</li> </ol>	M	Yes	School staff / Group Leaders Conkers staff

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<b>Slip, trip or fall</b>	for children under 4years of age. 3. School staff / Group Leaders to supervise the children and ensure that they do not run around in this area and respect the property of Conkers and other visitors			
<b>4D Cinema</b> <b>Fear of the dark</b> <b>Loud Noises</b> <b>Vibration</b> <b>Epilepsy or Migraines</b>	<ol style="list-style-type: none"> <li>1. 3D and 4D effects can cause distress to some children – Bookings for EYFS / Year 1 will be subject to a pre-visit.</li> <li>2. Not suitable for epilepsy or migraines sufferers.</li> <li>3. Not suitable for children who are sensitive to loud noises and flashing images – provide their own defenders if necessary. School staff / Group Leaders Conkers staff</li> <li>4. No food or drinks are allowed in the cinema.</li> <li>5. All groups MUST be supervised at all times throughout the show.</li> </ol>	L	Yes	School staff / Group Leaders Conkers staff
<b>Activity Trail (Discovery)</b> <b>Slip, Trip &amp; Falling from height, rope burn and splinters</b>	<ol style="list-style-type: none"> <li>1. Suitable for 5years plus – supervision by a responsible adult required at all times</li> <li>2. Safety Nets to prevent falling.</li> <li>3. Anti-slip applied to individual obstacles where required.</li> <li>4. Collective safety system - Woodchip base ground layer where appropriate.</li> <li>5. Any climb nets where appropriate.</li> <li>6. Sheathing applied to ropes and cables where necessary.</li> </ol>	M	Yes	School staff / Group Leaders Conkers staff
<b>Education Rooms (Waterside)</b>	1. All craft materials used as part of the Education Programmes are selected to suit the age and ability of the group.	L	Yes	School staff / Group Leaders Conkers staff

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<b>Cuts</b>	<ol style="list-style-type: none"> <li>2. Where woodland materials have been gathered as part of an education programme children must be discouraged from putting any objects near their mouths / faces.</li> <li>3. Children should wash their hands following craft activities.</li> </ol>			
<b>Car parks</b>  <b>Collision with Vehicles</b>	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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.</li> </ol>	L	Yes	Children must be supervised by group leaders at all times.
<b>Walkable Access between Discovery and Waterside</b>  <b>Trip, fall, slip, uneven surfaces</b>  <b>Collision with vehicles</b>  <b>Dogs (loose and on leads)</b>	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. School staff / Group Leaders must ensure that the children are supervised at all times.</li> <li>3. Children should be encouraged to walk in pairs to allow ample room for members of the public who may be accessing the pathways.</li> </ol>	L	Yes	Children must be supervised by group leaders at all times.

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<b>Walkers / Runners / Cyclist</b>	<ol style="list-style-type: none"> <li>4. Be mindful that you will be sharing the pathway with runners, cyclists and dog walkers (loose dogs).</li> <li>5. Children should be discouraged from talking to members of the public and from petting dogs.</li> <li>6. Extra care should be taken when crossing the car park at Waterside to access the main entrance. and pavements when transferring to and from the coach park.</li> </ol>			
<b>Vehicles on site</b> <b>Collision with Vehicles</b>	<ol style="list-style-type: none"> <li>1. School staff / Group Leaders to supervise their children at all times.</li> <li>2. All-Terrain Vehicle fitted with warning light.</li> <li>3. Use of vehicles on site restricted to low speeds and used only when necessary for grounds maintenance.</li> <li>4. All staff in charge of the ATV hold a full driving licence.</li> </ol>	L	Yes	School staff / Group Leaders
<b>Lifts at Discovery and Waterside</b> <b>Trapped limbs &amp; Damage to personal property</b>	<ol style="list-style-type: none"> <li>1. For use by visitors with a disability and their carers if required.</li> <li>2. Weight restrictions at 18 Stone</li> <li>3. Weekly &amp; daily checks carried out and recorded</li> </ol>	L	Yes	Signage to entrance doors at lift entrance
<b>Maybury Twisty Towers (Discovery)</b> <b>Slip, trip, falling from heights &amp; broken limbs</b>	<ol style="list-style-type: none"> <li>1. Daily checks carried out by the Rangers.</li> <li>2. Children must be supervised at all times while using this area / equipment.</li> <li>3. Please report any damage to the play equipment to a member of staff.</li> </ol>	M	Yes	School staff / Group Leaders
<b>Adventure Playground (Waterside)</b>	<ol style="list-style-type: none"> <li>1. Daily checks carried out by the Rangers.</li> <li>2. The play area is accessed across the train tracks. When the lights flash and the siren</li> </ol>	M	Yes	School staff / Group Leaders

