



KENCH HILL CENTRE

HEALTH AND SAFETY MANUAL FOR RESIDENTIAL TRIPS

(Includes **RISK ASSESSMENTS**)



Quality Badge awarded by



Revised January 2023/Review January 2024

Updated versions of this document can be downloaded from on www.kenchhill.co.uk

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Introduction

It is a legal and moral requirement that leaders of school parties and others in a responsible position take reasonable care of themselves and other persons who may be affected by their acts or omissions. In advance of a Kench Hill visit the group leader is provided with information about the essential preliminary visit, accommodation, activities, day trips etc. It is important the Centre receives vital information in advance of any visit eg group details, experience and capability of teaching staff, dietary and medical needs, any SEN/physical needs and desired outcomes.

These visits have great value in raising attainment and achievement for pupils, teachers and their schools. Although the lists of responsibilities and duties may seem onerous, in practice the management of health and safety on visits is part of a school's overall H & S policy. Kench Hill's staff members are very experienced in organising school groups, the Centre has an excellent record in Health and Safety, consequently there is no reason for any visit not to be entirely safe and successful as long as the correct procedures are followed.

Kench Hill acquired the LotC Quality Badge in 2011 (Reg R2QB102129, renewed 2021), which absolves schools from their requirement to produce their own risk assessments for venues. This nationally-recognised standard ensures a high level of health and safety, as well as good quality outcome-based teaching and activities. (See www.LotC.org.uk)

Schools should consult the Outdoor Education Advisers Panel National Guidance for all advice relating to management of outdoor learning and learning outside the classroom. [OEAP's National Guidance](#)

This guidance asserts a number of principles for the way LEA's and schools organise educational visits – in particular that each school should have an educational visits co-ordinator (EVC). For **Hackney** schools this should be used in conjunction with Hackney Education's health and safety guidelines.

The EVC will be involved in the planning and management of educational visits and working with the group leader to ensure all safety, academic and social obligations are met.

HEALTH AND SAFETY IN EDUCATIONAL ESTABLISHMENTS

KENCH HILL CENTRE OUTLINE OF HEALTH AND SAFETY RESPONSIBILITIES

Responsibility of GROUP LEADERS	Responsibility of CENTRE MANAGERS
<p>BEFORE VISIT</p> <ol style="list-style-type: none"> 1. Formal planning involving Headteacher. 2. Inform Education Visits Co-ordinator (EVC). 3. New leader's preliminary visit to Centre 4. Programme/costs agreed with Centre manager 5. Parent/carer meeting 6. Parent/carer consent & medical forms 7. School journey grant forms distributed 8. Clothing and equipment lists 9. Rules, behaviour discussed 10. Emergency contact numbers agreed, informed. 11. Inform Centre of medical/dietary information 12. Medication, valuables collected 13. Seat belts worn in coach 	<p>BEFORE VISIT</p> <ol style="list-style-type: none"> 1. Local safety statement 2. COSHH/Water testing 3. Local authority health/ hygiene check 4. Staff trained as first aiders 5. Fire certificate 6. Electrical PAT/Circuit testing 7. Public liability/employers' insurance 8. Vehicle checks (MOT, weekly inspection) 9. Equipment checks 10. Risk assessments reviewed 11. Menu planning to cater for allergies etc
<p>AT THE CENTRE – On-site activities</p> <ol style="list-style-type: none"> 1. Be aware of the risk assessment for the activity 2. Have a clear plan of the activity and its educational objectives 3. Ensure that all pupils and adults are aware of the expected standards of behaviour 4. Monitor the risks throughout the activity 5. Supervision of free time/play sessions 6. Locking up at night 7. Be responsible and on duty at all times in case of emergency eg medical, fire. NB Alcohol consumption impairs judgement and ability. <i>Staff consuming alcohol on duty are in breach of their contracts.</i> 	<p>AT THE CENTRE – On-site activities</p> <ol style="list-style-type: none"> 1. Induction safety talk to include: <ul style="list-style-type: none"> ● Fire drill ● No running indoors ● Areas off limit ● Site dangers/hazard awareness ● Night-time ● No food/drink in bedrooms ● Illness/medication ● Emergency procedures ● Hygiene and cleanliness ● Animal handling 2. Phone numbers given 3. Risk assessments for site and activities
<p>Off-Site Visits</p> <ol style="list-style-type: none"> 1. Be aware of risk assessments for the visit 2. Ensure all pupils and adults are aware of the expected standards of behaviour 3. Have a clear plan of the visit and its educational objectives 4. Monitor the risks throughout the activity 5. Take regular head counts 6. Ensure correct clothing is worn 7. Ensure seat belts are used correctly 8. 1st Aid Kit, mobile phone, medication carried 9. Be aware of emergency procedures 	<p>Off-Site Visits</p> <ol style="list-style-type: none"> 1. Risk assessments for all official visits ie those included in the Centre's programme 2. Provide relevant information eg weather forecast, tide timetables, local conditions 3. Vehicles and drivers approved for use 4. Off site first aider and first aid kit

LOCAL HEALTH AND SAFETY STATEMENT FOR KENCH HILL CENTRE

Key staff at Kench Hill Charity are seconded employees of Hackney Education which has a Safety Policy document available to all employees. The purpose of this document is to achieve a safe and healthy working environment for all employees, pupils and visitors to the Trust's premises. The responsibilities of management, safety representatives and employees are clearly stated in this document. All staff members are DBS-checked.

KEY MANAGER

- The Key Health and Safety Manager is the Head of Centre. This person is responsible for carrying out the Trust's instructions as stated in the Safety Policy document. The person designated to act in the Key Manager's absence is the Education Manager. On the rare occasions when neither is present the Resident Tutor or Maintenance officer, or thereafter the teacher leading the group will assume role of Key Manager.

Health and Safety contacts are:-

Domestic	Head of Centre Sandi Bain (Deputy – Maintenance Officer)
Grounds/Buildings	Maintenance Officer Brian Chapman (Deputy – Head of Centre)
Education/Pupils	Education Manager Barney Clarke (Deputy – Resident Tutor / Group leader)

Safety of the pupils is of paramount importance and group leaders will be issued with risk assessments on all education and play activities as well as use of accommodation. The Head of Centre would discuss with leaders further hazardous situations if they were to arise. Local contacts and if applicable, safety representatives, are responsible for inspections of their "area" at least once per term.

EQUIPMENT

- The Head of Centre is responsible for ensuring the regular (at least once per month) inspection and safety of all internal fabric and fittings, domestic equipment, furniture and maintaining of records. Education equipment is the responsibility of the Education Manager. The Maintenance Person is responsible for external fabric and fittings, the overall security of the premises, the supervision of the central heating, hot water systems, fire and emergency lighting systems, regular checks of the Centre's minibus and the maintenance and safety of all other machinery.

COMMUNICATIONS

- All employees should read the Health and Safety documents and Risk Assessments. New members of staff will be fully briefed on Health and Safety arrangements by the Head of Centre. Regular meetings (at least one per year) will be held of the Kench Hill Safety Committee of which all employees at the Centre are members. The agenda is to include risk assessment, accident and "near miss" investigation. These meetings to be minuted and the minutes kept in the Health and Safety box file in the staff room.

ACCIDENTS

- All accidents must be reported to the Head of Centre or Education Manager and recorded in the Accident Book available from the office. The Head of Centre will report any accident needing a visit to a doctor or hospital or resulting in the pupil/employee concerned needing to be sent home. This report will include the completion of Hackney Education Incident/Accident Report form – one copy being sent to the Health & Safety Manager at Hackney Education and another to the school in residence. The third copy will be kept on file at Kench Hill. More serious accidents will be reported according to the LEA's policy laid down in "Health & Safety in Education Establishments".

In the case of non-emergency medical conditions when none of the Centre's First Aiders are available use the Centre's phone to call the local doctor (Ivy Court Surgery) on 01580 763666 or NHS Direct 111 or Head of Centre on mobile 0780 831 4521.

The nearest A&E is William Harvey Hospital, Ashford TN24 0LZ 01233 633331.

In the event of serious accidents/illness call 999

See **Appendix A** for Kench Hill First Aiders.

HAZARD REPORTING

- Any potential hazard should be reported immediately to the Key Manager who will respond to this report and inform all staff and visitors of any likely danger. Also the Head of Centre (or Maintenance Officer) will regularly (at least once per week) inspect all parts of the establishment with an awareness of safety implications. In particular visiting pupils will be warned of the Centre's ponds, rope course, country roads and all potentially hazardous areas they might visit in following the agreed programme of visits. Any alterations to this programme must be discussed beforehand with the Head of Centre.

An inspection of all games equipment both indoor and out will be carried out each term. Inflammable liquids to be kept in secure, well-marked metal containers and like all other dangerous materials must be locked away from pupils. Information concerning these materials is obtainable in the Control of Substances Hazardous to Health Section of the Health and Safety (COSHH) folder.

FIRE PRECAUTION

- All staff and visitors to exercise extreme care with electrical equipment, matches, lighters, cigarettes etc. Electrical equipment to be switched off when not attended. Devices must not be left charging unattended in bedrooms or other communal rooms. No smoking is allowed inside the building and is only permitted outside. No candles indoors.
- Fire drills will take place on the first day of each new intake of pupils, testing a manual call point on a different zone to ensure all zones are tested at least quarterly. On hearing the bells ringing all staff, pupils and visitors will immediately leave the building by the numerous fire exits on the ground floor and go immediately to the FRONT DRIVE. No one will re-enter the building without the permission of the senior member of staff present.

If evidence of a fire is observed and the alarm is not ringing the observer should break the glass in one of the fire alarm stations (manual call point) positioned throughout the building. Detailed regulations for fire drill are posted in all major rooms of the Centre. Employees and visiting adults are not expected to fight fires using fire extinguishers – the evacuation of all persons from the building is of paramount importance. However, fire extinguishers are situated throughout the buildings and instruction will be offered to all Centre staff on their use. The Key Manager or Deputy will ensure regular service of fire extinguishers and fire blankets. See Appendix B.

FIRST AID ARRANGEMENTS

- First Aid boxes are situated in the Staff Lounge, Kitchen, Barn classroom, Straw Hall, Minibus and in Rucksacks for visits away from the Centre. If the contents of these boxes are used make sure the Head of Centre (responsible for the maintenance of the First Aid boxes and for the Accident Report Book) is informed. There is usually a "First Aider" on-site and visitors will be advised of those employees who are qualified. **Non-qualified staff should NOT administer first aid.** A cabinet is kept in the office with non-prescription medicines. Parents' permission must be sought before these are administered to any child (eg Calpol, Piriton) and a record kept of any medication given.

SAFETY REPRESENTATIVES

- The complete staff of Kench Hill will meet as a Safety Committee at least once per year to review the Health & Safety policy and assess its effectiveness.

ELECTRICAL EQUIPMENT

- Only approved electrical equipment should be used on the premises and the manufacturers' guidelines for use strictly adhered to. Inspection and servicing of such equipment will be on a regular basis as prescribed by the Council (PAT biannually, Fixed circuits 5 yearly).

CONTRACTORS ON-SITE

- All contractors must report to the Key Manager or Maintenance Person prior to starting work, so that potential hazardous situations can be avoided.

OUTDOOR ACTIVITIES

- As much of the work of Kench Hill is outdoors, great attention is paid to safety in the area. Potential hazardous situations are discussed with party leaders during their preliminary visit and in the Risk Assessment Section of the visitors' Health and Safety booklet. Reminder notices appear in the Staff room and Group Leaders Pack. The Head of Centre speaks to all visiting groups about the possible hazards both inside and outside the Centre. See Appendix C.

CONCLUSION

- The Health & Safety at Work Act 1974 places a duty on all employees while at work to take reasonable care of themselves and of anyone who may be affected by their acts or omissions. As all of us are employed at Kench Hill for the benefit of the young people who visit, it is our collective responsibility to ensure good Health and Safety to all.

Appendix A

Kench Hill First Aiders

Sandi Bain, Head of Centre (Daily 9-5pm)
Barney Clarke, Education Manager (9-5pm)
Brian Chapman, Maintenance Manager (9-2pm)
Amanda Burnell, Cook (8.30-2.00 Mon-Weds)
James Cook, Cook (Daily)
Sue Jarvis, Domestic Supervisor (Mornings)

Resident tutor – 24 hours

Appendix B

LOCATION OF FIRE EXTINGUISHERS

Boiler Room + Cellar	-	Powder + Foam
Front Hall	-	Foam
Kitchen	-	Blanket + CO2 + foam
Washing-up Area	-	CO2
Laundry room	-	Water / Ad
Offices	-	2 x CO2 + Water
Rear exit (Cloakroom)	-	Water
1 st Floor Landing	-	Water
1 st Floor Back Landing	-	Water
Library - 1st floor lounge	-	Water/Ad + CO2
2 nd Floor Landing	-	Foam
2 nd Floor Back Landing	-	Water/Ad
Art Hut/Shed	-	Blanket/Foam
Barn Classroom	-	Water + CO2
Straw Hall	-	CO2, Foam
Straw Hall store	-	Foam
Minibus	-	Powder

ALARM POINTS

1. Front Hall
2. Rear main hall by Staff Room
3. Corridor to Main Office
4. Back Corridor Exit
5. Kitchen back door
6. Bottom Back Fire Stairs
7. 1st Floor Back Landing
8. 1st Floor Main Landing
9. 2nd Floor Main Landing
10. 2nd Floor Back Landing
11. Main Office
12. Basement boiler room
13. Straw Hall

FIRE NOTICES

- Front Hall
- Teaching Room
- Kitchen
- All Bedrooms
- Staff Room

Health & Safety for Visiting Group Leaders

- All visiting staff should have prior knowledge of the Centre's Health and Safety statement. Risk assessments for all the Centre's activities both on and off site have been drawn up and the relevant ones should be read by staff before commencement of the activity. These documents are available from the school's Education Visits Co-ordinator, downloadable from our website (www.kenchhill.co.uk) and in the Health and Safety Manual folder in the Staff room.
- Visits to potentially hazardous sites e.g. rivers, coast, farms, castles etc., should be discussed with the Head of Centre beforehand. Although with older students unsupervised time is sometimes to be encouraged, there are certain situations, including all those mentioned above, where there must always be a teacher present and available to pupils. On all occasions the means of contacting a teacher should be known to all pupils in the party.
- All teachers should know the Kench Hill phone number **(01580) 762073** in case of emergency. Group leaders should ensure they are carrying a First Aid kit on all excursions away from the Centre. Report all accidents to the Head of Centre. In the case of serious accident the Head/Deputy Head of school should be contacted without delay.
- Any changes to the agreed programme of visits must be discussed with the Head of Centre beforehand. Visits to sites that have not been previously risk assessed will not be permitted. The use of questionnaires involving members of the public is not allowed without the prior consent of the Head of Centre.
- It is the responsibility of the Teacher-in-Charge of the visiting group to ensure that all electrical equipment is switched off when he/she "retires" to bed at night-time, including the hot water boiler and TV's. Similarly all ground floor external doors and windows should be locked.
- Good discipline is essential to the success and safety of any visit and teachers must consistently exercise the sort of control which is prudently calculated to ensure the safety and welfare of pupils and to follow the rules and guidelines issued by Kench Hill Centre.

