

## North York Moors National Park Education Service

### Generic Risk Assessment for: National Park Visitor Centre Buildings and Group Activities within them. (page 1 of 4)

This risk assessment covers all group activities taking place within The Moors National Park Centre at Danby and Sutton Bank National Park Centre.

**Adult to pupil ratio:** At least 1 adult to 10 pupils; more adults as appropriate for younger / less able pupils.

**Max group size:** 30

**Provider:** NYMNP Education Service

**Assessor / Reviewed by:** Jonathan Green, Education officer.

**Last reviewed:** Feb 2019

**Next review:** Feb 2020

**Method for review:** All hazards reviewed by:

Annual review / leader feedback / accident & near miss books

### Limitations and Emergency Procedures

All education staff and most centre staff hold a valid, appropriate first aid qualification and first aid kits available at each location.

Supervision of children during breaks between programmed activities is the responsibility of visiting teachers.

Roles and responsibilities of National Park Leaders and visiting teachers are stated in our 'Pre-Visit Information' on our website at:

<http://www.northyorkmoors.org.uk/about-us/school-and-group-visits/essential-information>

Risk rating scale where risk rating = likelihood x consequence				Risk rating assuming precautions are taken:
Consequence Likelihood of hazard causing harm assuming precautions are taken	1 Minor Injury Incident can be dealt with on site and casualty is able to continue activity	2 Major Injury Casualty cannot continue activity	3 At least 1 fatality	
1 Very unlikely	1	2	3	1 = low risk
2 Occasional	2	4	6	2 to 4 = medium risk
3 Likely	3	6	9	6 to 9 = high risk (unacceptable) Omit activity or change to reduce risk before proceeding



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HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Fire	Burns, Smoke inhalation	Group members	Premises fitted with approved fire alarm / detection system. System regularly inspected by qualified professionals. Local fire brigade familiar with lay out of premises. All staff familiar with fire procedure. Fire drills and equipment tests carried out regularly. All indoor sessions commence with brief instructions regarding action to take in event of fire alarm going off. Activity leader to repeat instructions to group leader at lunch time.	(1 x 3) 3 <b>MEDIUM</b>	
Stairs and steps	Falls, trips, bruises, sprains, broken bones	Group members, Members of the public	Ensure relevant areas are well lit, ensure lights are turned on. Lead group from the front. Instruct children to follow sensibly and hold onto hand rail. Request visiting staff to help supervise and assist young children. Lift available for those with impaired mobility.	(1 x 3) 3 <b>MEDIUM</b>	
Electrical equipment	Electric shock Tripping over cables	Group members	All electrical appliances undergo regular safety checks by an appointed person. Cables to be positioned away from walkways and cable protectors to be used when appropriate. Extension leads to be unwound completely when used. Switch off equipment when not in use to avoid overheating. Group members not to use equipment unless under supervision.	(1 x 2) 2 <b>MEDIUM</b>	
Classroom chairs	Falling, tripping	Group members	Chairs and tables positioned so there is sufficient space to move around easily. Aisles to be kept clear of obstructions. If observed, instruct pupils not to lean back and balance chairs on two legs.	(2 x 2) 4 <b>MEDIUM</b>	
Doors	Swinging back into people; Bangs to heads; Jamming fingers	Group members	Instruct children to hold doors for each other and not to let them swing back into another member of the group. Use school staff to help. Finger shields fitted to doors in public areas.	(2 x 2) 4 <b>MEDIUM</b>	

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<b>HAZARD</b>	<b>POTENTIAL HARM</b>	<b>PEOPLE AT RISK</b>	<b>PRECAUTIONS</b>	<b>RISK RATING</b>	<b>NOTES AND ACTIONS</b>
Stuffed animals	Allergic reactions Cuts / infection	Group members	NP activity leader to warn about the hedgehog spikes. Specimens checked before use for any sharp protrusions. Nitrile gloves are available to those with allergies, if requested. Hand washing facilities provided after activity.	(1 x 1) <b>1</b> <b>LOW</b>	Animals to have annual check by JG in Feb. Repairs done by taxidermist.
Brass rubbing panels	Injury from falling object	Group members	Brasses to be positioned on tables before group enters the room. Instruct pupils not to pick up or move brasses.	(1 x 2) <b>2</b> <b>MEDIUM</b>	
Weaving equipment	Cuts	Group members	Instruct group on the correct use of the equipment. All scissors provided must be safety scissors. Adults to assist small children with tasks requiring scissors.	(1 x 1) <b>1</b> <b>LOW</b>	
Biodiversity floor mat / Co-ordinate game map	Slips, trips	Group members	Use of mat to be supervised at all times. Pupils to use mat one at a time. Co-ordinate game- children instructed to walk slowly.	(1 x 1) <b>1</b> <b>LOW</b>	
Rocks and fossil specimens	Injury from falling or thrown object	Group members	Children to be seated at tables and supervised at all times when using specimens. Specimens to be collected in immediately after activity.	(1 x 1) <b>1</b> <b>LOW</b>	
Sharp edges of laminated resources	Cuts	Group members	Sharp corners to be rounded before use. Instruct group to handle resources carefully.	(1 x 1) <b>1</b> <b>LOW</b>	
Indoor Climbing Cave	Falls, Fingers being stood on by other users	Group members	Visiting staff responsible for using this area and supervising their pupils. Climbing wall, hand and foot holds and safety mat undergo regular inspection by caretaking staff according to manufacturer's instructions. Entire floor area covered with a safety mat specified by manufacturer. Window covered with plastic screen. Sign at entrance: <ul style="list-style-type: none"> <li>• advises adults to supervise children,</li> <li>• advises maximum of 7 children to use wall at any time</li> <li>• specifies maximum height of users.</li> </ul>	(2 x 2) <b>2</b> <b>MEDIUM</b>	

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<b>HAZARD</b>	<b>POTENTIAL HARM</b>	<b>PEOPLE AT RISK</b>	<b>PRECAUTIONS</b>	<b>RISK RATING</b>	<b>NOTES AND ACTIONS</b>
Soft play area	Injury from thrown objects (foam blocks for wall building)	Group members, Members of the public	Signs advise parents not to allow children to throw objects. All loose equipment is soft and padded with no sharp edges.	(2 x 1) <b>MEDIUM</b>	
Exhibition areas	Bumping into exhibits; Getting lost or separated from rest of group within the building	Small children	Children divided into small groups and each group supervised by an adult when using exhibition areas. Adults to instruct children not to run.	(1 x 2) <b>MEDIUM</b>	To be reviewed when new exhibition is built.
Toilets	Children getting locked in toilets, Children being molested; Accusations of molesting	Group members; Members of the public	Visiting teachers advised that toilets available to all centre users including the public and that children should be supervised in toilet areas.	(1 x 2) <b>MEDIUM</b>	
Building works in exhibition areas: building materials, chemicals, workpeople, uneven flooring.	Injury from falling objects. Trips/slips and falls. Inhalation/ingestion chemicals	Group members and staff	Head of Education or Education Officer will check internal accessibility with caretaker at the start of each day and inform the activity leaders. NP activity leader to avoid taking groups into areas undergoing modifications when work is actively taking place. When internal access is denied then access to the lecture theatre will be via the emergency exit route and access to the studybase will be via the office entrance. Activity Leaders to inform visiting school staff of access restrictions (including indoor toilets) on arrival at site and to follow the activity leaders' instructions. Fire escapes remain accessible at all times.	(1 x 2) <b>MEDIUM</b>	

