

## North York Moors National Park Education Service

<p><b>Generic Risk Assessment for:</b>  <b>Visitor Centre Grounds (page 1 of 9)</b>                  Covers activities delivered within the grounds of The Moors National Park Centre at Danby and Sutton Bank National Park Centre.</p> <p><b>Adult to pupil ratio:</b> At least 1 adult to 10 pupils; more adults as appropriate for younger / less able pupils.  <b>Max group size:</b> 30  <b>Provider:</b> NYMNP Education Service  <b>Assessor / Reviewed by:</b> Heather McNiff, Senior Activity Leader  <b>Last reviewed:</b> Jan 2018                      <b>Next review:</b> Feb 2019</p> <p><b>Method for review:</b> All hazards reviewed by:                  Annual review / leader feedback / accident &amp; near miss books</p>	<p><b>Limitations and Emergency Procedures</b></p> <ul style="list-style-type: none"> <li>All areas of the grounds are within 5 minute's walk of the Visitor Centre buildings and within about 100m of a site where an ordinary ambulance could park.</li> <li>Weather conditions in which activities will be cancelled: Heavy rain / thunderstorm / lightening / snow, sleet or hail falling / when wind strength inhibits normal walking or access to woods.</li> <li>All staff hold a valid, appropriate first aid qualification and carry first aid kits.</li> <li>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: <a href="http://www.northyorkmoors.org.uk/about-us/school-and-group-visits/essential-information">http://www.northyorkmoors.org.uk/about-us/school-and-group-visits/essential-information</a></li> </ul>
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Risk rating scale where risk rating = likelihood x consequence			
	1 Minor Injury <small>Incident can be dealt with on site and casualty is able to continue activity</small>	2 Major Injury <small>Casualty cannot continue activity</small>	3 At least 1 fatality
<b>Consequence</b>  <b>Likelihood</b> <small>of hazard causing harm assuming precautions are taken</small>			
<b>1 Very unlikely</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>2 Occasional</b>	<b>2</b>	<b>4</b>	<b>6</b>
<b>3 Likely</b>	<b>3</b>	<b>6</b>	<b>9</b>

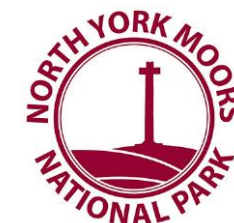
**Risk rating assuming precautions are taken:**

1 = low risk

2 to 4 = medium risk

6 to 9 = high risk (unacceptable)  
Omit activity or change to reduce risk before proceeding

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**Generic Risk Assessment for Visitor Centre Grounds (Page 2 of 9)**

HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
<p>Traffic e.g. Crossing roads; Walking along roads; Crossing car parks</p>	<p>Road traffic accident; Being hit by vehicles</p>	<p>Group members; Road users</p>	<p>Stop and warn of danger. Keep group together. Use visiting school staff to assist in crossing and cross when safe to do so.</p> <p>Road crossing from bottom field to pond in Crow Wood – not to be used as a regular crossing point – use only if really needed. Position visiting adults in middle of road at crossing point. NP leader to lead children across and into Crow Wood. Another NP leader/volunteer to wear a high vis jacket and walk along the road in the direction of Lealholm to the bend and stand on left side of road. If a vehicle comes while children crossing, use up and down movement of arm to slow the vehicle down and warn driver of children crossing ahead. NP activity leader to walk children in single file over small bridge and supervise the narrow point of the path between the stream and horse chestnut tree.</p> <p>When walking along a road instruct group to walk in single file behind leader, keeping to the side and facing oncoming traffic. Check behaviour and repeat instructions often. Ask adults to help supervise.</p> <p>In car parks: Signage in place to restrict speed of vehicles. Good visibility. Coach parking separate from car parking. Painted lines ensure parking is organised.</p>	<p>(1 x 3) <b>MEDIUM</b></p>	
<p>Cyclists, particularly at Sutton Bank</p>	<p>Being hit, run over by cyclists</p>	<p>Group members; cyclists</p>	<p>Children, as part of an activity, are warned of the hazard of cyclists and are instructed to walk sensibly around the centre buildings and to watch out for people on bikes.</p>	<p>(2x2) <b>MEDIUM</b></p>	
<p>Uneven or boggy ground / wet grass / board walks</p>	<p>Slips, trips &amp; falls</p>	<p>Group members</p>	<p>Groups advised to wear appropriate footwear in advance. Footwear checked before activity and if unsuitable, wellies or boots loaned from kit store where possible. Ask adults to assist small children / less mobile individuals as required.</p>	<p>(3 x 1) <b>MEDIUM</b></p>	
<p>Livestock including sheep, cattle &amp; horses</p>	<p>Trampling; Infection esp. toxoplasmosis</p>	<p>Group members</p>	<p>Livestock separated from centre grounds by fencing. Instruct group not to approach or touch livestock. Keep group quiet.</p>	<p>(1 x 2) <b>MEDIUM</b></p>	<p>Update Appendix 3 from NHS website on 29/08/2020</p>