Insurance

Kench Hill Residential Centre is part of the education service in Hackney organised by Hackney Education. It is managed by the Kench Hill Charity. The Charity is responsible for Employers' and Public Liability Insurance, also Minibus insurance. The Charity also provides Hirer's insurance for self-catered groups. The premises are owned by Hackney Council, which is responsible for Buildings Insurance. If the visiting group wishes to consider additional insurance e.g. personal luggage, favourable rates can be obtained through the School Journey Association sjatours.org Tel: 0208 356 2635. It is unusual for pupils to be individually insured – most companies consider children to be an 'uninsurable risk.' Parents may wish to take out individual insurance, but should do this independently.

The DCFS produced an insurance guide for schools – DFES 0256/2003, ISBN 84185 9303.

Employers' Liability Insurance + Public Liability Insurance + Hirer's: Zurich Municipal c/o Tennyson Insurance Policy 23389745

Policy number	P/01/237978038 / XAO:1220597163
Policyholder	Kench Hill Charity
Date of commencement:	21st April 2022
Date of expiry:	20th April 2023
Minimum cover:	£10 million
Excess:	
Public Liability	Nil
Products Liability	Nil
Employers	Nil
Hirer's	£200

Motor insurance (Minibus): QBE Insurance

Certificate number	M0026197MBPM
Policyholder	Kench Hill Charity
Date of commencement	01 January 2023
Date of Expiry	01 January 2024
Insured	Any person in the Policyholder's Employ
Excess:	£75 windscreen, £150 accidental, malicious damage, fire & theft

Kench Hill House Rules

GENERAL

- No smoking, alcohol or drugs.
- If fire bells ring make your way immediately to the driveway in front of the house. Make sure you know the different ways of getting out of the house. Line up quietly facing the house – boys and girls in 2 separate rows. Do not stop to collect anything.
- Do not drop litter – please use the bins provided.
- Do not cause wilful damage – you will be asked to pay for any repairs.
- No mobile phones or electronic devices. Hand in any valuables for safe-keeping.

INSIDE THE HOUSE

- Please leave wet/muddy/sandy footwear or clothing in the cloakroom and back corridor.
- Wear soft shoes/ trainers/ slippers indoors – no welly boots!
- Please do not run around the house. No noise or moving around after “lights out” or before 7am in the morning.
- Keep your room will clean and tidy just as it is when you arrive (see instructions on wall)
- Do not go into other people’s rooms and respect the property of others. Boys are not allowed on the girls’ floor and girls are not allowed on the boys’ floor.
- Hand in all medication and money to teachers.

OUTSIDE THE HOUSE

- Never leave the grounds unless accompanied by a teacher.
- Only go on the Climbing equipment when a teacher is present.
- Please do not climb fences or trees
- Respect the animals, please do not feed or disturb them.
- Do not throw stones anywhere in the grounds.
- Please respect the gardens, do not pick flowers/fruit or walk on the flower beds.
- Only play football and ball games on the back football field.
- Take care near the ponds, do not go pass the fencing or onto the platforms without an adult.
- Do not disturb other people with rowdy behaviour or bad language.
- Most of all – Have fun safely!

IN ORDER TO HAVE A SAFE AND PLEASANT STAY AT KENCH HILL, Please respect the house and grounds and the other people you are sharing the space with!

INCLUSION OF CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND BEHAVIOURAL PROBLEMS

We make every effort to include pupils with special educational or medical needs, but must ensure the health and safety of ALL pupils on a school visit. **Prior agreement must be obtained from the Head of Centre** before planning your trip and the needs of individual pupils discussed fully in advance. We may adapt or revise programmes to accommodate the pupils safely and to meet their needs. We can cooperate with teaching staff by adopting your specific behaviour management strategies during their stay.

If a child is likely to exhibit particularly challenging behaviour, which could endanger or spoil the experience for others, you will need to consider additional supervision and prepare a contingency plan in case s/he has to be removed from the Centre. Kench Hill is quite remote, without public transport links, and it is the **school/headteacher's responsibility to return children to their parents/carers.**

The DCSF 'Health and Safety of Learners Outside the Classroom' gives guidance which is supported by our own policy – see excerpt below:

3.42 You needn't put up with misbehaviour. You can and should withdraw anyone in the group who risks anyone's safety or health. As a group leader on a residential visit you can send them home early. You should have briefed the group and parents beforehand how this can happen and who will meet the costs.

Supporting inclusion (disabilities, special educational needs, medical conditions)

3.43 You must make reasonable adjustments to include would-be participants who have a disability. Practical measures should be in place to include children and young people with special educational needs or medical conditions where that is possible. They should have, where possible, the same learning opportunities as the others in the group. But the activity can be adjusted for individual participants' needs. The risk assessment can show such enabling measures. For guidance on inclusion, see the LOTC Out and About website at www.lotc.org.uk.

3.44 Is a child in your group subject to a care order? If so, the relevant Social Services Department (SSD) should consent to any activity for which parental consent is advised (also see chapter 4 on consent). The SSD should be informed of any other learning outside the classroom activity. You should ensure that foster carers are aware of this so that they take the necessary action. If any participant is a ward of court, the establishment's senior manager should seek advice from the court in relation to excursions and activities abroad well in advance.

On arrival, staff should identify SEN pupils to Head of Centre and agree responsibility for conduct and learning aims.

If a child misbehaves, our policy is to reinforce discipline by excluding them from informal social activities eg free play, tuck shop rather than taught educational activities which have been paid for by parents or school. We do not believe withdrawing access to education is an appropriate punishment.

Kench Hill Centre – Child Protection & Safeguarding Policy

Kench Hill Centre fully recognizes its responsibilities for child protection. Our policy applies to all staff, volunteers and visitors working at the Centre. There are five main elements to our policy:

1. Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children. All staff working directly with children have Enhanced DBS checks and have received Safeguarding training at the appropriate level.
2. Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
3. Implementing procedures for identifying and reporting cases, or suspected cases, of abuse, in collaboration with school staff.
4. Supporting pupils who have been abused in accordance with their agreed plans.
5. Establishing a safe environment in which children can learn and develop.

We recognize that because of the close 24 hour contact with children, Centre and visiting staff are well placed to observe outward signs of abuse. It will therefore:

- Establish an environment where children feel secure, are encouraged to talk and are listened to;
- Ensure children know there are adults at the Centre whom they can approach if worried;
- Include opportunities in the Centre's activities for children to develop the skills they need to recognize and stay safe from abuse

We will follow the procedures set out by the Area Child Protection Committee (for Kent) and take account of Safeguarding Children guidance issued by DfE to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.*
- Ensure all staff know who the designated person is, understand their responsibilities in being alert to signs of abuse and to refer such matters to the designated person.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters.
- Ensure all records are kept securely in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.
- Follow safe working practices with children eg with 'open door' policy and 'ask for consent'
- All Centre visitors and contractors to sign in and out at reception
- All staff to wear Kench Hill uniform
- Carry out regular safety checks on the buildings and grounds to reduce risk of physical harm

Support pupils who may have suffered abuse and who are vulnerable in a residential setting by:

- Having an ethos which promotes supportive and secure environment which values all pupils and visitors
- A behaviour policy which reinforces positive behaviour, and is non-threatening or intimidating

* Currently Sandi Bain, Head of Centre (Dec 2021)

Kench Hill Centre Kitchen Policy and Procedures

Revised: 01/01/2023 Review: on going

All kitchen, house and visiting staff must follow the following procedures to ensure safe handling of food in this kitchen and whilst serving:

1. School/Group dietary and SEND form discussed before school arrival with Kitchen team.
2. All dietaries are added to the kitchen school note board and checked by all staff daily at the start of their shift.
3. Kitchen staff to check all teacher and child dietary needs on day of arrival
4. Menu to be checked for each week with catering team to plan for schools needs
5. Individual children's allergy boxes to be set up for non-allergenic meals
6. Any staff supporting in kitchen and serving to check dietary board at the start of every shift.
7. Any pre-packaged free from meals or substitutes packaging to be double checked by centre and school staff before handing out.
8. Stored food is double wrapped with labels visible and easy to read.
9. Fridge and freezer free from areas clearly labelled.
10. Supply of pre made free-from meals for children with severe allergy needs.
11. No precooked, unlabelled leftover food from school or weekend groups should be reserved.
12. During service and sandwich making children with allergies are always served first.

If in doubt leave it out! If a severe allergy then leave out for the whole group and add free from alternatives.

Meeting Groups on Arrival - Induction Procedure

Leave cases on doorstep, meet in Lounge. A tutor will welcome and outline basic rules, including fire drill procedure and introduce our staff, who will show children to bedrooms. Cases are then collected by children to unpack, staying in bedrooms until called for lunch or outside tour.

Tea for Visiting Staff

Whilst children are unpacking discuss programme, finances, keys, instructions e.g. in case of power cut. Check childrens' medication and pocket money has been collected, any queries. Agree suitable location for Consent Forms. Show staff to their rooms and where children are in each bedroom. Meet in lounge for induction tour of grounds if time before lunch.

CHILDREN ARE NOT ALLOWED OUTSIDE UNTIL AFTER SAFETY TOUR.

Dangers inside House

- **NO RUNNING INSIDE THE HOUSE.**
- **FIRE** – Causes (a) smoking, matches, lighters etc. Smoking is not allowed and will result in dismissal from Kench Hill. (b) Electrical – cracked repaired hair dryers etc. Electrical items left on unattended, especially electric heaters and chargers. (c) Items left on heaters eg wet clothing
- **ESCAPE** – Bells. Immediate evacuation. Fire points. Staircases. Doors. Meeting Area. Do not return. **No Running**. Fire drill later (usually after evening meal).

Dangers outside House

- **Ponds** – You can go near the ponds but must not go through the gates onto pond platforms without adult supervision. Platforms can be slippery.
- **Play equipment** –Linear course, dish roundabout and swing can be used without adult supervision. Max 2 children on the cradle swing (or 100kg). The Games Area can be used unsupervised if children are deemed unlikely to misbehave.
- **Basketball hard court** – Do not hold onto the basketball net
- **Boundaries** – Show children the boundaries – they must not go off site without being accompanied by a leader.
- **Ponies and chickens** – Do not go into enclosures unaccompanied. Do not hand feed ponies.

Do's & Don'ts:-

- DO Respect the animals – don't throw things at them.
- Don't Throw objects e.g. small stones, apples on drive or in ponds
- Don't Run around outside after dark or before you are woken by teachers in the morning.
- Don't Drop litter.
- Don't Wear your wellies or outdoor shoes indoors.
- Don't Jump on bunk beds or down stairs.
- DO Use seatbelts in minibus.

General Talk

- **Meal times**
8.00am Breakfast (Friday 8.30am)

12.30 Lunch – if on-site (12pm if swimming on Monday afternoon)

5.30pm Dinner (5pm in mid-winter)

Everyone in the lounge 5 minutes before the above times – used the toilet and washed hands.

- **Bedrooms**

Keep tidy and before or after breakfast each morning:

- a. Make bed
- b. Tidy up including clothes away, towels hung to dry on racks in bathrooms.
- c. Clean floor as necessary
- d. Windows opened and condensation wiped away

Do not go into other people's bedrooms – respect people's privacy. Do not go onto the other floor. Do not jump off or bounce on bunk beds. Do not use bedrooms during playtime.

- **Bathrooms**

Keep tidy. Showers – make sure shower curtain is inside before you turn on showers and bath mats in place– any excess water must be mopped up. Bath mats to be hung to dry after use.

- **Looking after Kench Hill**

No damage, graffiti, running etc. No wellingtons or muddy shoes to be worn in house. During the day use downstairs toilets. If something does get broken, please tell us straight away.

LEARN A LOT & ENJOY YOUR WEEK – HAVE FUN!

After Lunch – wellingtons & coat allocation if required.

Dinner 5.30 Do fire drill at about 6.30pm after dinner.

Evening – discuss with visiting teachers/adults locking up procedure. Evening snack & drinks.

CHECK LIST

Fire Drill	Handbook and Safety Note
Essential points	Keys
Doors	Refreshment
Lights/other electrics	Washing up
Thermostat	Medicines and cupboard
Telephone/office	Childrens' medication
Equipment for work session	
Emergency contacts	

Locking Up At Night

It is the visiting teachers/leaders responsibility to ensure ground floor windows and doors are locked before they retire to bed. A member of the Kench Hill Centre staff will go through the locking up procedure on the first day.

Windows

Usually windows will be in the locked position when Kench Hill staff leave but, especially during the warm weather, some ground floor windows (e.g in the children's lounge) may remain open. These need to be closed and locked.

Doors

There are 4 ground floor doors that need to be locked.

- Front Door (Bolts from inside)
- Rear Hall Door by Staff Room (Yale lock, latch from inside)
- Side door at bottom of fire stairs (Yale lock, latch from inside)
- End of cloakroom corridor – (Lock in external door handle, key in staff lounge cupboard)

Electrical Appliances

Please ensure heaters, televisions and hot water boiler are turned off.

Lights

Please switch off all the lights. Plug-in night lights are available on request – bedroom doors should not be left ajar as they are fire doors.

Resident Tutors can be contacted on the internal telephone system, or a mobile telephone.

- Daytime hours – press 100 for office
- Night-time hours – press 201 for Coach House or tel Head of Centre or duty manager as advised.



Kench Hill Charity

Appledore Road, Tenterden, Kent, TN30 7DG

Tel: 01580 762073 Fax: 01580 764666 www.kenchhill.co.uk

USE OF THE TELEPHONE

Phones are located in the kitchen and offices. These phones receive and make external and internal calls. The phone in the visiting staffroom (Small Lounge) does not receive external calls, but can be used to call out. A cordless phone is available in the office, available on request.

