

RISK ASSESSMENT

**Croft Farm and Water Park Year 5
Residential 13th - 14th June 2022**



Completed by: Orla Sheehan	Position: Trip Leader
Date of assessment: Tuesday 22 nd March 2022	Review date: Annually

What is the Hazard? (anything that might cause harm)	How might the hazard cause harm?	Who is at risk? Pupil Staff Visitor Public	Risk Level? Low, Medium, High	What measures are already in place to prevent harm being caused?	What further action may be necessary to prevent harm (as far as is reasonably practical)	Action Req'd by (dept)
Outdoor Activities: Archery, High Ropes, BMX Biking						
Thermal extremes - cold and sunburn	Dehydration Sun burn Heat stress/stroke	Pupils Staff	Medium	- Supervision - Hydration – OS has ordered water bottles from Catering - Monitor forecasts - OS has arranged a medical bag with sun cream	- Pupils to pack sun cream and apply before activities - Staff to carry suncream - Keep an eye on pupils - Staff to carry water bottles	
Drowning	Drowning risk to pupils and potential rescuers	Pupils Staff	Medium	- Supervision - Trip leader to brief group on known water risks - No planned swimming activity	- See Croft Farm and Water Park Paddle Board Risk Assessment - Staff to ensure pupils are following the instructors lead	

					• Vigilance	
Fall from height	Impact injuries	Pupils Staff	Medium	• Trip leader to brief group on known height risks • Instructors at the centre in charge of running the high ropes activity	• See Croft Farm & Water Park Risk Assessment • Pupils to follow the instructors' guidelines • Pupils to adhere to the rules of the centre • Plan safe walking routes when at the centre and stay away from any steep edges	
Impact with moving vehicle (Pedestrians)	Potentially severe impact injuries if involved in accident	Pupils Staff	Medium	• Accident and emergency procedures known to staff and pupils • Road crossings carried out at predetermined locations	• Plan safe walking routes around the Centre • Follow the rules and guidelines of the Centre	
Slip, trip and fall on trails and away from main pathways	Impact injuries	Pupils Staff	Medium	• Supervision by competent, staff at the appropriate ratio • Group leader & staff at Croft Farm and Water Park to brief pupils on known hazards, accident procedures, out-of-bound areas/activities and codes of conduct throughout activity • Pupils will not be forced to participate in any activity they are not comfortable with	• See Croft Farm & Water Park Risk Assessment • Careful supervision with appropriate staff to pupil ratios • Careful communication between staff members	

Allergies	Children become distressed from an allergic reaction whilst doing an activity	Pupils Staff	Medium/High	• Ensure updated allergy list is consulted prior to trip • Send all relevant allergy information to Alex at Croft Farm prior to our departure • Ensure any susceptible pupil has correct medication prior to departure. Medication to be given to designated staff member (SG) in a sealed bag before departure • Ensure Staff are aware of specific pupils and trained in identifying and dealing with the specific allergy as required. • Have photos of the children with allergies printed	Check medical list & check names carefully. Ensure all staff on trip are familiar with the children's conditions and what to do if they have an allergic reaction	
Impact with something solid	Potential impact injuries when doing archery, high ropes and BMX biking	Pupil Staff	Medium	• Accident procedures known to all staff and pupils • Emergency procedures known to staff	• See Croft Farm & Water Park Risk Assessment • Staff to ensure pupils are following the instructors lead • Vigilance	
Cuts and scratches	Infection	Pupils Staff	Medium	• Pupils and staff to cover up scratches, cuts, abrasions before going on the water • At least two first aiders on the trip	• See Croft Farm & Water Park Risk Assessment	

Slip, trips and falls	Impact injuries but additional risk of trips	Pupil Staff	Medium	Group leader and instructors at Croft Farm & Water Park brief all staff and pupils on all procedures		
Training at unfamiliar venues	Incidents due to unfamiliarity	Pupils Staff	Low	- Staff and pupils briefed accordingly - Staff supervision ratios acceptable		
Some water based activities: Raft building, sailing, canoeing, paddle boarding, windsurfing and kayaking						
Some land based activities: archery						
Hypothermia – most likely caused by falling into cold water	Impact injuries	Pupils Staff	Medium	- Good instructor awareness – understanding of water temperatures and seasonal closure of certain activities. • Cag tops and wet suits available if necessary. • Survival blanket available		
Drowning from capsize/overboard (on session)	Impact injuries	Pupils Staff	Medium	- Buoyancy aids or life jackets worn on every session • Qualified instructors • first aid kit available at the activity base for all sessions. • On raft building and pedalo sessions an “Overboard’ briefing given to all participants	See separate RA for SUP Croft Farm and Water Park	

