



Educational Visits Risk Assessment

Paxton House has identified potential areas of risk to help and assist teachers in carrying out their own risk assessment. The risk assessment forms have been separated into subject categories. Please fill out the sheet / sheets that are relevant for your visit. The hazards listed below are by no means exhaustive and teachers / group leaders are advised to make use of the free familiarisation visit to make appropriate plans for their group.

- The **HAZARDS** column lists potential areas of risk.
- The **PEOPLE AT RISK** column identifies the groups to whom the risk would apply.
- The **CONTROL MEASURES** column reflects the measures the Paxton House have taken to minimise the risk with regard to a particular hazard.
- The **FURTHER ACTION BY GROUP LEADER** column has been left blank to be completed by the teacher / group leader.

It is important when carrying out a risk assessment that consideration is given to the following points:

- The ratio of pupils to adults (accompanying adults free of charge per class)
- Providing adequate information
- Identifying who takes charge in an emergency situation

Teachers / group leaders are reminded that while Paxton House staff and volunteers will deliver educational activities and support school visits the teacher / group leader and adult helpers will have overall responsibility for their group at all times.

For further help or advice or to arrange a familiarisation visit please contact our education officer:

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The Victorian Experience – School, Servants and Toys

Hazards	People at Risk	Control Measures	Further Action by Group Leader
Car park; vehicles may not be aware of children	Pupils, staff, helpers	Member of staff to meet class from the bus and lead to education room.	<i>Eg. Warn pupils before alighting Keep to pavements as much as possible</i>
Courtyard and step	Pupils, staff, helpers	Warn group that surfaces may be slippery. Instruct to walk not run and to use handrail.	
Emergency evacuation	Pupils, staff, helpers	Alarm will sound. Follow instructions given by member of staff, leave the building and assemble in car park.	
Stairs	pupils	Long skirts can cause tripping; remind to walk and hold up skirt.	
Costumes	pupils	Long skirts can cause tripping; remind to walk and hold up skirt.	
Craft materials: dip pens	Pupils, staff, helpers	Sharp nibs and ink can stain; warn pupils and supervise.	
Cleaning materials: carbolic soap	pupils	Can cause irritation. Children must take care not to splash and wear plastic gloves at all times when taking part in kitchen cleaning activities.	
Victorian Toys	Pupils, staff, helpers	Cup and ball may swing back and hit child, hoops might trip when chasing, skipping ropes can trip, pick up sticks have points, china dolls may break and give sharp edge. Clear instructions on how to use given and play supervised.	

Adventure Playground

Hazards	People at Risk	Control Measures	Further Action by Group Leader
Car park; vehicles may not be aware of children	Pupils, staff, helpers	Member of staff to meet class from the bus and lead to education room.	<i>Eg. Warn pupils before alighting Keep to pavements as much as possible</i>
Courtyard and step	Pupils, staff, helpers	Warn group that surfaces may be slippery. Instruct to walk not run and to use handrail.	
Emergency evacuation	Pupils, staff, helpers	Alarm will sound. Follow instructions given by member of staff, leave the building and assemble in car park.	
Parkland	Pupils, staff, helpers	Rough ground and mud can cause tripping and slipping. Advise to wear suitable footwear and take care.	
Slide metal	pupils	Friction can cause burns, advise to keep hands and skin away from sides and for visiting staff and helpers to supervise.	
Tyre stacks	pupils	Risk of falling. Advise pupils to take care and for visiting staff and helpers to supervise.	
Swings	Pupils, staff, helpers	Risk of being hit by moving swing and falling off. Advise pupils to watch out for others and for visiting staff and helpers to supervise.	
Zip wire	Pupils, staff, helpers	Take care when climbing and settling onto seat. Advise to hold on and to watch out for others when launching and crossing path. Staff and helpers to	

		supervise.	
Stairs, log climb, climbing frame	pupils	Advise to take care to avoid risk of falling.	
Cargo net	Pupils	Advise to take care with hand and foot placement to avoid limbs falling through.	
Climbing wall	Pupils	Advise to take care with hand and foot placement. To avoid risk of falling	
Structures & Bark	Pupils, staff, helpers	Advise to avoid splinters by not running hands along	
Dirt & germs	Pupils	Advise to wash hands after activity	
Biting, stinging creatures	Pupils	Make aware of and advise to avoid.	

Pond Dipping and Minibeast Hunt

Hazards	People at Risk	Control Measures	Further Action by Group Leader
Car park; vehicles may not be aware of children	Pupils, staff, helpers	Member of staff to meet class from the bus and lead to education room.	<i>Eg. Warn pupils before alighting Keep to pavements as much as possible</i>
Courtyard and step	Pupils, staff, helpers	Warn group that surfaces may be slippery. Instruct to walk not run and to use handrail.	
Emergency evacuation	Pupils, staff, helpers	Alarm will sound. Follow instructions given by member of staff, leave the building and assemble in car park.	
Woodland Rough ground and mud can cause tripping and slipping.	Pupils, staff, helpers	Advise to wear suitable footwear and take care. Advise to walk. Special care to be taken on slopes and near overhanging branches.	
Water (Pond) risk of drowning	Pupils, staff, helpers	Pupils must never be left unattended near the pond. The pond is fenced off and only small supervised groups are to be allowed through gate. Water is shallow enough for an adult to wade. Show pupils and helpers the edges of the pond. Demonstrate safe dipping technique.	
Water borne causes of ill health	Pupils, staff, helpers	Anybody with cuts on hands to wear waterproof plaster or plastic gloves. Hands must be washed after pond dipping.	
Cold or wet weather causing ill health	Pupils, staff, helpers	Advise to wear warm and waterproof clothing.	
Dipping Nets can hit	Pupils	Warn to take care and	

other pupils if care not taken		be aware of who around them/near end of net etc. Limit number of people using nets at any one time eg 2 nets per group of 6 children. Split large classes into small groups.	
Dirt & germs	Pupils, staff, helpers	Advise to wash hands thoroughly after activity. Staff and helpers to oversee hand washing.	
Biting, stinging creatures	Pupils	Make aware of and instruct not to touch any pond creatures. Use equipment to lift/move creatures. First aid point located in the shop.	
Separation from Group	Pupils	Leader visible and at front of group. Walk in pairs. Teachers to carry out regular head counts.	