No code is required to dial out. In the event of internet failure or power cut all incoming calls will be redirected to the Head of Centre's mobile telephone.

There is a direct line telephone in the office which can be used in the event of a power cut. Tel 01580 764666.

*Please note that mobile phone reception is very limited. Please make a contribution towards costs if you use the phone for external calls. Phones are not available for use of pupils nor can they answer calls. We discourage parents from calling as there is only one phone line, but we will pass on brief messages.

Emergency Procedures for Kench Hill Visits

General

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action. Emergency procedures are an essential part of planning a school visit.

If an accident happens, the priorities are to:

- Assess the situation;
- Look after the uninjured members of the group;
- Attend to the casualty;
- Inform the emergency services and everyone who needs to know of the incident.

Who will take charge in an emergency?

The group leader would usually take charge and would need to ensure that emergency procedures are in place and that back up cover is arranged. If the emergency occurred at Kench Hill a senior member of the Centre's staff would normally be available to offer assistance and back-up cover. In the unlikely event that an emergency happened away from the Centre and with no member of Centre staff present the group leader should liaise with both the Centre and, of course, the school as soon as possible.

The school contact's main responsibility is to link the group with the school and the parents and to provide assistance if necessary. The named person will have all the information about the visit, including the emergency contact forms. The second teacher in the group would take charge if the situation required it.

Emergency procedures framework during the visit

If an emergency occurs on a school visit the group leader will:

- Establish the nature and extent of the emergency as quickly as possible
- Ensure that all the group are safe and looked after
- Establish the names of any casualties and get immediate medical attention for them
- Make sure all group members know of the incident and are following the emergency procedures
- Ensure that a teacher accompanies casualties (with their parental consent form) to hospital and that the rest of the group are adequately supervised at all times and kept together
- Notify the police if necessary
- Inform the school and Kench Hill contact, the Centre's number is written in the first aid kit. The school contact number should be accessible at all times during the visit
- Details of the incident to pass on to the school should include: nature, date and time of incident names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken and by whom
- Ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- Keep a written account of all events, times and contacts after the incident
- Complete an accident report form as soon as possible
- No-one in the group should speak to the media. Names of those involved should not be given to the media. Media enquiries should be referred to the head teacher. All liaison with the media will be conducted by the head teacher
- No-one in the group should discuss legal liability with other parties

Emergency procedures framework for school base

The school number is the main contact. The group leader will also have alternative contact numbers.

The main items for the school contact to consider are:

- Ensuring that the group leader is in control of the emergency and asking if any help is needed from the school base
- Contacting parents. Details of parents' contact numbers are available at all times while the group is on the visit. These details are on the parent/carer consent from KHM/1. The school contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency
- The reporting of the incident using appropriate forms if necessary

After a serious accident

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other pupils or staff in the school have been affected. In some cases reactions do not surface immediately.

The above procedures are adapted from the HASLOC practice guide. In practice the group leader would receive substantial support from the experienced centre managers.

IN EMERGENCY

Contact Head of Centre or Education manager:
Ext 100 (Office) or Mobile: 0780 831 4521/ 0773 816 5869

OR

Ext 201 (Coach House/Resident Tutor)

OR

William Harvey Hospital (Ashford TN24 0LZ) 01233 633331

For Advice: NHS Direct 111

Or Emergency Services 999

Give name, address and telephone number:

Kench Hill Centre
Appledore Road (B2080)
Tenterden, Kent TN30 7DG
TEL: 01580 762073

IN THE EVENT OF A POWER CUT

Power cuts are not uncommon in a rural location. The emergency lighting system will come on automatically to illuminate corridors, bedrooms and exits and will last for about 4 hours. It is not possible to turn off the lighting eg if a power cut occurs in the night, so rooms will be dimly lit.

Torches for such an emergency are kept in the cloakroom at back of house.

A plug-in emergency torch is located on each stair landing, plus small staff lounge. An emergency telephone is located in the Cloakroom which is connected to 01580 764666. The centre's telephone system does not work during a power cut. The heating will stop but the house normally remains warm for some time. Encourage children to wear lots of layers if cold. To retain as much heat as possible ensure main front door is closed and curtains or shutters are closed in all rooms including bedrooms.

Keep children contained in one room e.g lounge. There are plenty of games, cards etc to keep children occupied.

All children's bedrooms should be allocated a re-windable torch if required. **Teachers should remind children that this is an emergency and stress the need for caution and good sense.**

If the power cut happened during the day and seemed likely to continue into the hours of darkness the Head of Centre or Education Manager will discuss with the Party Leaders the possibility of returning children home.

In the event of the Head of Centre not being available – please telephone the electricity emergency line on: 0800 783 8866. You will be advised on duration of the power cut.

If Head of Centre or Education Manager is at home, they can access the internet to receive updated messages from the power supply company.

FIRE AUDIT AND RISK ASSESSMENT

As the main building at the centre is old and contains flammable material, precautions are taken to prevent fires starting and to ensure the safe and prompt evacuation in the case of fire.

Visitors are advised not to leave on electrical appliances unattended (see “Locking up at night”). There is no smoking allowed in the house. Flame retardant materials are used when renewing furniture, curtains. All internal doors are fire doors with closers and rubber strips to prevent smoke spreading.

All rooms, corridors and stairwells have smoke detectors except the kitchen, cellar and boot room which have heat detectors. There are battery powered emergency lights throughout, inside and outside fire exits.

All areas have prominently displayed ‘Fire Notices’, relevant fire extinguishers and ‘Alarm points’ if automatic alarms were not activated. Equipment is maintained regularly by contract and reports written in the ‘Fire Log Book’.

All visitors and staff are advised of the fire alarm system, emergency exits and meeting point and fire drills are carried out on the first day for each new intake of pupils. In this way all ‘Alarm Points’ are tested on a regular basis as are the emergency lights and automatic closing doors on the ground floor.

In the event of a power cut more difficulties need to be addressed, see separate sheet attached. N.B. The emergency lighting system will remain operational for 4 hours after electrical power is lost.

The fire notices give clear instruction on action to be taken in the event of fire and all visiting staff are aware of the Emergency Procedures.

RISK ASSESSMENT: FIRE

RISKS

1. Fire starting and spreading through building.
2. Smoke inhalation.
3. Difficulty in evacuating the building.
4. Person or persons missing when check made at Meeting Point.

MINIMISING THE RISK

- Robust anti-smoking policy. No candles allowed.
- All visitors, staff and contractors advised of dangers of unattended electrical appliances. Checks made at night.
- Smoke detectors throughout building – LOUD ALARM. Visitors with hearing impairments should be assigned a ‘buddy’ in case of the alarm going off in the night.
- Fire doors and smoke preventers stop spread. Bedroom doors must be kept closed at night. Plug in night-lights are available for children afraid of the dark.
- Emergency lights throughout building and over exits.
- All exit doors easily opened from inside. Emergency staircase, kept clear of all obstructions.
- Emergency services contacted immediately.
- One adult to search (if safe) for missing person. Inform emergency services on arrival if anyone is missing.

RISK ASSESSMENT

“School trips are an important aspect of every pupil’s education but safety has to remain the priority” – *DFES August 2002*. Activities cannot be entirely risk free but we must aim to contain risks within acceptable levels. Risk assessment is about considering what can go wrong and how to avoid the risks. All activities on offer at Kench Hill and those carried out whilst on organised visits away from the Centre have been risk assessed. The following RAs are based on the understanding that:

1. The activity has been agreed with the Head of Centre especially in relation of the competence, fitness and temperament of the group's members and the correct ratio of staff to pupils and the conditions of weather and timing. It is especially important that details of any child or adult’s special educational or medical needs or disabilities are discussed with centre staff well in advance of the commencement of the activity.
2. A hazard is anything with the potential to cause harm. Risk is the likelihood of harm from the hazard being realised. With teachers exercising correct judgement and control the risks in the following activities can be managed i.e. there is ongoing risk assessment by group leaders and Kench Hill staff

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RISK ASSESSMENTS: ON-SITE ACTIVITIES

THE SITE IN GENERAL

Regular Health and Safety meetings take place for Centre staff where potential hazards are discussed. All new employees receive an induction emphasising safe practices for themselves, fellow workers and visitors.

The leaders of visiting school parties/other groups should either have used the Centre before or made a preliminary visit to discuss the programme and issues concerning Health and Safety of their charges. Leaders are made aware that they are “in loco parentis”. The Teachers’ Guide contains the Centre’s rules which are to be discussed with the children (and parents) before departure. Headteachers and leaders are also asked to consider carefully the inclusion of children with a serious disciplinary record.

On arrival at the Centre each group is welcomed by a Kench Hill manager and the fire escape procedure is explained, plus, for older children the confiscation of any potential hazards (matches etc). Once unpacking is complete and before the children are allowed outside, the whole group will receive an induction talk from the on-duty manager explaining health and safety and the educational objectives of the visit. Teachers and children can ask questions concerning the “rules” and where/what they are allowed to do and go. Children are introduced to all centre staff and teachers will be advised when visitors are on-site. Due to its isolated position and access policy it is very rare for unauthorised members of the public to be on-site: awareness of the risk and discouraging children speaking to strangers is the appropriate policy. Later on the first day there is a fire drill. Party leaders are shown locking-up procedure, the telephone system and contact details in case of emergency.

Risk Assessment: Climbing apparatus at Kench Hill

This play equipment is checked regularly and maintained to a high standard. With correct supervision this equipment should provide a popular and safe activity, but it is up to the teacher in charge to decide whether it is suitable or not. The children are not allowed to climb trees as an alternative! It is not recommended for under 5’s.

SUPERVISION

a. **Linear fitness Course (Football Field)**

This is designed for primary age children and has a maximum height of 2m, with safety matting under the monkey bars. Visiting staff can decide whether they will allow children to use the structure with or without supervision.

- Care should be taken not to have too many children on each section of the apparatus. It is recommended that children follow a linear route travelling in the same direction.

b. **Cradle Swing** Only 2 children (or max 100kg). Can be used without supervision.

c. **Dish roundabout** – Max 2 children

Kench Hill Centre Risk Assessment Form 1

Activity General House

Location Kench Hill Centre

Risk Assessment reviewed by: Barney Clarke **Date:** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome A	Probability B	Risk Rating	Risk L/M/H
1) Slips, trips and falls	YP, VA, S	3	3	9	M
2) House fire	YP, VA, S	5	2	10	M
3) Medicines	YP, VA, S	3	1	3	L
4) Areas off limit	YP, VA	4	1	4	L
5) Power cut/electric equipment	YP, VA, S	4	1	4	L
6) Washing up room and kitchen	YP, VA	3	3	9	M
7) Falling from top bunks	YP	3	3	9	M
8) Falling from windows	YP	4	1	4	L
9) Glass picture frames	YP, VA, S	3	2	6	M
10) Injury from broken furniture	YP, VA, S	3	2	6	M
11) Injury from falling furniture	YP, VA, S	4	2	8	M
12) Glass breakage	YP, VA, S	2	3	6	M
13) Asbestos	S	4	1	4	L
14) Injury from heavy doors	YP, VA, S	2	3	6	M
15) Intruders	YP	3	2	6	M
16) Exposure to COVID-19	All	4/5	3	12-15	H

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People	5 Fatality	5 Very likely, near certain	1-5 Low
VA Visiting adults	4 Major injury/Long term sickness	4 Probable	6-11 Medium
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible	12+ High
	2 Minor injury needing attention	2 Remote low possibility	
	1 Very minor/no injury (eg nettle sting)	1 Unlikely	

Risk Assessment Action Plan 1

Hazard #	Action required	Completion by / date
All	First aider on site at all times.	
1, 2, 7	Safety talk includes: <ul style="list-style-type: none"> ● sensible walking in the house ● no running indoors ● keep bedrooms and back corridor tidy ● use ladders on bunk beds 	First day of visit
1, 2	Teachers lead a daily room inspection to ensure rooms are clear. Storage facilities provided ie drawers	Daily
1, 2	Hooks and racks provided in back corridor to be used to keep passage way clear.	In place
1, 2	Hooks and towel airers provided in bathrooms to keep area clear.	In place
1, 2	Review condition of carpet, replace if necessary.	Termly

1, 2	All corridors and stairwells kept clear at all times. Any protruding pipework clearly marked with hazard tape or similar e.g. outside store / wash room.	In place
1	Mops provided in bathrooms to mop up any spillages.	In place
1	Cloths and dust pans and brushes provided in dining room to mop up any spillages.	In place
1	When children are staying in ground floor bed/staff room portable heaters, electrical equipment and breakable items are removed and cupboards locked.	When needed
1	All areas left tidy between activities.	In place
2	Fire drill. No candles or matches allowed in house. Fire doors operational. Fire doors must not be propped or wedged open when residents on site.	First day of visit
2	Plug-in electrical heaters in teachers' rooms clearly marked with warning – do not cover.	In place
2, 5	All appliances PAT tested. Smoke detectors and fire alarm system checked regularly.	Biennial. Bi-annually
3	Medicines brought with groups are kept and administered by the group leaders. Centre medicines kept in medical cupboard in office, must be signed for.	In place
4	Warning signs clearly visible; doors kept shut/locked.	In place
5	Nightlights available for bedrooms. Emergency lighting tested regularly. Bedside lamps bought which don't allow children to touch bulbs.	In place Termly
6	Young people must be supervised whilst in these areas and must not operate the machinery.	In place
7	Bed safety barriers are kept on open side of bed. Children not to use bedrooms as play areas or rearrange furniture, no unsupervised access during day.	In place
8	Blocks are fitted to all first and second floor windows which limit opening. Staff bedroom next to library does not have blocks fitted, no children to stay in this room.	In place
9	No glass frames in bedrooms.	In place
10	Review condition of furniture, remove if necessary.	Termly
11	Chairs stacked no more that 8 high, tables stacked no more than 2 high, camp beds stored securely.	In place
12	Window safety audit and remedial action	Review 2021, ongoing
13	Asbestos survey completed, hazardous materials identified in report located in Office. Policy of gradual removal as required and monitoring of condition of asbestos-containing materials.	Ongoing
14	Maintain door closers in good condition; wear indoor shoes or slippers; no running.	
15	Door locking procedure at night. All visitors to be met and accompanied at all times. Use of CCTV being reviewed.	Ongoing August 2019
16	All CS,VS and YP to follow Centre COVID-19 policy/rules, social distance and maintain personal hygiene, follow all current government guidance. See KH Centre COVID-19 visitor RA	Ongoing