				On canoe and kayak sessions a “capsize” briefing given to all		
Non-swimmers using equipment outside sessions	Impact injuries	Pupils Staff	Low	OS to check swimming competency of all children with DES, RH and LJC before departure – brief the centre’s instructors	Group leaders (staff) to be vigilant of weaker swimmers. Weaker swimmers: (insert names)	
Cuts – in particular injuries to feet.	Impact injuries	Pupils Staff	Medium	- Pupils told to pack water shoes/trainers to wear in the water – closed toed & secured fitting - Good instructor briefing and instructor awareness - All instructors are first aid trained - All cuts cleaned and covered and first aid kit at activity base		
Twisted ankles and broken bones from trips slips and falls and from carrying or dropping equipment. Sprained muscles. Cuts and Bruises	Impact Injuries/new environment/not listening	Pupils Staff	Medium	- Good instructor awareness and briefing. - No running around the activity base. - Participants shown how to carry and hold equipment correctly - Encourage teamwork. - Group leaders to assist in-group control - Participants are shown how to get into and out	Prep staff to participate/supervise	

				of boats properly and have their boats stabilized by a group member, leader or instructor if required • Seal launch procedures organised (i.e. one at a time and spaced out) • Instructor afloat before participants when appropriate. • All participants given a paddle and explained what to do if they capsize.		
Entrapment, being stuck under raft or boat.	Impact Injuries	Pupils Staff	Medium	OS to check with centre: • Rafts tested for integrity • First Aid qualified staff on session • Good instructor briefing and awareness. • All group members advised of the safe methods to carry equipment, and when moving rafts all team members should help.. In event of capsize participants told not to swim under boat. • Capsize/overboard brief given to all participants before going on the water.		

Being hit by paddles when playing games	Impact Injuries	Pupils Staff	Medium	OS to chek with the Centre: • Only appropriate games for the group's age and ability levels will be played. • The instructor & Prep staff will supervise games. • Helmets are issued if there is a high potential for head injury. If one participant wears a helmet, everyone, including the instructor will also wear a helmet. • Good instructor briefing and monitoring	
Vehicle related injuries from nearby drive				Co-operation in-group control by group leaders. • Speed restrictions signs posted • Limited vehicle access • Good instructor awareness of group and environment	
Human error – groups not listening to briefings and not taking in vital information.				• Full co-operation from leaders in group control and discipline • Instructor will ensure group understanding	
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Sleeping in Bell Tents Overnight					

Bell Tents	Pupil behaviour Keeping the boys separate from the girls Ensuring everybody feels safe and gets a good night sleep	Pupils Staff	Medium	• OS & form teachers to organise the children into their tents • Tents to be boy only and girls only • Staff tents are separate but close to pupil tents • OS & centre staff to brief the children on what to do if there is an emergency/if they need us during the night	• See Croft Farm and Water Park Bell Tent Risk Assessment	
Intruders	Risk of abduction, violence or inappropriate contact	Pupils Staff	Low	• Reputable outdoor adventure centre used for accommodation bookings • Pupils aware of how and where to summon help • Teachers quarters nearby in the night if needed	• See Croft Farm and Water Park Bell Tent Risk Assessment	
Inappropriate behaviour of pupils	Horseplay or pranks resulting in accident or injury	Pupils Staff	Medium	• Pupils briefed and monitored on behaviour and self-discipline during the stay • Students briefed on slippery floors, steps and wearing appropriate footwear	• OS & Form teachers to organise the tent groupings & teams for activities • See Croft Farm and Water Park Bell Tent Risk Assessment	
Fire	Smoke inhalation and burns during our campfire Monday evening	Pupils Staff	Medium/high	• Croft Farm and Water Park staff to brief staff and pupils on fire evacuation procedures • Staff to be vigilant with the children around the fire • Pupils to keep a safe distance from fire at all	• Trip leader to ensure strict adherence to pupil ratios and supervision • See Croft Farm and Water Park Bell Tent Risk	