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<b>Slip, trip, falling from heights &amp; broken limbs</b>	sounds DO NOT CROSS. Children should be supervised at all times. 3. Children must be supervised at all times while using this area / equipment. 4. Children should be encouraged to play safely and respect other play area users. 5. Please report any damage to the play equipment to a member of staff. 6. 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			
<b>Amphitheatre – (Waterside)</b> <b>Slip, trip falling from height, splinters, bumping into the structural masts.</b>	1. NO RUNNING in this area. Children should use the central stairwell to access the seated tiers areas either side. 2. Once seated the children should remain seated until they are ready to leave. 3. CHILDREN MUST NOT ACCESS THE STAGE AREA. 4. Please keep this area free from rubbish using the litter bins provided.	M	Yes	School staff / Group Leaders
<b>Tree Top Walk (Waterside)</b> <b>Slip, trip, falling</b>	1. Daily checks carried out by the Rangers, including frame and fittings. 2. Anti-slip surface on walkway. 3. Walkway kept clear of leaves 4. NO RUNNING on the walkway. 5. Children should be supervised at all times while accessing the walk and be discouraged from climbing on the railings.	M	Yes	School staff / Group Leaders
<b>Pavilion/Ranger Base Camp (Discovery)</b>	1. Children should not run either inside or on the wooden ramp / raised platform areas	L	Yes	School staff / Group Leaders

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<b>Slip on wooden decking</b>	accessing the pavilion. 2. Children should take care if the floors become wet as a result of their activity / programme. 3. Excessive spillages to be cleaned immediately.			
<b>Train Platforms / Train Journey</b>  <b>Trip / Slip / falling / Trapping of Limbs</b>	1. Anti-slip surface on platforms – can still become slippery in wet weather. 2. Daily checks to be carried out by the Train Drivers before the first trip, any findings reported to the Maintenance team. 3. Children should walk not run on the platforms. School staff / Group Leaders should supervise children at all times whilst on the platform 4. Children should keep their arms, legs and feet inside the train carriage throughout their journey. 5. Children must not stand while the train is in motion and should remain seated until the train comes to a complete stop. 6. Maximum number per row – 4 children 7. All groups using the train must be supervised by an adult at all times. 8. Children / students not behaving on the train will be removed. 9. Children to mind the gap between the platform and train when accessing the train carriages.	M	Yes	School staff / Group Leaders
<b>Barefoot walk (Discovery)</b>  <b>Slip and fall, Trip, stubbed toes, cuts and grazes,</b>	1. Daily checks carried out by the Rangers 2. Not recommended for children under 4years of age. 3. NO RUNNING in this area.	M	Yes	School staff / Group Leaders While foot washing facilities are provided, it is advisable

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<b>splinters</b>	4. Children with any cuts or grazes on the feet or lower limbs are advised to cover the affected areas with waterproof plasters.			for Schools / Groups to provide cleaning wipes / towels / 'blue roll' to clean and dry the children's feet.
<b>The Rabbit Warrens (Discovery)</b>  <b>Slip, trip and fall risk. Head injury and disorientation</b>  <b>Distress caused due to a fear of the dark or confined spaces</b>	1. Children MUST be supervised at all times while accessing the warrens. 2. NO running throughout the tunnels due to slip, trip, risk of falling. 3. 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. 4. Scramble tunnels are such and children should take care of slippery surfaces during wet weather conditions. 5. Children afraid of the dark and / or small spaces may not cope well with this activity. 6. Care MUST be taken when accessing the central stairwell. 7. Children should be encouraged to use the handrail and ascend and descend carefully. NO food or drinks should be taken into the Warrens 8. The nearest first aid point is the Ropes Course.	H	Yes	School staff / Group Leaders
<b>Child protection / staff protection</b>	1. All groups must adhere to their own child protection policies. 2. 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.	M	Yes	School staff / Group Leaders  Conkers Education Team

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	<ol style="list-style-type: none"> <li>3. DBS checks carried out for all staff working directly with children.</li> <li>4. Children should be supervised when accessing the toilet facilities.</li> </ol>			
<b>Accident and Illness</b>	<ol style="list-style-type: none"> <li>1. Make your own emergency contact numbers available to ALL HELPERS, and make sure the phones are turned on.</li> <li>2. Staff should know where they are on the site map at all times.</li> <li>3. All groups must follow their first aid policy.</li> <li>4. School staff/group leaders to ensure that any medication, eg inhalers needed by themselves or pupils, are carried with them and not left at school or in the Visitor Centre!</li> <li>5. Site staff will contact ambulance if required and direct to the correct location.</li> <li>6. All Rangers / Reception staff / Managers carry radios.</li> <li>7. Conkers has several qualified First Aiders on site, please request this through your Ranger, staff members or Reception</li> </ol>	M	Yes	<p>School staff / Group Leaders</p> <p>Conkers Staff</p>
<b>Lost Children</b>	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Leaders to report immediately to Conkers staff members any missing children so we can alert all staff</li> <li>3. Maps are provided to all Group Leaders and maps are displayed around the site.</li> <li>4. Group leaders are responsible for keeping their groups together, knowing the number</li> </ol>	M	Yes	<p>School staff / Group Leaders 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>