Kench Hill Centre Risk Assessment Form 2

Activity General Grounds

Location Kench Hill Centre

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm **RISK** - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
1) Slips, trips on paths	YP, VA, S	2	4	8	M
2) Ponds	YP, VA, S	5	2	10	M
3) Falls from rope course	YP, VA	2	3	6	M
4) Chickens, ponies	YP, VA, S	3	3	9	M
5) Tools & garden machinery	YP, VA, S	4	3	12	M
6) Vehicles in car park	YP, VA, S	4	2	8	M
7) Areas off limit	YP, VA	4	2	8	M
8) Gravel on driveway	YP	2	3	6	M
9) Extreme weather conditions	YP, VA, S	3	3	9	M
10) Splinters	YP, VA	2	3	6	M
11) Climbing trees	YP	4	1	4	L
12) Falling trees	YP, VA, S	5	2	10	M
13) Bonfire	YP	4	2	8	M
14) Thorns, prickles, stings	YP, VA, S	1	4	4	L
15) Falling from cradle swing / dish roundabout	YP	3	3	9	M
17) Injury from broken games equipment	YP	2	3	6	M
18) Danger from strangers	YP	5	1	5	L
19) Poison plants and fungi	YP	3	2	6	M
20) Football Goals	YP, VA, S	2	3	6	M
21) Sensory Garden	YP, VA, S	2	3	6	M
22) Ponies, Electric fencing	YP, VA, S	3	3	9	M
23) Exposure to COVID-19	ALL	4/5	3	12	M

Persons at risk YP Young People VA Visiting adults S Kench Hill staff	Potential seriousness of outcome (A) 5 Fatality 4 Major injury/Long term sickness 3 Injury – off work/school for 3 days 2 Minor injury needing attention 1 Very minor/no injury (eg nettle sting)	Probability (B) 5 Very likely, near certain 4 Probable 3 Possible 2 Remote low possibility 1 Unlikely	Risk Rating (AxB) 1-5 Low 6-11 Medium 12+ High
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Risk Assessment Action Plan 2

Hazard #	Action required	Completion by
All	First aider on site at all times.	In place
1, 14	All paths clearly visible, kept clear at all times. Edge of flower beds and rough ground clearly visible. Algon sprayed on paths and pond platforms as necessary. Ducks need to be chased from platforms regularly to prevent build-up of faeces.	In place

1, 2, 3, 4, 7, 8, 18,19	<p>Safety talk includes:</p> <ul style="list-style-type: none"> ● YP do not enter field or pond-dipping platforms alone ● YP do not climb trees ● YP do not exit main gate unaccompanied ● Outdoor footwear to be worn when outside ● Do not pick up, throw or kick gravel ● Do not climb or lean on fences ● All visitors aware of holes in ground & exposed tree roots ● Visitors call at front door ● Do not pick or eat any plant without supervision ● Importance of hand washing. ● Visitors must not enter fenced off or staff only areas 	First day of visit
1	Weekly winter check of grounds, very muddy areas roped off.	Mondays
1	All areas are kept clear between activities	In place
1	Outdoor lights around Centre to aid safety at night	In place
2	Throw line and life rings at pond edges.	In place
2, 4	Fences are checked and replaced if needed	Termly
2, 7, 16	Warning signs clearly visible, replaced as necessary. Gates /doors kept shut or locked. Children instructed not to enter surrounding farmland at any time. Advised to tell adult if football kicked over hedge. Gaps in hedges plugged by dead-hedging and whip planting, monitored and managed accordingly.	In place
3	Rope course checked regularly and groups advised not to use in cold and wet weather.	In place
5	All site workers cordon off their work area and put away all tools and equipment when not in use.	In place
6	Clear sign of 5mph speed limit, speed bumps at entrance	In place
9	Monitor adequate clothing, including hats, sun protection, waterproof and warm clothing. When very wet, groups advised about slippery footpaths and muddy football pitch. Alternative play areas suggested.	In place
10	Wooden garden furniture checked, rubbed down and removed if hazardous.	Annually
11, 12	Tree survey and low branches cut. Trees checked after heavy storms. Areas roped off and signed if dangerous until remedial work carried out	Annually/ biennially
13	Adults only light fire. Area around fire kept clear. Young people supervised when bonfire lit. Benches located away from fire.	In place
15	Area under swings is soft surface. 2 YP max on swing. No standing on roundabout.	Weekly inspection
17	Equipment checked and removed if hazardous.	Weekly
19	Potentially dangerous plants include Hemlock Water-Dropwort, Thorn-apple, Foxglove, Arum Lily, Potato, Petty Spurge, Black Bryony, Snowberry, Spindle, Laburnum, Yew and Elder	In place
20	Foam Post Protectors installed Jan 2014 to prevent / minimise injury from collision with goalposts.	In place
21	Sensory Garden enclosed within picket fence to aid supervision of smaller children. Play house is locked when not in use and locked open when in use to stop children from locking others in. Prickly, thorny plants avoided in this area.	In place
22	Allergies/ being bitten/ trampled/kicked. Letting loose. Warn visitors that ponies are on site. No hand-feeding allowed.	In place

	Ponies kept in secure fenced area. Electric fencing clearly labelled. Visitors given clear instructions.	
23	As for RA1	Ongoing

Kench Hill Centre

Risk Assessment Form 3

Activity Animal Handling

Location Lounge/Straw hall/Stable/Chicken run/dog walks

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Ratio 1:15. Instructors to have in-house training.

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
See RA Forms 1 and 2					
1) Biting, jabbing and scratching	YP, VA, S	2	4	8	M
2) Transmission of pathogens	YP, VA, S	5	2	10	M
3) Ramming	YP, VA, S	2	3	6	M
4) Allergies	YP, VA, S	3	3	9	M
5) Slips, trips and falls in area	YP, VA, S	3	3	9	M
6) Kicks, treading on (by pony)	YP, VA, S	3	3	9	M

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People	5 Fatality	5 Very likely, near certain	1-5 Low
VA Visiting adults	4 Major injury/Long term sickness	4 Probable	6-11 Medium
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible	12+ High
	2 Minor injury needing attention	2 Remote low possibility	
	1 Very minor/no injury (eg nettle sting)	1 Unlikely	

Risk Assessment Action Plan 3

Hazard #	Action required	Completion by / date
1, 2, 3, 4,5, 6	Adults supervise activities with animals. Children briefed before meeting any animals	In place
1	Gloves to be worn when feeding chickens	In place
1	Towel on lap when holding guinea pigs	In place
1	No one is to feed the ponies by hand. Signs up asking not to feed the ponies. Before meeting the ponies visitors should be told not to put their hands near the ponies mouths.	In place, at the start of activity and during.
2	Cover any open wounds with plasters/gloves and safety talk to include no hands on face	At start of activity
2	Wash hands thoroughly after sessions	At end of activity
2	No eating or drinking when near animals	During activity
2	Pregnant women should take medical/veterinary advice before touching some animals.	If situation occurs
1, 2, 5	Treat any wounds immediately	If injury occurs
3, 1, 2, 5	Pupils do not access any animal enclosure unaccompanied.	In place
5	Visitors should only walk ponies and Centre dog if accompanied by Kench Hill staff. Children should not hold a pony on their own unless experienced. Adults should help children walk the ponies to avoid being pulled over.	In place, during activity
2	Centre staff to keep informed of all DEFRA advice and warnings.	In place

4	Check medical forms, ask group if any allergies. If serious reaction (asthma) do not allow to take part. If minor, can observe but not touch fur/feathers. Clean area after guinea pigs handled. Guinea pigs can be handled if they stay on towels at all times.	In place
1	Do not allow cockerel out when children present unless he is being carried by activity leader.	In place
1, 2 , 5, 6	Everyone to wear appropriate footwear when visiting chickens to avoid slips and trips, cuts and scratches from chickens. Appropriate footwear to be worn around the ponies. All who are walking/meeting the ponies are to be briefed on behaviour and where to stand.	In Place, at start of activity and during
6	No one is to walk/stand behind the ponies. No visitors to go in with the ponies or walk the ponies without a Kench Hill member of staff present. All visitors to the ponies to be briefed before entering the stable or meeting the ponies.	In place, at start of activity and during.
6	Very small children can be provided with helmets when meeting the ponies if needed,	In place

Kench Hill Centre Risk Assessment Form 4

Activity Cooking and Food Preparation

Location Kitchen and Dining Room

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Staff ratio 1:8 due to small area in kitchen and hot ovens

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
See RA Form 1					
1) Danger from burns and scalds	YP, VA, S	3	3	9	M
2) Cuts from sharp knives	YP, VA, S	3	2	6	M
3) Injury from other manual equipment	YP, VA, S	2	2	6	M
4) Slips and falls	YP, VA, S	3	3	9	M
5) Infection from bacteria spread in food	YP, VA, S	3	3	9	M
6) Other food contamination	YP, VA, S	2	3	6	L
7) Danger from machinery	YP, VA, S	4	2	8	M
8) Allergic reactions	YP, VA, S	5	3	15	H

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People	5 Fatality	5 Very likely, near certain	1-5 Low
VA Visiting adults	4 Major injury/Long term sickness	4 Probable	6-11 Medium
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible	12+ High
	2 Minor injury needing attention	2 Remote low possibility	
	1 Very minor/no injury (eg nettle sting)	1 Unlikely	

Risk Assessment Action Plan 4

Hazard #	Action required	Completion by / date
1	Warn YP of dangers and point out sources of heat. If hot cupboard on, cover with a blanket. If oven on or still hot YP work on 1 side of bench opposite ovens. YP do not use oven, hob or hot cupboard. Staff use blanket or oven gloves to move hot utensils or plates.	In place
1, 2, 3, 4, 7	Ensure each YP has adequate room for working safely. Maximum 8 children allowed in kitchen.	Throughout activity
1, 5	Wear clean heat resistant aprons.	In place
2	Use short blade knives with a supervision ratio of 1:2. Use large bread knives with a supervision ratio of 1:1. Only allow YP to use sandwich knives.	In place
1, 2, 3	Give clear instructions and demonstrate how to use all equipment.	Throughout activity
2, 4, 5, 6	Wear clean, indoor, closed shoes or foot covers.	At start of activity
4, 5, 6, 8	All spills reported and wiped up immediately. Kitchen to be cleaned down after activity.	In place

5	Wash hands thoroughly before activity. Check hands for open sores and ringworm. Wear gloves if necessary. Wash hands after activity.	At start of activity
5	Explain personal hygiene rules, sneezing/coughing to be done away from food. If use hands to cover mouth then wash them again before handling food.	In place
6	Long hair tied back.	In place
7	YP must not operate any machinery.	In place
8	Check dietary & medical forms before activity. Avoid foods with allergens e.g. nuts. Disallow pupils if allergic to essential ingredients e.g. eggs.	In place
5, 6	Follow food safety and hygiene guidelines for storing food. Staff trained in food safety January 2014 (certificates up in kitchen).	In place

Kench Hill Centre Risk Assessment Form 5

Activity Bread Making

Location Thatched hut and dining room

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Staff Ratio 1:10

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
See RA Forms 1 and 2					
1. Transmission of pathogens	YP, VA	3	2	6	M
2. Broken equipment	YP, VA	2	1	2	L
3. Slips caused by spillages	YP, VA	2	2	4	L
4. Fingers trapped in quern stone (wheat grinder)	YP, VA	3	1	3	L
5. Allergic reactions	YP, VA	5	3	15	H

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People	5 Fatality	5 Very likely, near certain	1-5 Low
VA Visiting adults	4 Major injury/Long term sickness	4 Probable	6-11 Medium
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible	12+ High
	2 Minor injury needing attention	2 Remote low possibility	
	1 Very minor/no injury (eg nettle sting)	1 Unlikely	

Risk Assessment Action Plan 5

Hazard #	Action required	Completion by / date
1, 5	Wash hands thoroughly before activity. Tie up hair. Wear clean tabards. Wash hand thoroughly after activity.	At start of activity
1	Cover any open wounds with plasters/gloves and safety talk to include no hands on face	At start of activity
1	Explain coughing/sneezing to be done away from food. Wash hands if used to cover mouth when sneezing/coughing.	Throughout activity
2	KH staff check equipment prior to activity, replace broken items.	Before activity
2	If any equipment breaks during activity (e.g. broken glass bowls) clean the area thoroughly. Don't let children touch broken equipment. Throw away any contaminated food.	In place
3	Clear up spillages straight away	If spillage occurs
2, 3	Appropriate footwear to be worn	In place
4	Correct use demonstrated prior to use by children. One pupil at a time using stone, supervised by an adult	In place
5	Any medical conditions notified before visit e.g. gluten/wheat allergy. If severe do not allow pupil to participate. Check allergy info on medical forms. Provide gluten-free flour.	In place
1	Only eat grain from a covered tin, don't use flour ground at the quern stone as it is not kept sanitised. Flour and grain swept from quern at the end of the day.	In place
5	Anyone allergic should not try a grain from tin and should not participate in quern stone activity.	