Generic Risk Assessment for Visitor Centre Grounds (Page 3 of 9)					
HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES & ACTIONS
Dogs	Bites	Group members	Instruct group members not to approach or try to touch dogs.	(2 x 2) 4 <b>MEDIUM</b>	
Stream adjacent to car park (Moors Centre)	Falling into channel; Drowning	Group members	Fencing along car park side provides a barrier. Shrubs provide barrier in places on Crow Wood side. Instruct group to stay on the path in Crow Wood, point out the hazard.	(1 x 3) 3 <b>MEDIUM</b>	
River Esk (Moors Centre)	Drowning	Group members	River fenced around perimeter of grounds. Fencing by side of playground has additional wire netting to prevent climbing. Signs warn of danger. Group members warned to stay within centre grounds.	(1 x 3) 3 <b>MEDIUM</b>	
Pond (In Crow Wood at Moors Centre)	Getting wet, slips, falls, drowning	Group members	Keep to footpath. Ensure pupils never out of sight of an adult and supervised at all times.	(1 x 3) 3 <b>MEDIUM</b>	
Peanuts at bird feeding stations	Allergic reaction	People with allergy to peanuts	Groups asked in advance to provide information about allergies.	(1 x 3) 3 <b>MEDIUM</b>	
Animal faeces / animal remains; litter.	Infection, Cuts from sharp objects	Group members	Sign at entrance to Crow Wood excludes dogs. Regular inspection of main paths by caretakers and removal of animal carcasses. Children instructed not to touch dead animals. Litter picks carried out regularly by caretakers. Direct groups to hand washing facilities after activity.	(2 x 1) 2 <b>MEDIUM</b>	
Field boundaries e.g. dry stone walls,barbed wire fences, wooden fences and electric fences	Cuts, grazes, electric shock.	Group members	Keep to footpaths and avoid leading group close to field boundaries with barbed wire on top. Do not allow pupils to climb on walls or fences. Treat electric fences as if live. Warn group of danger. Instruct not to touch. Keep group away from fence.	(1 x 1) 1 <b>LOW</b>	