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	of children in their group and their names. 5. Many schools provide their children with High Visibility Vests and School Name labels. 6. They should have a list of children with them.			
<b>Littering - including broken glass / waste such as soiled nappies</b>	1. 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. 2. Rangers regularly monitor the site / bins.	M	Yes	School staff / Group Leaders Conkers staff Report any litter hazards to our staff for removal
<b>Pond Dipping Platforms - Willow Swamp (Discovery)</b>  <b>Slipping and drowning</b> <b>Ingestion of contaminated water</b>	1. 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. 2. NO RUNNING in this area. 3. All children must be supervised at all times by an adult 4. No more than 6 children per platform. 5. Not recommended for children under 6 years of age. 6. Children are discouraged from putting their hands near their faces or in their mouths throughout this activity. 7. Children should wash their hands after this activity especially before eating.	M	Yes	School staff / Group Leaders  Conkers staff

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<b>Boardwalk – Wobbly Bridges</b>  <b>Slip/trips &amp; falls</b>	1. Daily checks carried out by the Rangers 2. No RUNNING 3. Pay attention to the Boardwalk 4. Children should walk in single file across the Wobbly Bridges	M	Yes	School staff / Group Leaders  Conkers staff
<b>Bushcraft Area (Discovery)</b>  <b>Tripping in woodlands – exposed tree roots /fallen branches / trip hazards</b>  <b>Ingestion of woodland materials, berries and seeds</b>  <b>Nettle stings and Insect bites</b>  <b>Low hanging / Falling branches Burns, abrasions, smoke inhalation</b>  <b>Wide spread fire</b>	1. 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. 2. NO RUNNING in this area. 3. Fire can cause serious harm, all children must be monitored by an adult at all times 4. DO NOT eat any berries or seeds. 5. AVOID areas of excess nettles / brambles 6. Not recommended for children under 8 years of age. 7. Long hair to be tied back out of the way. 8. Children to stand away from / back from smoking fires. 9. Children should adhere to the safe practices as instructed by the Ranger. 10. Children should wash their hands after this activity especially before eating. 11. The fire lighting element of this activity may be cancelled as a result of prolonged hot / dry weather.	M	Yes	School staff / Group Leaders  Conkers Staff
<b>Open Water</b>	1. There are several areas of open water both at Discovery & Waterside.	M	Yes	School staff / Group Leaders


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<b>Risk of falling in/drowning</b>	<ol style="list-style-type: none"> <li>Warn children to stay away from the edge of lakes and ponds</li> <li>Warning signs allocated around the lake &amp; ponds</li> <li>Life Aids situated around lakes and near to areas of water</li> </ol>			Conkers Staff
<b>Insect Bites/Stings</b>	<ol style="list-style-type: none"> <li>Avoid high risk areas e.g by bees/wasps nests, warn children not to aggravate the insects</li> <li>School staff should be aware of any children with allergies</li> </ol>	M	Yes	School staff / Group Leaders Conkers Staff
<b>Brambles/Nettles &amp; Branches</b> <b>Overhanging Nature Trails – risk of scratches or stings</b>	<ol style="list-style-type: none"> <li>Overgrown areas are regularly checked and maintained</li> <li>Do not allow children to explore areas overgrown with brambles &amp; nettles.</li> <li>Warn children of overhanging branches</li> </ol>	L	Yes	School staff / Group Leaders Conkers Staff
<b>Respect for the Environment</b> <b>Risk of causing damage to plants or animals</b>	<ol style="list-style-type: none"> <li>Children to be encouraged to want to respect other life forms</li> </ol>	L	Yes	School staff / Group Leaders Conkers Staff
<b>Tripping in Woodland exposed tree roots/fallen branches/trip hazards</b>	<ol style="list-style-type: none"> <li>No Running in woodland areas</li> <li>Safety talk is provided at the start of each woodland activity/programme</li> </ol>	L	Yes	School staff / Group Leaders Conkers Staff
<b>Ticks</b> <b>Ticks are mainly found in the Countryside and their preferred habitat is woodlands, grassland &amp; moorland</b> <b>Some ticks may carry Lyme Disease</b>	<ol style="list-style-type: none"> <li>Stay on the pathways</li> <li>Stay out of deep vegetation</li> <li>Light coloured clothing makes ticks more visible before they move onto the skin</li> <li>Wear long sleeved garments and long trousers where possible</li> <li>Application of insect repellent that is effective against ticks</li> <li>Wash well after any activities</li> </ol>	L	Yes	School staff / Group Leaders Conkers Staff More information can be found @ <a href="http://www.lymediseaseuk.com">www.lymediseaseuk.com</a>

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<b>Name: Nicky Carlton – General Manager</b> <b>Michael Stickland - CEO</b>	<b>Signed: Nicky Carlton</b>  Signed:
<b>Date of Assessment: June 2023</b>	<b>Review Date: June 2024</b>
<b>Review Comments:</b>	