Kench Hill Centre Risk Assessment Form 6

Activity Pond Dipping and Bug Hunting

Location Ponds and Garden

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm **RISK** - The chance that someone can be harmed by the hazard
Ratio 1:6 (ponds). Instructor should have in house training

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
See RA Form 2					
1) Falling into water (drowning/hypothermia)	YP, VA, S	5	2	10	M
2) Transmission of pathogens e.g. Leptospirosis	YP, VA, S	4	2	8	M
3) Slipping on dipping platforms	YP, VA, S	3	3	9	M
4) Carrying equipment (trips)	YP, VA, S	2	3	6	M
5) Injury from broken equipment (cuts)	YP, VA, S	2	3	6	M
6) Magnifying glasses (eye injury)	YP, VA, S	3	1	3	L
7) Injury from turning logs (splinters/crushes)	YP, VA, S	3	2	6	M
8) Thorns/branches at eye height	YP, VA, S	2	3	6	M
9) Stings/thorns while searching scrub	YP, VA, S	2	3	3	M

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People VA Visiting adults S Kench Hill staff	5 Fatality 4 Major injury/Long term sickness 3 Injury – off work/school for 3 days 2 Minor injury needing attention 1 Very minor/no injury (eg nettle sting)	5 Very likely, near certain 4 Probable 3 Possible 2 Remote low possibility 1 Unlikely	1-5 Low 6-11 Medium 12+ High

Risk Assessment Action Plan 6

Hazard #	Action required	Completion by / date
All	Young people are supervised at all times. Especially when on pond dipping platform!	In place
1, 2, 3, 4, 6, 7, 8, 9	Safety talk includes: <ul style="list-style-type: none"> ● No pushing on platforms. ● Limit of number of people on platforms. ● No running near pond edges. ● Advise YP not to touch face during activity. ● No eating or drinking. ● Reinforce sensible and careful behaviour. ● Do not hold lens up to the sun. ● Take care with logs, avoid heavy ones – adults to help with lifting / rolling logs. ● Be careful of thorns/brambles if they might be present 	At start of activity

1	Dip from platforms. Max 6 children per platform in pairs, using 3 nets only. Other children stand behind trays, away from edge. Kneel or lie down when dipping. New platform on Windmill pond is narrower so only 3 children allowed at a time.	At start of activity
1	Throw Lines on banks (1 at each pond); Life Rings at each pond. Platform timbers inspected. Coach House platform in disuse 2021.	In place Bi-annually
2	Cover open wounds with plasters or gloves provided.	At start of activity
2	Avoid contact with face (eyes, ears, nose, mouth) during activity. Wash hands thoroughly after session.	During / at end of activity
1, 2	Should anyone fall into, or swallow the water, instructions on Leptospirosis given - if flu-like symptoms develop contact GP.	When needed
3	Remove any disruptive pupils. Algon sprayed on pond platforms as necessary. Duck faeces swept or cleaned away prior to activity.	Throughout
3	Non-slip matting put down when necessary.	When needed
4	Group shown how to carry equipment safely. No running whilst carrying equipment.	At start of activity
5	KH staff to check equipment prior to activity and replace any broken items.	Before activity
7, 9	When turning or rolling heavy logs ensure 2 or more people. If too large then get an adult or avoid turning log all together.	During activity.
8, 9	Warn participants about hazard, especially when beating bushes or pooting from trees / shrubs	During activity

Kench Hill Centre Risk Assessment Form 7

Activity Clay Play

Location Barn classroom/Picnic site/Forest School

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm **RISK** - The chance that someone can be harmed by the hazard
Ratio 1:15. Instructor should have in house training

Hazards Identified	Persons at risk	Potential Outcome A	Likelihood/Probability B	Risk Rating (A x B)	Risk L/M/H
See RA Form 2					
1) Slips/trips	YP, VA, S	2	2	4	L
2) Transmission of pathogens	YP, VA, S	4	1	4	L
3) Injury from misuse of equipment (eg crush)	YP, VA	3	3	9	M
4) Injury from broken equipment (eg cut/crush)	YP, VA, S	3	3	9	M
5) Injury from collapsing brick structures	YP	3	1	3	L

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People	5 Fatality	5 Very likely, near certain	1-5 Low
VA Visiting adults	4 Major injury/Long term sickness	4 Probable	6-11 Medium
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible	12+ High
	2 Minor injury needing attention	2 Remote low possibility	
	1 Very minor/no injury (eg nettle sting)	1 Unlikely	

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1, 3, 5	Clear implicit instructions given with demonstration and constant reinforcement of key points. Children to be supervised at all times.	Throughout activity
1	Ensure ground area is clear. Instruct participants not to run in area.	At start of activity
1,4, 5 ,	All participating in the activity should be wearing appropriate footwear i.e. closed, non-slippery shoes.	
2	Cover any open wounds with plasters/gloves and wash hands thoroughly after session. Record Tetanus status on medical forms.	In place
4	KH staff check equipment prior to activity and replace any broken items.	In place
3	All use of pug mill under close supervision of an adult. Guard kept on during operation. Pupils DO NOT put hands inside.	In place
5	Do not build brick structures above chest height, supervise and monitor, restrict group size in area.	During activity

Kench Hill Centre Risk Assessment Form 8

Activity Woodwork/bushcraft

Location Outdoor Barn / Forest School

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Potential Outcome A	Likelihood (B)	Risk Rating (A x B)	Risk L/M/H
See RA Forms 1 and 2					
1) Sharp tools	YP, VA	3	3	9	M
2) Heavy, hitting tools	YP, VA	2	3	6	M
3) Injury from splinters and nails	YP, VA	2	4	8	M
4) Injury from electrical equipment	YP, VA	3	2	6	M
5) Burns from glue guns	VA	2	2	4	L
6) Broken equipment	YP, VA	3	3	9	M
7) Misuse of equipment	YP, VA	4	3	12	H

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People VA Visiting adults S Kench Hill staff	5 Fatality 4 Major injury/Long term sickness 3 Injury – off work/school for 3 days 2 Minor injury needing attention 1 Very minor/no injury (eg nettle sting)	5 Very likely, near certain 4 Probable 3 Possible 2 Remote low possibility 1 Unlikely	1-5 Low 6-11 Medium 12+ High

Risk Assessment Action Plan 8

Hazard #	Action required	Completion by / date
1, 2, 3, 6, 7	YP are supervised at all times. A supervision ratio of 1:4 per table. 1:1 with a bow saw in woodland. Maximum of 2 hand tools per table. Participants asked to keep hands and body clear when sawing / hand-drilling/ body position (legs away from blade). Demonstrations throughout activity to remind participants on correct use – do not rely solely on initial instructions.	In place
1, 2, 3, 4, 7	Give a clear safety talk to include instructions and demonstrate how to use all tools and equipment.	At start of activity
1, 2, 3, 7	Use appropriate size fixings dependant on task.	In place
1, 3	Secure wood using available bench vices or clamps, saw horse	In place
1, 3	Pre-cut or partially cut timber for under 10's, or balsa wood. Remove any very rough edges prior to activity. Encourage participants to handle wood carefully.	Before / during activity.
2	Use appropriate size tools dependant on age group.	In place
3	Wear goggles when sawing wood. Leader to check recycled wood for old nails and splinters beforehand.	In place
4	Adults only to use power tools or a supervision ratio of 1:1. KH staff ONLY to use jigsaw / fret-saw. No power tools should be left plugged in/accessible whilst a session is in progress i.e. use beforehand to prepare any necessary materials.	In place

4	All equipment PAT tested.	Annually
5	Adults only to use glue guns. Use on a separate table to pupils. Do not leave unattended.	In place
1, 2, 3, 4, 5	First aid kit kept in Barn classroom/ FS kit.	In place
1, 2, 3, 4, 5	Remove disruptive pupils from area immediately.	During activity
6	KH staff check equipment prior to activity and replace any broken tools. Session leader needs to remove any tools broken during session.	Before / during activity

Kench Hill Centre Risk Assessment Form 9

Activity Shelter Building

Location Forest school or woodland

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm **RISK** - The chance that someone can be harmed by the hazard
Ratio 1:15. Instructor should have in-house training

Hazards Identified	Persons at risk	Outcome (A)	Likelihood (B)	Risk Rating	Risk L/M/H
1) Long and heavy poles	YP, VA, S	2	3	6	M
2) Splinters	YP, VA, S	2	3	6	M
3) Trips and falls	YP, VA, S	2	3	6	M
4) Shelters collapsing	YP, VA	4	3	12	H
5) Ropes	YP, VA, S	2	3	6	M

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People	5 Fatality	5 Very likely, near certain	1-5 Low
VA Visiting adults	4 Major injury/Long term sickness	4 Probable	6-11 Medium
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible	12+ High
	2 Minor injury needing attention	2 Remote low possibility	
	1 Very minor/no injury (eg nettle sting)	1 Unlikely	

Risk Assessment Action Plan 9

Hazard #	Action required to minimise risk	Completion by / date
1, 2, 3, 4, 5	Introductory talk. Main risks from wooden stakes/branches. Participants only carry when necessary, with point downwards by the side of the body, never over shoulder or with point held horizontally. Drag poles along the floor. Never lift poles above head height. Children are encouraged to help each other if poles are too heavy. Do not rub hands on stakes to avoid splinters. 'If it's bigger than you it takes 2'.	At start of activity
3,4	Choose a flat area for the activity to avoid trips and to make building easier	In place
1-5	Children are supervised at all times by a leader or visiting teacher.	In place
1, 2, 3	Correct carrying procedure demonstrated.	In place
2	Smooth poles used. KH staff to check equipment prior to activity and replace / discard any broken items. Check for, and remove any nails in poles before using them for activity.	In place
3, 5	Replace materials neatly. Make sure there is nothing left on the floor that could be a trip hazard.	At end of activity
3, 4, 5	Remove disruptive pupils	Throughout activity
1, 4	Activity leaders must ensure structures are sound enough for YP to sit in. Avoid using very heavy poles.	Throughout activity
1, 4	VA, S to hold up poles whilst YP get into shelter to ensure they are not knocked over when they get into shelter.	
2, 3	Appropriate footwear to be worn to avoid poles falling on feet and to avoid slips and trips.	In place
4, 3	Stop activity if heavy rainfall or high winds	Throughout activity

5	Ropes should not be tied around any part of YP body, especially neck. Do not swing rope around/whip other YP with rope.	At start & throughout
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**Kench Hill Centre
Risk Assessment Form 10**

Activity Cyanotypes

Location Dark Room/Garden

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm **RISK** - The chance that someone can be harmed by the hazard
Ratio 1:7 due to small area in dark room and reduced light.

Hazards Identified	Persons at risk	Potential Outcome A	Likelihood B	Risk Rating (AxB)	Risk L/M/H
See RA Form 1					
1) Reaction from contact or ingestion of hazardous chemicals	YP, VA,S	5	1	5	L
2) Accident (eg trip/bump) from difficulty in low light	YP, VA,S	2	3	6	M
3) Broken glass	All	2	3	6	M

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People VA Visiting adults S Kench Hill staff	5 Fatality 4 Major injury/Long term sickness 3 Injury – off work/school for 3 days 2 Minor injury needing attention 1 Very minor/no injury (eg nettle sting)	5 Very likely, near certain 4 Probable 3 Possible 2 Remote low possibility 1 Unlikely	1-5 Low 6-11 Medium 12+ High

Risk Assessment Action Plan 10

Hazard #	Action required	Completion by / date
1	Tongs provided to prevent skin contact. No naked flames. State that children must not put hands near mouth after use of chemicals and ensure that hand washing takes place after activity. Children to be supervised by KH staff at all times.	In place
1	Ensure appropriate footwear is worn throughout activity	In place
2	Safety talk, adjust gradually to low light, advise limited movement. Keep floor areas clear. Use safety lights. Small group sizes (up to 6) to ensure space is not overcrowded.	In place
3	Use thick safety glass as protective cover during exposure period. Adults to place and remove glass for younger children.	To be sourced by Sept 21

Kench Hill Centre Risk Assessment Form 11

Activity Craft Activities (Paper, model making and dyeing) **Location** Barn/Classroom/FS

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm **RISK** - The chance that someone can be harmed by the hazard
Ratio up to 1:30.

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating (AxB)	Risk L/M/H
See RA Form 1					
1) Electrical equipment	YP	3	1	3	L
2) Chemicals and glues	YP, VA,S	2	2	2	L
3) Sharp knives/scissors	YP	3	2	6	M
4) Ingestion of harmful substances, transfer of pathogens	YP, VA, S	3	2	6	M
5) Hot water, hob	YP, VA	4	2	8	M
6) Slips, trips and falls	YP, VA,S	3	3	9	M

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People VA Visiting adults S Kench Hill staff	5 Fatality 4 Major injury/Long term sickness 3 Injury – off work/school for 3 days 2 Minor injury needing attention 1 Very minor/no injury (eg nettle sting)	5 Very likely, near certain 4 Probable 3 Possible 2 Remote low possibility 1 Unlikely	1-5 Low 6-11 Medium 12+ High

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1	Adults only to operate equipment and supervise carefully.	In place
2, 6	Non-toxic glues used where practical, adults only to use hot glue guns. Cover wounds with latex gloves or plasters. Use natural cold-water dyes and mordants, or adults prepare hot fixatives away from work area. Replace lids after using chemicals and glues. Wear correct PPE, appropriate clothing and footwear.	In place
3, 4, 5,6	Supervise use of craft knives, 1:2. Keep work area tidy.	In place
4	Tell YP to keep hands away from mouths and to wash their hands after the session.	In place
5, 6	Keep electric hot plates in a clear area, supervised by adult.	In place
5,6	Adults only to carry/pour hot water and use the hob. Ensure hob turned off when not in use. Keep hot water out the way.	In place
1,6	Keep work areas tidy and electrical wires out of the way. Everyone to wear appropriate clothing and footwear.	In Place

Kench Hill Centre Risk Assessment Form 12

Night Walk/Obstacle Course **Location** KH grounds and surrounding woodland/lane

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm **RISK** - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating A x B	Risk L/M/H
1.) Various obstacles eg. hoops, barrels, trees.	YP, VA, S	2	4	8	M
2.) Slips/trips on uneven ground, mud, holes or obstacles	YP	2	3	6	M
3.) Brambles/ thorns	YP, VA, S	2	3	6	M
4.) Children get lost/scared on walk.	YP	1	3	3	L
5.) Vehicles	YP, VA, S	4	3	12	H

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People	5 Fatality	5 Very likely, near certain	1-5 Low
VA Visiting adults	4 Major injury/Long term sickness	4 Probable	6-11 Medium
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible	12+ High
	2 Minor injury needing attention	2 Remote low possibility	
	1 Very minor/no injury (eg nettle sting)	1 Unlikely	

Risk Assessment Action Plan 12

Hazard #	Action required	Completion by / date
1-5	Communication. Explain how to safely lead and be blindfolded to group with demo. Practice being blindfolded in pairs first, taking turns to lead each other. Supervise/be aware of groups as they go to/go on course. Staff to take torches in case of accident. Warn group of uneven ground and mud. Take special care negotiating stones around car park / orchard entrance.	Before/during activity
2,4	Ensure everyone is well prepared and calm going onto course. Explain the need to take time. Staff to check course beforehand.	Before/during activity
3	Check for new growth and cut back any brambles or dangerous plants before any walk. Tell everyone to wear thick clothing that covers legs and arms.	Before activity
4	Ensure groups are committed to looking after and out for each other by ensuring leader of group knows all of the people in group and knows to check/or have pairs to look out for partners. Supervising adults to keep aware.	Before and during activity
5	Have to cross car park. Supervising adults to be ahead of group and in front of entrance to be aware of any possible cars that may enter. To tell YP that we will be crossing car park and they need to take blindfolds off if we tell them there is a car approaching.	Before/during activity
1, 5	Staff members to wear hi-visibility clothing and carry torches which could be used if required e.g. if car approaches/if child is scared of dark/for administering First Aid.	Before and during activity

All	Regular stops, head counts and checks	Before, during
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**Kench Hill Centre
Risk Assessment Form 13**

Activity **Water collection challenge game**

Location **Lawn/Ponds**

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm **RISK** - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating (AxB)	Risk L/M/H
1.)Slippery platform by pond causing fall into water	YP, VS, S	5	3	15	H
2.)Lifting heavy water	YP	3	1	3	L
3.)Falling over running between ponds	YP	3	3	9	M
4.)Getting wet and cold	YP, VS, S	2	3	6	M
5.)Ingesting dirty water	YP, VS, S	3	2	9	M

Persons at risk YP Young People VA Visiting adults S Kench Hill staff	Potential seriousness of outcome (A) 5 Fatality 4 Major injury/Long term sickness 3 Injury – off work/school for 3 days 2 Minor injury needing attention 1 Very minor/no injury (eg nettle sting)	Probability (B) 5 Very likely, near certain 4 Probable 3 Possible 2 Remote low possibility 1 Unlikely	Risk Rating (AxB) 1-5 Low 6-11 Medium 12+ High
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Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1	Explain and model with staff how to collect water safely. Kneel (not stand) when close to edge to aid balance and to take care at all stages of water collection. Supervise water collection at both ponds throughout activity. Algon treatment as necessary. Ensure ropes and lift floats are in proximity. Check water depth is suitable before activity.	Before and during activity
2	Explain and model how to lift water safely out of pond and with poles, using legs to lift. Explain buckets do not need to be full, both share weight lifting out of pond and give teams poles that they can use to carry bucket in pairs. Staff stationed at ponds ensure everyone is lifting safely.	Before and during activity
3	Ensure that everyone knows not to run/to take care between ponds and that supervising staff in the middle of lawn is monitoring this.	Before and during activity
4	Explain the need to take care in spilling water over self and others. This is not completely avoidable so need to ensure any children that get wet, change into dry clothes as soon as possible (especially if conditions are cold)	Before, during and after activity
5	Explain that the water in the ponds is not safe to drink and that people should not put their hands in mouth after touching. Ensure everyone washes hands afterwards.	Before, during and after activity.

