

## Basic Risk Assessment for Visit to Ryde Cemetery

To be adapted as necessary by individual Group Leader



Name of School:		
Activity : <b>Outdoor Education Activities at Ryde Cemetery</b>		
Date of latest revision: Revised by:	Date of Activity: Class/Group:	
Number of adults:	Number of children:	
Hazards	Risk	Risk control measures
Remote Working	Injury, illness or incident	<ul style="list-style-type: none"> <li>A mobile phone must be carried by member of staff leading the group</li> <li>Group leader must have list of all pupils on the trip with their emergency contacts</li> <li>Group leaders should each carry a whistle</li> <li>A first aid kit must be carried by member of staff leading the group (First Aid Kit also available in Learning Centre)</li> <li>Any prescribed medication e.g.inhalers, epipens, with child if usually responsible or designated member of staff</li> <li>Designated access and alternative access points to be known by staff leader</li> <li>Ratio of adults to children to be at least 1:6 for under 5s, 1:8 for 5-8 yr olds and 1:10 for 8-12s (<i>Check current H &amp; S policy guidelines</i>).</li> <li>Route taken should be appropriate for age and ability of group and should be checked before group arrives</li> <li>Ensure group behaviour and supervision is acceptable and appropriate.</li> </ul>
Falling branches/Trees	Death or major injury	<ul style="list-style-type: none"> <li>Verbal warning of risk</li> <li>Routes/ locations for activities to be carefully checked before group arrives</li> <li>Activities to be cancelled in extreme/ potentially dangerous conditions</li> </ul>
Unstable headstones, railings, grave monuments and surrounds	Fall, minor or major injury	<ul style="list-style-type: none"> <li>Verbal warning of risk</li> <li><b>NO</b> leaning on headstones, railings or grave monuments</li> </ul>
Contact with micro- organisms (e.g. E. Coli, Weil's disease, Toxicara)	Minor/ serious illness	<ul style="list-style-type: none"> <li>Health and safety briefing to include importance of not putting hands near mouths</li> <li>Hand cleaning facilities to be available at all times</li> <li>Hand cleaning to take place before eating and drinking</li> <li>Any open wounds to be protected before activities handling water or soil</li> <li>Careful working practices to be demonstrated and reinforced</li> <li>Warnings about dog mess (also bird &amp; fox mess)</li> </ul>
Traffic	Death or major injury	<ul style="list-style-type: none"> <li>Verbal warning of risk, traffic may come along main carriageway</li> </ul>

<b>Lowbranches/bramble/scrub etc. along footpaths</b>	<b>Minor Injury</b>	<ul style="list-style-type: none"> <li>• Keep to main paths</li> <li>• Appropriate clothing to be worn- details included in pre- visit information</li> <li>• Verbal warning of risk</li> </ul>
<b>Litter</b>	<b>Minor injury or serious illness</b>	<ul style="list-style-type: none"> <li>• Litter picking to be carried out regularly</li> <li>• Litter bins to be used</li> <li>• Areas where groups will be working should be checked on morning of visit</li> </ul>
<b>Poisonous/ harmful animals</b>	<b>Minor/ major injury/ death</b>	<ul style="list-style-type: none"> <li>• Verbal warning of risks as appropriate</li> <li>• Exercise caution when approaching known sites for adders</li> <li>• Advise the wearing of 'closed' shoes, long sleeves and trousers</li> <li>• Avoid working in areas where there are known bee/ wasp nests</li> <li>•</li> </ul>
<b>Poisonous plants/ fungi</b>	<b>Minor/ major illness, death</b>	<ul style="list-style-type: none"> <li>• Verbal warning of risk</li> </ul>
<b>Contact with Dogs</b>	<b>Minor/ major injury/ death</b>	<ul style="list-style-type: none"> <li>• Health and safety briefing to include importance of not approaching dogs</li> <li>• Verbal reminders of risk</li> </ul>
<b>Extreme weather conditions</b>	<b>Sunstroke/ sunburn/ dehydration</b>	<ul style="list-style-type: none"> <li>• Ensure group have access to fluids and drink breaks</li> <li>• Avoid prolonged exposure to sun</li> <li>• Ensure pre visit information includes importance of wearing hats and sunscreen and promote the application of it during the day</li> <li>• Modify/ shorten session as necessary</li> </ul>
<b>Extreme weather conditions</b>	<b>Hypothermia</b>	<ul style="list-style-type: none"> <li>• Ensure pre visit information includes information about importance of warm layers of clothing</li> <li>• Modify/ shorten or consider cancelling activities in bad weather</li> <li>• Increase use of classroom in Learning Centre in bad weather</li> <li>• Provide extra clothing as necessary</li> <li>• Be aware of the level of comfort in the group and avoid pro-longed periods of inactivity</li> </ul>
<b>Use of equipment/ tools</b>	<b>Major/minor injury</b>	<ul style="list-style-type: none"> <li>• Health and safety briefing to include safe handling of any tools and equipment</li> <li>• Ensure calm, orderly behaviour and good listening</li> <li>• Ensure safe practice is followed</li> <li>• Activity to cease in the event of unacceptable behaviour</li> <li>• Tools should be checked each time they are used</li> <li>• Potentially dangerous tools should be securely stored</li> </ul>
<b>Moving heavy or awkward objects</b>	<b>Injury</b>	<ul style="list-style-type: none"> <li>• Limit size of log/ or tin etc. appropriate to the ability of the participant and use as many people as appropriate to the size of the object</li> </ul>

<b>General public</b>	<b>Physical/ verbal abuse/ abduction of children/</b>	<ul style="list-style-type: none"> <li>• Staff/ volunteers to be recognisable by logos on clothing</li> <li>• Regular headcounts</li> <li>• Defined boundaries for activities</li> <li>• Staff to be vigilant - politely ask members of the public to leave work area if necessary</li> <li>• Front and back markers to be designated with each group</li> <li>• Attempt to de-escalate any potentially confrontational situation if safe to do so</li> <li>• Be prepared to remove group to alternative area if necessary</li> <li>• Follow serious incident procedures and notify police if appropriate</li> </ul>
<b>Separation of group member from group</b>	<b>Getting lost</b>	<ul style="list-style-type: none"> <li>• Regular headcounts</li> <li>• Guidelines given to children about what to do if separated</li> <li>• Ensure participants let leader know if they are leaving the group early</li> <li>• Clear boundaries for activities</li> <li>• Ensure good behaviour</li> <li>• In the event of unacceptable behaviour, consider shortening sessions</li> <li>• Leader at front plus back marker when moving between activities</li> <li>• Follow lost child procedure</li> </ul>
Is lone working expected? No	Are any special groups at risk? Young children	
Is heavy or repetitive manual handling involved? No	First aid cover: Lead officer / volunteer	
Group Leader	Signed	
Position		
Approved by	Signed	

Use in conjunction with “Risk Assessment for Local Area Walk/Town Trail” if walking to the Cemetery.