				times to avoid clothes catching fire	Assessment when around the fire	
Safeguarding						
Risks to pupils and others through misbehaving, horseplay and pranks	Risks to pupils and staff in relation to safety and safeguarding	Pupils Staff Public	Low	- Group leader to brief staff on procedures - Pupils briefed and monitored on conduct - Headcount/registers	- OS to print registers: year group list, tent list, team list for activities in the day - Registers to be taken at intervals throughout the day	
Abduction	- Risk to Pupil - Distraction whilst initiating emergency procedures	Pupils	Low	- Pupils instructed to walk about in minimum group number, determined by age - Pupils supervised by staff at all times		
Getting lost	- Risk to pupil - Distraction whilst initiating emergency procedures - Stress	Pupils	Medium	- Staff to accompany children on activities - Frequent head counts/registers - Pupils instructed to meet a member of staff at predetermined time intervals at set locations - Staff to supervise children when/if there is free time - OS to bring kit for children to play with	Pupils to remain in groups with staff	Vigilance
Accident requiring First Aid	Range of potential injuries given the nature of the trip and activities	Pupils Staff	Medium	- Ensure First Aid kit is present before activity starts. OS has ordered a medical bag to take - Ensure Staff are First Aid trained, and that there is a		

				suitable mechanism for dealing with any First Aid incident. - At least 2 Prep staff attending have been First Aid trained - Staff to carry and necessary medication on activities		
Missing pupil	- Harm to pupil - Stress to staff in undertaking search	Pupils Staff	Low	- Agreed meeting points - Head counts and registers - Staff to have a point pupils report to - Staff to supervise pupils at all times	iSams photo of each pupil to be printed and with OS	
Road Travel						
Road accident/breakdown	Potentially severe impact injuries if involved in accident	Pupils Staff	Medium	- Relevant standards and guidance followed - College reputable coach firm employed for journey – Eagleline - Approved driver - All pupils instructed to wear seat belts - Monitored and reminded throughout the journey	- OS has numbers printed to call in cae of emergency - School number & DSL saved too	
Embarking and disembarking from coaches and minibuses	Falls	Pupils Staff	Low	- Vehicle to park with door closest to pavement - Member of staff to guide students on and off coach if unavoidably mounting or dismounting into traffic		
Accident involving coach whilst pupil is on way/returning to seat from on-board toilet whilst coach is in transit	Impact injuries and possibly ejection from vehicle in event of collision	Pupils Staff	Low	- Appropriate toilet stops built into itinerary - Pupils and staff to be secured by seat belts when on the move		

				On-board coach toilets not to be used except in emergency or when risk is low (i.e. vehicle is stationary or moving at low speed)		
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Managing Specific Medical Conditions						
Name Redacted	Gluten allergy/Gluten Free Diet	Pupil	Medium	Ensure gluten free food is organised with the Centre & catering		
Name Redacted	LOW: Hayfever. Antihistamins as required	Pupil	Medium	Ensure correct medication is sent on the trip. SG/group leader to keep hold of		
Name Redacted	Hay Fever - Take Anti Histamine as required			Ensure correct medication is sent on the trip. SG/group leader to keep hold of		
	hayfever	Pupil	Low	Check if any medication is needed on the trip We will have hayfever medication in First Aid kit		
Name Redacted	Eczema	Pupil	Low	Check if any medication is needed on the trip		
Name Redacted	Colour Blind	Pupil	Low	Check if this will have an impact on any of the activities		
Name Redacted	Food intolerance - minimise cows milk. (drinks goats milk)	Pupil	Low	Let Centre Staff know		
Name Redacted	Allergy to wasp stings - requires piriton Appendicectomy 31/12/21	Pupil	High	Requires piriton for wasp stings Ensure he brings some on the trip & ensure we have some in our First Aid kit		
Name Redacted	No pork.	Pupil	Low	OS to organise with the Centre & catering		
Name Redacted	migraine/headaches	Pupil	Low	Check if any medication is needed on the trip		

Name Redacted	eczema	Pupil	Low	Check if any medication is needed on the trip		
Name Redacted	hayfever	Pupil	Medium	takes regular antihistamine – ensure it's packed		
Name Redacted	hayfever	Pupil	Medium	Check if any medication is needed on the trip		
Name Redacted	Sensitive to uncooked dairy produce. Frequent dislocation of elbow as a toddler. Osteomyelitis right heel aged 4	Pupil	Low	Monitor during activities		
Name Redacted	Travel Sickness	Pupil	Medium	Ensure she sits at the front Liaise with BH about taking anti sickness tablet before we depart Sick bags for bus Short journey		
Name Redacted	Anxiety. - Triggered by maternal separation. Mild Eczema	Pupil	Medium	Check if any medication is needed on the trip		
Name Redacted	Ongoing ankle injury	Pupil	Medium	Monitor during activities		
Name Redacted	Surgery for eye squint April 21.	Pupil	Low	Monitor during activities		