Kench Hill Centre Risk Assessment Form 14

Activity Gardening

Location Kitchen Garden/polytunnel

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm
Ratio 1:15.

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating (AxB)	Risk L/M/H
See RA Form 1 and 2					
1) Injury from tool use	YP, VA, S	2	3	6	L
2) Carrying equipment	YP, VA, S	2	3	6	L
3) Slips and trips	YP, VA, S	2	3	6	L
4) Allergic reactions	YP, VA	5	2	10	M
5) Infection from bacteria in soil	YP, VA, S	3	3	9	M
6) Broken equipment	YP, VA, S	2	3	6	L
7) Effects of heat in polytunnel	YP, VA, S	2	2	4	L

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People	5 Fatality	5 Very likely, near certain	1-5 Low
VA Visiting adults	4 Major injury/Long term sickness	4 Probable	6-11 Medium
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible	12+ High
	2 Minor injury needing attention	2 Remote low possibility	
	1 Very minor/no injury (eg nettle sting)	1 Unlikely	

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
All	Young people are supervised at all times	In place
1,2,3	Give clear instructions and demonstrate how to use all equipment/tools. Ensure each YP has adequate room for working safely. Maximum 6 children with tools at one time. Keep work area tidy.	Throughout activity
1, 2, 3	Everyone to be wearing appropriate footwear and correct PPE during activity.	In place
4	Check dietary & medical forms before activity. Avoid plants with allergens e.g. nuts. Check for bee/wasp nests or activity. Disallow pupils if allergic to essential components.	In place
5	Check hands for open sores and ringworm. Wear gloves if necessary. Wash hands after activity. Wash produce before consumption. Pregnant women to wear gloves if in contact with soil. Record Tetanus status on medical forms.	In place
6	KH staff check equipment prior to activity and replace any broken items	In place
7	Minimise time spent in polytunnel in very hot weather.	In place

Kench Hill Centre Risk Assessment Form15

Activity: Knot Tying

Location: Kench Hill grounds/classroom

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating (AxB)	Risk L/M/H
1. Rope burn	YP, VA, S	1	1	2	L
1. Strangulation	YP, VA,	4	1	4	L
1. Allergic reaction	YP, VA, S	2	1	2	L
1. Rope trip hazard	YP, VA, S	4	2	8	M
1. Being hit by rope	YP, VA, S	2	3	6	m

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People	5 Fatality	5 Very likely, near certain	1-5 Low
VA Visiting adults	4 Major injury/Long term sickness	4 Probable	6-11 Medium
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible	12+ High
	2 Minor injury needing attention	2 Remote low possibility	
	1 Very minor/no injury (eg nettle sting)	1 Unlikely	

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1	Warn pupils about rope burn if they choose to do any games like tug-of-war afterwards.	During activity
2	Ropes not to be draped around neck / head / looped around hands or legs or used for any other body use.	During activity
3	Ask class if anyone is allergic to rope fibres. Gloves available if needed.	Just before activity
4	Tidy away all ropes after activity and supervise activity at all times to ensure no danger is posed.	During activity
5	Warn children about spinning rope around fast/ whipping ropes as could hit someone especially dangerous if they get hit in face or eyes	Before and during activity

Kench Hill Centre Risk Assessment Form 16

Activity: Orienteering: Centre courses and WW2 trail

Location: Kench Hill grounds

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

1:15

Hazards Identified	Persons at risk	Worst Likely Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
1 Children getting lost or going out of bounds	YP, VA	1	1	1	L
2 Trips, slips, falls	YP, VA	3	2	6	M
3 Vehicles in car park	YP, VA	4	2	8	M
4 Extreme Weather Conditions	YP, VA, S	3	1	3	L

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People	5 Fatality	5 Very likely, near certain	1-5 Low
VA Visiting adults	4 Major injury/Long term sickness	4 Probable	6-11 Medium
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible	12+ High
	2 Minor injury needing attention	2 Remote low possibility	
	1 Very minor/no injury (eg nettle sting)	1 Unlikely	

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1	Remind YP of boundaries before starting the course, not to enter out of bound areas, forest school or pond areas, tell them to travel in groups.	Before / during activity
2	Ensure all children are wearing appropriate shoes. Explain to children about running safely and looking where they are going. Explain to children that they should not need to climb over any fences etc. to reach control points. If control points are attached to a fence around a pond they should not lean on the fence. When crossing the car park explain that the gravel can be slippery, so can mud. Children should not go into areas with animals in.	Before / during activity
3	Explain to children how to cross the car park safely and make sure they look before crossing it.	Before / during activity
4	Ensure children wear weather appropriate clothing. In hot sun make sure children have sun cream. Make sure water is available throughout activity.	Before / during activity
1	Regular group and sub group headcounts	Before/during/after

Kench Hill Centre Risk Assessment Form 17

Activity: Wilderness First Aid

Location Hall/front or rear lawn

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

1:20

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
1) falling off stretcher	YP	2	3	6	M
2) strangling from bandages	YP	4	1	4	L
3) injury from lifting stretcher	YP	3	2	6	M

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People	5 Fatality	5 Very likely, near certain	1-5 Low
VA Visiting adults	4 Major injury/Long term sickness	4 Probable	6-11 Medium
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible	12+ High
	2 Minor injury needing attention	2 Remote low possibility	
	1 Very minor/no injury (eg nettle sting)	1 Unlikely	

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1,2,3	Introductory talk to include a discussion about the risks and clear demonstrations of each technique with time for Q/A to check understanding before starting	At start of activity/throughout
1,2	YP supervised at all times, by Kench Hill staff and school staff	In place
1	Activity leader must ensure stretcher is strong enough for YP to lay on	At start of activity
1,3	Make sure YP are evenly distributed when carrying stretcher	Throughout activity
3	S to show YP how to lift stretcher properly	Throughout activity
2	Remove disruptive pupils	Throughout activity

Kench Hill Centre Risk Assessment Form 18

Activity: Circus Skills, including stilts and unicycle **Location** Front lawn, rear lawn, hall

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Ratio 1:15

Hazards Identified	Persons at risk	Potential Outcome A	Likelihood/ Probability B	Risk Rating	Risk L/M/H
See RA Form 2					
1) trips, slips, falls	YP	3	3	9	M
2) knocks from flying objects (juggling balls)	YP, VA, S	2	3	6	M
3) pointed sticks (spinning plates)	YP	2	3	6	M
4) injuries from broken equipment	YP	2	3	6	M

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People VA Visiting adults S Kench Hill staff	5 Fatality 4 Major injury/Long term sickness 3 Injury – off work/school for 3 days 2 Minor injury needing attention 1 Very minor/no injury (eg nettle sting)	5 Very likely, near certain 4 Probable 3 Possible 2 Remote low possibility 1 Unlikely	1-5 Low 6-11 Medium 12+ High

Risk Assessment Action Plan

Hazard #	Action required to minimise risk	Completion by / date
1	Make sure activities are done on level ground and grass not on concrete.	In place
1,2,3	Children supervised at all times by leader or visiting teacher.	In place
1, 2, 3	Demonstrate correct use of all equipment before activity. Ensure that pupils and staff aid young people when they are on stilts and unicycle to get their balance. Don't do near rocks or walls in case child falls off.	In place
2,3	Explain need for space when using things like diablos, juggling balls, spinning plates and poi balls. Have supervising adult make sure children have enough space throughout activity.	In place and throughout activity
4	Check equipment before and after use for any damage. Replace or remove broken equipment as soon as fault is noticed	Before, throughout and at the end of activity.

Kench Hill Centre Risk Assessment Form 19

Activity	Archery		Written By	Barney Clarke
Reviewed	Jan 2023	Review Jan 2024	Checked By	Kirsty Baker
<p>Recommended Ratio 1:15. The instructor in charge should be qualified as per the qualifications matrix. Other adults need not be qualified but should be capable of supervising the group should a problem occur.</p>				
Hazard	Who may be at risk?	Risk	Control Measures	Comments
Being struck by arrow or bow string	All	Low	As part of the session introduction, a safety briefing is given by the instructor which will emphasise; No-one allowed to cross the 'shooting line' whilst shooting is taking place. Only cross the shooting line at the direction from the instructor. How to load and shoot the bow with clear demonstration	<i>First aid kit available</i> <i>Arm Guard</i> <i>Regular refresh rules on crossing shooting line</i>
Rebounding arrows	All	Low	Shooting line is set at a safe distance from target. Safety net positioned behind targets.	Coaching throughout for aim and power
Retrieving arrows	Participants	Low	Participants retrieve arrows under the guidance of the instructor. Demonstration by instructor of safe technique for removal and carrying arrows.	
Un-Safe practice at shooting line	All	Low	Loaded bows pointing forwards towards target or the floor. Students are instructed on bow grip and correct stance. Shooting line monitored by instructor-consider restricting number of participants at the line if there are concerns about maturity/behaviour/ability. Archery session cones put out in overshoot area	If participants cannot be trusted and are deemed unsafe then should be asked to sit out
Un-Safe practice while not shooting	All	Low	'Waiting area' is marked up and seating provided. Safety brief given at start of session for participants to remain within the waiting zone until instructed. Safety sign set up at entrances to the range; anyone wanting access to the range waits outside the red roped area until the instructor permits access.	Distracting behaviour must be managed by supporting school staff
Equipment failure	Participants	Low	All equipment is visually checked by the instructor prior to the start of each session. Condition of equipment is recorded and faulty items are withdrawn and repaired/replaced as necessary.	Equipment checked termly and signed off
Slip, trips and falls	All	Low	Floor area is kept clear of tripping hazards. Unused equipment is tidied	

			away before session begins. Part of initial safety brief to walk during session.	
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Kench Hill Centre Risk Assessment Form 20

Activity	Swamp crossing	Written By		Barney Clarke
Reviewed	Jan 2023 Review Jan 2024	Checked By		Brian Chapman/Kirsty Baker
<p>Recommended Ratio 1:12. The instructor in charge should be qualified as per the qualifications matrix. Other adults need not be qualified but should be capable of supervising the group should a problem occur.</p>				
Hazard	Who may be hurt?	Risk	Control Measures	Comments
Injury from miss use of planks: Struck/hit by planks Planks dropped on feet or hands Fingers trapped under planks	All	Low	Group briefing given at the start of every lesson so all participants are made aware of safety rules and potential hazards. Demonstration on how to hold, lift and lower planks safety.	<i>First aid kit available Arm Guard</i>
Sprained or twisted ankles from jumping into swamp (mattress area)	All	Low	Course layout and obstacles explained and pointed out during safety briefing	
Injury from slipping down mud banks	Participants	Low	Course layout and obstacles explained and pointed out during safety briefing	
Tyre Tunnel injuries to limbs, back, head	All	Low	Instructor demonstrates how to enter and leave the tyre tunnels during introduction, staff member asked to oversee tunnel areas throughout the session.	<i>Tyre tunnel checked weekly for sharp wire or sharp edges</i>
Stings from nettles, cuts from thorn bushes	All	Low	Area checked and maintained regular by grounds and teaching team. Participant briefed on any hazardous area.	<i>Checked weekly</i>
Equipment failure leading to injury	Participants	Low	All equipment and course structures checked before and after use. Planks and ropes stored away when not in use.	
Slip, trips and falls	All	Low	Participants briefed on uneven ground and slippery surfaces, instructed not to run down banks.	