**Generic Risk Assessment for Visitor Centre Grounds (Page 4 of 9)**

<b>HAZARD</b>	<b>POTENTIAL HARM</b>	<b>PEOPLE AT RISK</b>	<b>PRECAUTIONS</b>	<b>RISK RATING</b>	<b>NOTES &amp; ACTIONS</b>
Trees, branches, vegetation	Injury from falling trees/branches. Cuts, grazes from low hanging branches; stings, poisoning.	Group members	Trees inspected regularly by caretakers for stability and damage. Additional checks undertaken following periods of strong wind. Paths and trails kept clear of low branches. Instruct group to be aware of low branches when working away from paths. Instruct pupils not to put anything in mouths and not to touch fungi. Nettles pointed out to young children. Direct groups to hand washing facilities directly after activity.	(2 x 2) 4 <b>MEDIUM</b>	Woodland activities will not take place during periods of high winds.
Steps around buildings and in terrace gardens (Moors Centre)	Trips and falls	Group members	Paths kept clear of leaves and swept clean. Steps up to outside toilets are edged with white paint. Warn of uneven steps in terrace gardens.	(2x1) 2 <b>MEDIUM</b>	
Ha Ha wall (Moors Centre)	Falls, sprains, broken bones	Group members	Edge of wall easily visible by change of surface from grass to stone. Children to be supervised at all times.	(2 x 2) 4 <b>MEDIUM</b>	
Educational resources	Slips, trips, cuts, grazes	Group members	Demonstrate correct use of resources. Take them away from pupils using them in a way which may harm themselves or others.	(1 x 1) 1 <b>LOW</b>	
Children's play area (Moors Centre)	Trips and falls	Group members	Playground complies with industry standards and inspected regularly by caretakers and professionals. Ground around equipment covered with bark chippings. Children to be supervised by adults when using play area. Use of play area not permitted during activities led by NP staff.	(2 x 2) 4 <b>MEDIUM</b>	
Seating	Climbing, falling	Group members	Instruct children not to climb on or jump off seating. Seating checked regularly by caretakers for damage, sharp parts and corners and appropriate action is taken.	(1 x 2) 2 <b>MEDIUM</b>	
Sculptures	Falls from climbing, scratches	Group members	Instruct children not to climb on sculptures. Sculptures checked regularly for damage, sharp parts and corners and appropriate action is taken. Wish Dragon sculpture: Advise teachers that they allow children to climb at their own risk.	(1 x 2) 2 <b>MEDIUM</b>	

**Generic Risk Assessment for Visitor Centre Grounds (Page 5 of 9)**

HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES & ACTIONS
Using natural resources	Cuts, grazes, eye injuries, poisoning.	Group members	Instruct group not to lift or carry large branches (demonstrate maximum size of objects allowed to move), not to touch fungi and not put anything in mouths. Hand washing facilities provided immediately after activity.	(2 x 2) <b>MEDIUM</b>	
Getting lost or separated from group	Anxiety, distress, other hazards	Group members	Grounds bounded by fencing (Moors Centre only). Point out boundaries of activity area to group and instruct not to go further. Children to be supervised by adults at all times including during breaks between activities. Roles made clear to visiting teachers and accompanying adults. Position adults so that the entire activity area is monitored and ensure adults aware of their role to supervise pupils.	(1 x 1) <b>LOW</b>	If person lost bring group together and use school adults to supervise. Report to base and use available adults to search. If lost person not found in 30 mins call Police ask for Mountain Rescue.
Exposure to cold, wet or sun	Hypothermia; Heat stroke; Heat exhaustion; Sunburn	Group members	Select appropriate activities according to weather conditions, capabilities of group and time available. Clothing and footwear checked before starting and items loaned from kit store as required. In very sunny conditions choose shaded areas for stopping. In cold conditions keep children moving and avoid standing around.	(2 x 1) <b>MEDIUM</b>	Check wellie tread in Feb

Page 6 of 9: Site Specific Risk Assessment for **Activities Involving Yurt at The Moors Centre (One Snowy Night Activity)**

HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Wood burning stove	Smoke inhalation Burns from fire	Group members	Stove positioned inside yurt so as not to obstruct exit for any group members. Fire guard installed around stove to prevent children getting within touching distance. Stove provided and installed by yurt manufacturer and supervised and operated by member of NP staff. Fire to be kept on low throughout activity. Yurt is made from canvas with Certificate of Conformity for flame retardency. Fire extinguisher supplied with yurt.	<b>1 x 2 MEDIUM</b>	
Hot chocolate drinks	Burns to mouth and from spillages	Group members	Temperature of drinks checked before serving and cooled to ensure suitable for small children. Drinks served from flasks to minimise risk of spilling. Children to be seated before serving. Children served drinks supervised by adults. Drinks served in small plastic beakers less than half full.	<b>2 x 1 MEDIUM</b>	
Lighting	Tripping Banging heads	Group members	Battery operated lanterns to be positioned and secured away from walkways and away from the yurt entrance.	<b>1x1 LOW</b>	

Page 7 of 9: Site Specific risk assessment for **Bushcraft / Stone Age Day Activities**

HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Fire making	Burns	Group members	<p><i>Stone-age day.</i> NP activity leader to demonstrate correct use of fire steels and how to light cotton wool. Small group of children, each with an adult, to work together. Only two fire steels in use at any one time with each small group. NP Activity leader to supervise all groups.</p> <p><i>As part of bushcraft activity.</i> Participants, parents and teachers are given clear instructions and demonstration by NP Activity Leader on how to use fire steels, ignite material and transfer to straw. Long hair must be tied back and gloves must be worn when transferring ignition material to straw. Advise caution if participants are wearing hairspray, gel or deodorant that could be flammable. When transferring ignition material to straw individual children supervised one at a time by their teacher/parent with NP activity leader supervising them. Only two children at any one time to do the transfer to straw part of the activity. Rest of group to be supervised by remaining parents and teachers.</p> <p>Any group member showing irresponsible behaviour to be withdrawn from the activity. Water bucket with tap water and first aid kit to be on hand at all times.</p>	(2 x 2) 4 <b>MEDIUM</b>	
Fire	Burns	Group members; public.	<p>Designated area set up for the fire. Fire will be managed by the National Park Activity Leader or a responsible adult at all times and will not be left unattended. (When centre closed fire may be left unattended for short periods but warning signs are put up). Water bucket filled with tap water to be sited next to the fire. Children instructed to act sensibly when around the fire and warned that if they behave irresponsibly the fire will be put out. If pupils behave irresponsibly the NP Leader will put out the fire and it will not be reignited. Ask teachers and other adults to help supervise. Ensure fire is put out completely immediately after activity.</p>	(2 x 2) 4 <b>MEDIUM</b>	

Page 8 of 9: Site Specific risk assessment for Bushcraft / Stone Age Day cont..

HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Smoke  Cont...	Heat / smoke damage to lungs and respiratory tract, breathing difficulties.	Group members	Children, parents and teachers given demonstration on how to make fire using ignition material and straw and how to avoid inhaling smoke. Each child to be individually supervised by their teacher/parent who are in turn supervised by NP Activity Leader. NP activity leader to demonstrate how to sit around the fire to enable group members to move away from it easily and quickly to avoid smoke inhalation.	(2 x 2) 4 <b>MEDIUM</b>	
Digging fire pit.	Injury from spade and digging	Activity leader or teacher	Demonstrate correct way to use spade / how to dig.	(2 x 2) 4 <b>MEDIUM</b>	
Wood collection	Splinters; wandering too far	Group members	Group members warned of hazard and gloves provided. Set boundaries for wood collection area and instruct adults to help supervise.	(2 x 1) 2 <b>LOW</b>	
Walking in bare feet during 'Fox Walk' activity	Cuts to feet	Group members	Participants shown how to walk slowly and carefully and avoid treading on spiky shrubs, rocks etc. Area selected for walk checked for sharp items in advance. Demonstrate the technique for the fox walk first.	(1 x 1) 1 <b>LOW</b>	
Nettles during nettle string making activity	Stings	Group Members	Gloves issued to all participants for this activity and warned to handle plants carefully.	(2 x 1) 2 <b>MEDIUM</b>	
Shelter building	Injury to self or others when carrying branches; Injury if shelter collapses with child inside.	Group members	See using natural resources above re carrying materials. Children work in small groups, each supervised by an adult. Adults to help children check that shelters are sturdy and safe to enter. Adults to ensure that large, heavy branches not used.	(2 x 1) 2 <b>MEDIUM</b>	



Page 9 of 9: Site Specific risk assessment for Dark forest walks:

Walking in the dark.	Trips/ falls / low branches	Group members	Each group member has an individual torch. Activity leader to walk slowly and to warn of any trip hazards and low branches.	(2 x 2) 4 <b>MEDIUM</b>	
Tea lights in glass jars Continued....	Trips / falls/ burns	Group members	Crow Wood only open to people following the guided walk. Group members instructed not to touch the glass jars. Glass jars sited off the path in groups so easily seen and checked regularly by activity leaders for any candles that have burnt out and replaced.	(2 x 2) 4 <b>MEDIUM</b>	
Getting lost or separated from group	Anxiety, distress, other hazards.	Group members	See above notes. In addition – activity leader to head count before entering woods and on exiting. Group members instructed to keep together during the walk. All children accompanied by an adult.	(1 x 1) <b>LOW</b>	