Kench Hill Centre Risk Assessment Form 21

Activity	Forest School sessions	Written By	Barney Clarke	
Reviewed	Jan 2023 Review: Jan 2024	Checked By	Brian Chapman	
<p>Recommended Ratio 1:15. The instructor in charge should be qualified as per the qualifications matrix. Other adults need not be qualified but should be capable of supervising the group should a problem occur.</p>				
Hazard	Who is at risk?	Risk	Control Measures	Comments
Being struck by falling dead wood	All	Low	Initial staff site walk to check for hazards before each session, dead wood removed or roped off, site management and environmental impact assessment reviewed seasonally	<i>Initial staff site walk to check for hazards before each session</i>
Slip, trips and falls	All	Medium	Group are briefed before entering woodland on uneven ground layer and animal burrows/dips. Floor area is kept clear of tripping hazards. Unused equipment is tidied away before session begins. Part of initial safety brief to walk during session.	<i>First aid kit available</i>
Cuts, splinters, rashes, thorns and stings from brambles, nettles, thistles and shrub layer	All	Medium	Area cleared regularly and all hazards pointed out to all participants at start of each session	<i>First aid kit available</i>
Stings or bites from wildlife	All	Low	Site check before sessions, wildlife habitats to be roped off	
Injury from misuse of shelter building and forest school equipment	All	Low	All activities using equipment need demo and appropriate adult ratios before starting. 'If its bigger than you it takes two' with moving logs/branches	
Injury from misuse of FS tools	Participants	Low	All tools will be introduced to the group when appropriate with clear demonstration and instructions for use. Child: Adult Ratios set for each tool/group age and ability	<i>Tools to be kept in locked store/box</i>
Minor burns from base camp fire and cooking	Participants	Low	Fire pit area at base camp built with clear entrance and exit. Small raised fire bowl only to be used for fires, to ensure safe, small, controlled camp fires. No more than 4 participants around the fire pit cooking at one time. Seating over 2 meter from sides of fire pit. Fires always fully extinguished before leaving fire pit.	<i>Water barrel and fire blanket</i>
Sickness and vomiting from ingestion of poisonous berries/mushrooms/nuts	All	Low	Participants dietary needs checked before all cooking sessions, no foraging allowed unless the group have been on the activity and all food is checked before consumption	<i>Hand washing basin next to fire pit area</i>

RISK ASSESSMENTS: OFF-SITE ACTIVITIES

Kench Hill Centre Risk Assessment Form 22

Activity General Off-site Visits

Location Various

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
1) Travelling by minibus or coach	YP, VA, S	5	1	5	L
2) Walking along roads	YP, VA, S	5	2	10	M
3) Being separated from group	YP, VA	3	3	9	M
4) Slips, trips and falls	YP, VA, S	3	3	9	M
5) Farm animals and dogs	YP, VA, S	4	2	8	M
6) Farm machinery	YP, VA, S	4	1	4	L
7) Open water	YP, VA, S	5	1	5	L
8) Harm from strangers	YP	5	1	5	L
9) Extreme weather conditions	YP, VA, S	4	2	8	M
10) Poisonous plants, biohazards	YP	3	2	6	M
11) Accidents in public playgrounds	YP	4	3	12	H
12) Exposure to COVID-19	All	4/5	3	12	M

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People	5 Fatality	5 Very likely, near certain	1-5 Low
VA Visiting adults	4 Major injury/Long term sickness	4 Probable	6-11 Medium
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible	12+ High
	2 Minor injury needing attention	2 Remote low possibility	
	1 Very minor/no injury (eg nettle sting)	1 Unlikely	

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1	Seatbelts to be worn at all times. No eating. Take instruction from driver. Sensible behaviour at all times, no loud shouting etc. Belts checked every use. Only qualified drivers allowed.	In place
1	Ensure all bags and luggage stored safely and cannot move around when minibus/coach is in motion.	In place
1, 2, 4, 5, 6, 7, 9	At least 1 first aider accompanies the group. Mobile phones/numbers issued. Carry a first aid kit on all trips. Make sure staff know the emergency procedures.	In place

2	Check suitability for walking on road with Head of Centre prior to visit. Avoid unpaved roads. Wear high-visibility tops at front and back of line AT LEAST. Walk in single file at all times.	In place
2	Strict supervision of group, alertness to traffic. No shouting/loud talking so traffic can be heard at all times.	In place
2, 3, 8	At least 3 adults accompany group. Walkie-talkies kept charged and used by leader and backmarker (or another member of staff). Use mobile phones if no walkie-talkies.	In place
2, 3, 8	Perform regular head counts and group leaders at front and back. YP told of contingency plan if lost.	In place
2, 4	Keep to footpaths or walk on the right hand side of road taking extra precaution on blind corners, possibly changing sides.	In place
4, 9	Suitable footwear (trainers, wellies, walking boots etc.) and clothing to be worn.	In place
5	Keep calm, quiet and do not touch or approach animals. Brief group before entering livestock fields. If a group cannot be trusted to behave safely, change route or turn back. See separate RA for Rare Breeds Centre.	In place
6	Keep clear of all machinery.	In place
7	Do not enter any open water without prior consultation with Head of Centre. See separate RA for Beach Visits.	In place
7	Check suitability for paddling with Head of Centre prior to visit. Adult must be in place between any YP and open water. YP not to enter water over knee height and not at all if rough conditions. Towels and spare clothing to be carried. See RA for Beach Visits.	In place
9	Check weather forecast with the Head of Centre prior to visit.	In place
9	Weather appropriate clothing to be worn.	In place
9	Carry an adequate supply of water.	In place
10	Warn YP not to eat anything unless under advice from Head of Centre.	In place
11	Instructional talk about safety and apparent risks at each site/piece of equipment. Close supervision by adults. First aider and kit must be present. Any manoeuvre is at child's own volition e.g. climbing/ swinging/jumping. If in doubt about physical ability e.g. to hold their own weight, child should demonstrate at low level first. Avoid chasing games on high equipment. Ensure number of children on each piece of equipment does not exceed safe levels and is age-appropriate. Wear suitable clothes. Grip gloves can be worn on ropes. Emergency number noted if applicable (e.g. Bedgebury Pinetum 01580 879820) and accidents reported to site manager. Any child who acts irresponsibly to be pulled out of activity. Behaviour of other children on site to be monitored, group removed if they represent a risk.	In place
12	All CS, VS and YP to follow site COVID-19 policy/rules, social distance and maintain personal hygiene, follow all current government guidance, see KH Centre COVID-19 visitor risk assessment	On going
1-11	Individual risk assessments for Off-site visits should be carried out and followed accordingly.	In place

Kench Hill Centre Risk Assessment Form 23

Activity Swimming

Location Tenterden Leisure Centre

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
See RA Form 19					
1) Drowning	YP,	5	3	15	H
2) Slipping on wet floor	YP, VA	3	3	9	M
3) Transmission of Pathogens e.g. colds and verrucas	YP	2	2	4	L
4) Car Park	YP, VA	5	2	10	M

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People	5 Fatality	5 Very likely, near certain	1-5 Low
VA Visiting adults	4 Major injury/Long term sickness	4 Probable	6-11 Medium
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible	12+ High
	2 Minor injury needing attention	2 Remote low possibility	
	1 Very minor/no injury (eg nettle sting)	1 Unlikely	

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1	Identify non-swimmers, provide arm bands and advise them to stay within shallow area. Parental consent must be given for activity	At start of activity
1	1 VA to supervise from within the pool.	Throughout activity
1	1 VA to supervise from the observation area.	Throughout activity
1	Remove YP from pool in event of dangerous behaviour	When needed
1	VA ensure that they do not block lifeguards view of YP.	Throughout activity
2	Advise YP not to run or push on slide. Signs clearly visible	At start of activity
3	Screen pupils for infections e.g. ringworm, verrucas. Do not allow into pool or provide barrier protection, e.g. rubber sock	At start of activity
4	Minibus to pull up outside centre doors for dropping off and picking up whenever possible. Groups advised to stay in foyer until bus arrives so children are not playing close to the car park.	At start of activity

Kench Hill Centre Risk Assessment Form 24

Activity Countryside / Woodland Walks

Location Parkwood, Tilder Gill

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm **RISK** - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
See RA Form 17 (General off-site activities)					
1) Getting lost	YP, VA	2	2	4	L
2) Trips, falls and scratches	YP, VA	2	4	8	M
3) Dogs and animals	YP	3	2	6	M
4) Transmission of pathogens	YP, VA	4	2	8	M
5) Falling branches and trees	YP, VA	4	2	8	M
6) Narrow, muddy slopes and steps	YP, VA, S	3	3	9	M
7) Electric / barbed fencing	YP, VA, S	2	4	8	M
8) Farm machinery / animals	YP, VA, S	3	3	9	M
9) Stream (Tilder Gill) – slipping / tripping leading to sprain / head injury	YP, VA, S	3	3	9	M
10 Walking alongside road	YP, VA, S	5	3	15	H

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People VA Visiting adults S Kench Hill staff	5 Fatality 4 Major injury/Long term sickness 3 Injury – off work/school for 3 days 2 Minor injury needing attention 1 Very minor/no injury (eg nettle sting)	5 Very likely, near certain 4 Probable 3 Possible 2 Remote low possibility 1 Unlikely	1-5 Low 6-11 Medium 12+ High

Risk Assessment Action Plan

Hazard #	Action required	Completion by/date
all	Do not allow groups to attempt walk without a KH member of staff who is experienced with the walk.	Before activity
1, 2, 3	Safety talk extras include: <ul style="list-style-type: none"> Keep together, stay still if get lost. Do not run with large sticks or wave them around. Stay on footpaths and walk single file along narrow paths Warn of dog faeces Ratio 1:32 with 3 VS or 2:32 with 2 VS, split group if necessary 	Before activity
1	Take a whistle and walkie-talkies to stay in touch with back marker. Use mobile phones if no walkie-talkies. High vis staff at front and back of group to keep group together, use of what3words app	In place
1	If using GPS, set car park/start of walk as 'Home'. W3W for emergency location	When needed
1, 3	Adults to lead at front of group and as a back marker (both with walkie-talkies/ mobiles).	In place
all	After walk leader should record any changes to area/ new hazards etc. to allow other people/ next walk leader to prepare for this	Before and after activity

	hazards/changes beforehand. All walk leaders should check route/ area for any new hazards of changes to the area before setting off on walk.	
2	VA and S ensure safe behaviour. Keep both hands free – avoid carrying items in hands e.g. water bottles, cameras.	In place
2, 4	Ensure appropriate clothing worn, long sleeves, trousers and sensible closed footwear. Weather appropriate clothing should be worn. Ensure wellingtons are suitable if entering stream.	In place
3	Check for signs of recent animal activity (NB wild boar in area). In field of livestock, stay together as one group and give animals a wide berth, remaining as quiet as possible (explain this to children beforehand). Do not encourage animals to approach you.	In place
4	Take water and cleaning wipes to clean off any animal faeces.	In place
1, 2, 10	When near the road ensure everyone is in a single file line. Explain dangers of the road. Adults to wear hi- vis jackets and spread out along the group. In winter ensure adults have torches or lights so they can be seen by traffic.	
5	Do not allow trip in strong winds/storms. Consider alternative locations if possible or reschedule.	Before activity
6	When clay footpaths very wet, warn group in advance to take extra care. Group to walk in single file on muddiest, narrowest sections, especially when walking alongside stream. Point out slippery rocks and banks.	During activity
7	Steer group away from electric fences, warn children of the danger to them e.g. at Forstal Farm. Warn individuals about barbed wire when crossing stiles or walking along field edges.	During activity
8	Advise group that Forstal Farm is a working farm and not to touch any machinery / animals. Give way to moving machinery and await instructions / signals before proceeding.	During activity
9	Only enter stream with group when it is safe to do so. Resist pressure from individuals if it is not safe. Observe weather forecast on days preceding activity and only make final decision when at the stream itself. Ensure all children are wearing suitable (long) wellingtons and emphasise that entering stream is voluntary (teachers can walk with anxious / ill-prepared children along neighbouring path). Stream walkers to be given a safety talk immediately prior to entering water. Young persons to enter the water one at a time with no pushing. To include: always stay in single file (no overtaking, running or pushing). Be aware of obstacles underfoot (rocks, branches, slippery surfaces). Use sticks to help balance if present. Listen for instruction from leader at front of line (messages can be passed back along line as to how best negotiate each particular obstacle). Teachers to space themselves out along line and assist children whenever required. Abort stream walk early if going becomes dangerous.	Before / during activity
9	Staff and Younger persons to help each other in and out of the stream as banks can become slippery. Use nearby trees to hold onto if possible.	During activity
	See RA Form 17 (General off-site activities) For stream walk, clear, precise, safety instructions given at bottom of track (outside Tassels) prior to walking along road. High visibility	Before / during activity

	tops worn by leader, backmarker and individuals in line if sufficient number. Group told to stay in single file at all times, not to run, not to push, not to talk to person in front or behind but just to concentrate on where they are walking, keeping away from the road as much as possible. Have visiting staff space themselves out along line.	
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Emergency evacuation point notes:

- Download what 3 words app
- Follow emergency accident plan.
- Forstal Farm point pick up: local farm fields, what 3 words (abruptly.broth.display)
- Tilden-Gill, stream walk section, large field pick up (introduce.disarmed.scorecard)
- Farm past Shrubcote Rd(crate.protester.tulip)

Kench Hill Centre Risk Assessment Form 25

Activity Beach Visit

Location Camber Sands, Rye Harbour, Hastings etc

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm

RISK - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
See RA Form 17					
1) Deep, cold water	YP, VA, S	5	3	15	H
2) Pebbles and sand	YP, VA, S	2	4	8	M
3) Biohazards - venoms and toxins	YP, VA, S	2	3	6	M
4) Cliffs	YP, VA, S	5	2	10	M
5) Litter, flotsam and jetsam	YP, VA, S	2	3	6	M
6) Extreme weather conditions	YP, VA, S	2	3	6	M
7) Cuts from shells	YP, VA, S	2	2	4	L
8) Getting Lost	YP, VA	2	3	6	M

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People	5 Fatality	5 Very likely, near certain	1-5 Low
VA Visiting adults	4 Major injury/Long term sickness	4 Probable	6-11 Medium
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible	12+ High
	2 Minor injury needing attention	2 Remote low possibility	
	1 Very minor/no injury (eg nettle sting)	1 Unlikely	

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1	Safety talk. Do not enter water EXCEPT at Camber Sands, where paddling only is allowed. 1+ adult swimmers to accompany YP in water, who stay between YP and open sea at all times. 1+ adults to watch from water's edge. Do not allow children to push others in water. Wear appropriate clothing – take towels, change of clothes if intending to paddle. DO NOT wear heavy clothing in water eg denim. Take notice of local warnings, flags, tidal times. Incoming tide particularly dangerous at Camber as it comes in quickly and from the side cutting people off on higher ground. Stay particularly vigilant at these times.	Before/during activity
2	Safety talk – beware of sand in eyes, be careful when digging, do not throw sand. Do not throw pebbles, except into water when no one is in front.	Before/during activity
3	Beware of venomous fish/jelly fish etc. Advise to wear sandals/jelly shoes if possible when paddling. Treat by rinsing with fresh water if possible. Beware of dog faeces at car parks and walkways to and from beach.	During activity

4	Avoid cliff edges, take advice from Head of Centre, local warning notices. Stay away from areas below crumbling cliffs (eg Samphire Hoe, Folkestone beach), do not climb.	Before activity, during activity
5, 7	Warn children to take care when picking up objects – risks from sharps, rusty items, nails in wood, glass etc. Leave any washed-up containers alone. Warn about cuts from razor shells. Take first aid kit in minibus.	Before activity
6	Be aware that coastal weather can change rapidly. Strong winds can mask risk of sunburn. Take hats, sunscreen, layers of clothing, plenty of drinking water etc. Wear sleeved tops on beach. Be aware of flag system: Red flag = Do not enter water; Orange flag = No inflatables (including balls). If flags are flying, include in safety talk.	Before/during activity
8	Try to position 'base camp' next to a flag or zone marker and highlight this during safety talk so children can identify group if they become separated and /or disorientated, especially when beach is busy or tide is out.	Before activity
8	Make sure children are always in sight of adults. Make sure no one runs off into sand dunes etc. Adults to be extra aware when with children with SEN	Throughout activity

Kench Hill Centre Risk Assessment Form 26

Activity Castle Visits

Location Dover, Bodiam, Hever, Camber etc

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm **RISK** - The chance that someone can be harmed by the hazard

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
See RA Form 19					
1) Steep steps	YP, VA, S	3	3	9	M
2) Moats	YP, VA, S	4	1	4	L
3) High drops (roofs, walls)	YP	5	1	5	L
4) Steep slopes	YP, VA, S	3	2	6	M
5) Other visitors	YP	2	2	4	L
6) Vehicles, machinery	YP	3	2	6	M
7) Crumbling masonry	YP, VA, S	3	1	3	L

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People	5 Fatality	5 Very likely, near certain	1-5 Low
VA Visiting adults	4 Major injury/Long term sickness	4 Probable	6-11 Medium
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible	12+ High
	2 Minor injury needing attention	2 Remote low possibility	
	1 Very minor/no injury (eg nettle sting)	1 Unlikely	

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
1	1 adult at front, 1 adult at rear of group on steps. No pushing, overtaking. Use hands to climb up if necessary. Carry items in rucksacks, keep hands free.	Before/during activity
2	Take care around moats, stay 1m from edge. (Bodiam, Hever)	During activity
3	Supervise closely and do not climb on parapets, walls etc. Do not drop or throw any item from high walls etc. Take care with belongings e.g. cameras/phones.	During activity
4	Do not climb steep slopes; take note of warning notices (Dover).	During activity
5, 6	Do not allow children to wander off unsupervised e.g. to shops, toilets. Advise of safe place to meet if get lost, identify site staff. Control children at all times, clear up all litter etc after lunch.	Before/during activity
6	Warn of site traffic, keep group in order and stay aware of access roads. Take especial care in car park areas, supervise children across any roads. No running in car park.	Before/during activity
3,7	Get advice on weather, check with site staff before departure if winds predicted. Some sites may close if too windy, prepare contingency plan. Do not allow children to climb or pick at walls.	In place

Kench Hill Centre Risk Assessment Form 27

Activity: Geography GCSE Coast Visit

Location: Fairlight Cove / Pett Level – **TQ 890 135** (Smuggler Pub car park)

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm **RISK** - The chance that someone can be harmed by the hazard

Nearest A & E: Conquest Hospital (Hastings) - 6.3 miles The Ridge, St Leonards-on-Sea, East Sussex TN37 7RD

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
1 Deep, cold water	YP, VA, S	5	1	5	L
2 Tides	YP, VA, S	5	2	10	M
3 Unstable cliffs / rockfalls	YP, VA, S	5	2	10	M
4 Slippery Rocks	YP, VA, S	3	3	9	M
5 Soft Mud	YP, VA, S	2	3	6	M
6 Equipment (Ranging Poles)	YP, VA, S	4	2	8	M
7 Road Crossing from Car Park	YP, VA, S	5	3	15	H
8 Extreme weather conditions	YP, VA, S	2	3	6	M
9 Pebbles and sand	YP, VA, S	2	4	8	M
10 Litter, flotsam and jetsam	YP, VA, S	2	3	6	M
11 Other Users (Public)	YP, VA, S	3	1	3	L

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People	5 Fatality	5 Very likely, near certain	1-5 Low
VA Visiting adults	4 Major injury/Long term sickness	4 Probable	6-11 Medium
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible	12+ High
	2 Minor injury needing attention	2 Remote low possibility	
	1 Very minor/no injury (eg nettle sting)	1 Unlikely	

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
	Make sure mobile phones taken in case of emergency. Staff to be aware of emergency procedures. Download app what3words to alert necessary services to your location.	Before and during activity
1	Students will not be entering water at any time during the activity other than paddling at the water's edge in wellingtons (during longshore drift investigation). Activities timed to minimise risk of being cut off by rising tide (see below).	Before / during activity
2	Activity planned to coincide with low tide. Session will begin as the tide falls to maximise time available for interpretative walk (route around headland is still accessible 2 hours after low tide).	Before / during activity

3	Take advice from group leader and local warning notices. Stay at least 10 metres away from cliffs at all times . Where access to bottom of cliff is required e.g. to place tape measure during beach profile, group leader ONLY will approach whilst wearing a hard hat.	Before / during activity
4 & 5	All participants to wear wellington boots or sturdy walking boots. No pumps, trainers, sandals etc. to be worn. Extra time built in to activity to allow for slow progress to and from Fairlight Cove. Group to follow leader's advice on safe route between Cliff End and Fairlight Cove. Preliminary visit by group leader to identify safe route in advance and to avoid worst areas of slippery rocks / soft mud. Group leader to brief all participants re: potential hazards both the evening before and at the site on the day. Students advised to take care if walking over any sea defences, especially rock armour at Fairlight to minimise risk of slips / falls	Before / during activity
6	Minimum equipment to be carried when visiting Fairlight Cove to reduce weight and free up hands for balancing and steadying where necessary. i.e. ranging poles in particular will be left in the minibus for later use. Participants advised beforehand to bring a rucksack to carry clipboards / notebooks in so their hands are empty. Prior to ranging poles being carried, all participants to be briefed on their dangers and safe handling i.e. carry vertically with point downwards.	Before / during activity
7	Prior permission sought from 'Smuggler's' Pub to park minibuses in their car park (the closest possible access to the site itself). Crossing of busy Pett Level road to be done as one group with leaders wearing high-vis vests.	Before / during activity
8	Be aware that coastal weather can change rapidly. Strong winds can mask risk of sunburn. Take hats, sunscreen, layers of clothing, plenty of drinking water etc. Activity to be aborted and safe shelter sought if weather becomes too severe.	Before / during activity
9	Students advised not to throw any rocks, sand or pebbles at any time.	Before / during activity
10	Warn students to take care when picking up objects – risks from sharps, rusty items, nails in wood, glass etc.	Before / during activity
11	All students advised to stay away from other members of the public during the activity and report any suspicious behaviour immediately to a teacher or group leader.	Before / during activity

Kench Hill Centre Risk Assessment Form 28

Activity: Geography GCSE Coast Visit **Location:** Greatstone/Dungeness/Rye Harbour TR 085208

Risk Assessment reviewed by: Barney Clarke **Date** Jan 2023 **Review date:** Jan 2024

HAZARD - Anything that can cause harm **RISK** - The chance that someone can be harmed by the hazard
Use what3words app Dungeness - **TR 088 169** (lighthouse café car park)

Nearest A & E from Greatstone / Dungeness: William Harvey Hospital (Ashford) – 20miles
Kennington Road, Ashford, Kent TN24 0LZ

Nearest A & E from Rye: Conquest Hospital (Hastings) – 12 miles
The Ridge, St Leonards-on-Sea, East Sussex TN37 7RD

Hazards Identified	Persons at risk	Outcome (A)	Probability (B)	Risk Rating	Risk L/M/H
1 Deep, cold water	YP, VA, S	5	1	5	L
2 Tides	YP, VA, S	5	2	10	M
3 Slips / Trips / Falls	YP, VA, S	3	3	9	M
4 Equipment (Ranging Poles)	YP, VA, S	4	2	8	M
5 Road Crossing / Car Parks	YP, VA, S	5	3	15	H
6 Extreme weather conditions	YP, VA, S	2	3	6	M
7 Pebbles and sand	YP, VA, S	2	4	8	M
8 Litter, flotsam and jetsam	YP, VA, S	2	3	6	M
9 Other Users (Public)	YP, VA, S	3	1	3	L

Persons at risk	Potential seriousness of outcome (A)	Probability (B)	Risk Rating (AxB)
YP Young People	5 Fatality	5 Very likely, near certain	1-5 Low
VA Visiting adults	4 Major injury/Long term sickness	4 Probable	6-11 Medium
S Kench Hill staff	3 Injury – off work/school for 3 days	3 Possible	12+ High
	2 Minor injury needing attention	2 Remote low possibility	
	1 Very minor/no injury (eg nettle sting)	1 Unlikely	

Risk Assessment Action Plan

Hazard #	Action required	Completion by / date
	Ensure group leaders/staff have mobiles and know the necessary numbers in case of emergency. Make sure staff are aware of emergency procedures.	
1	Students will not be entering water at any time during the activity other than paddling at the water's edge in wellingtons (during longshore drift investigation). Activities timed to minimise risk of being cut off by rising tide (see below).	Before / during activity
2	Activity / fieldwork planned to coincide with low tide to maximise safe access if necessary. Any interpretative walk at Dungeness	Before / during activity

	will not rely on tides as this will be done from above high tide mark.	
3	All participants to wear wellington boots or sturdy walking boots. No pumps, trainers, sandals etc. to be worn. Extra time built in to activity to allow for slow progress walking on sand and shingle (a tiring exercise). Group to follow leader's advice on safest route. Preliminary visit by group leader to identify safe route in advance and to avoid any hazardous areas (e.g. areas used by kite surfers, fishermen etc.). Group leader to brief all participants re: potential hazards both the evening before and at the site on the day.	Before / during activity
4	Participants advised beforehand to bring a rucksack to carry clipboards / notebooks in so their hands are empty. Prior to ranging poles being carried, all participants to be briefed on their dangers and safe handling i.e. carry vertically with point downwards.	Before / during activity
5	Car Park at Dungeness Lighthouse to be used (the closest possible access to the site itself). Roads at Dungeness and Rye very quiet but care must be taken and group leader to advise when and where to cross.	Before / during activity
6	Be aware that coastal weather can change rapidly. Strong winds can mask risk of sunburn. Take hats, sunscreen, layers of clothing, plenty of drinking water etc. Activity to be aborted and safe shelter sought if weather becomes too severe.	Before / during activity
7	Students advised not to throw any rocks, sand or pebbles at any time.	Before / during activity
8	Warn students to take care when picking up objects – risks from sharps, rusty items, nails in wood, glass etc.	Before / during activity
9	All students advised to stay away from other members of the public during the activity and report any suspicious behaviour immediately to a teacher or group leader.	Before / during activity

RISK ASSESSMENTS – OTHER PROVIDERS

Other venues and activity providers have their own risk assessments eg Swattenden Centre, Rye WaterSports. These are usually updated on their own websites. For example, the RA for Rare Breeds Centre can be downloaded at:

<https://www.rarebreeds.org.uk/health-safety-groups>.

COVID-19 Centre visits Risk Assessment

Activity All Centre visits

Location The Kench Hill Centre house and grounds

Carried out by Barney Clarke

Date: Jan 2023 **Review date:** Ongoing/Jan 2024

Hazard	Persons at risk?	Control Measures	Who?	When?
Exposure to COVID 19	All Visitors: Staff, volunteers pupils, self catered groups, contractors	<p>All teaching staff complete lateral flow tests weekly and report results to line manager.</p> <p>Vigilant monitoring of staff/ visitors who are symptomatic:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) <p>Anyone with these symptoms should not come to site and will be sent home if they develop symptoms on site.</p> <p>Advise staff and pupils to follow guidance about self-isolation, which says:</p> <ul style="list-style-type: none"> • If they live alone, they must self-isolate for 7 days from when they first experience symptoms. • If they live with others, then they must again self-isolate for 7 days but anyone they live with must self-isolate for 14 days. 	All staff/ Kench Hill visitors	When visitors use Kench Hill for key workers, holiday clubs, day trips and school residential
		<p>Reinforce good hand washing routines. As a minimum:</p> <ul style="list-style-type: none"> • All staff will wash their hands when they arrive at Kench Hill in the morning. • All staff and pupils will wash their hands before and after each lesson, break and meal times break. 	All	During all visits Washroom checked daily
		<p>Maintain normal cleaning routines. Additional deep cleaning will be taking place during this period. Cleaning staff will wear disposable gloves and wash hands after removing the gloves.</p> <p>All surfaces in areas of use will be disinfected daily with the cleaning products normally used. Paying particular attention to frequently touched areas and surfaces, such as toilets and washrooms, desks, grab-rails in corridors and stairwells and door handles.</p>	Domestic staff	Daily cleaning and weekend deep clean
		<p>Personal Protective Equipment (PPE) to be used by staff as normally required for their role.</p> <p>Continue to monitor advice regarding additional PPE for teachers and other educational support staff which is currently not advised.</p>	All staff Sandi / Brian	During all visits PPE checked monthly

Staff and pupils learning together could increase the risk of spreading the virus	Social Distancing Children and visiting staff will be briefed on social distancing policy during welcome meeting when they first arrive. Residential visit will be given the option to split the class and the week, reducing the group visit size to a maximum of 52 pupils. There only ever be 1 residential group staying at a time. During the schools stay at the centre, the pupils will work in ‘bubbles’. These are designed to minimize contact with other adults and a wider group of children. Each bubble will have a maximum of 15 children within it for each on site activity, be allocated their own common room area for down time and will have designated staff.	Centre operating procedures	Limit staff numbers when visitors on site
	A daily list of staff working onsite will be maintained – All staff MUST sign in/out and have weekly health check ins with line managers.	All staff	Work within social distance rules
	Staff and children should work at a distance of 2 meters apart unless this is not possible for example, during the administration of first aid where normal PPE will be worn.	All pupils and staff	Welcome briefing and information posters
	Visitor group sizes will be reduced, so indoor space will be arranged with distancing requirement.	HOC	Checked by KH staff
	Centre and School staff should NOT socialise together when working onsite unless they are maintaining the 2 meters distancing requirement.	All staff	Reminder to visitors
All	Catering Pupils will be asked to bring their own water bottle for break times. During the school’s stay each bubble will have allocated breakfast, lunch and dinner timings dependent on group size. Pupils will be given table groups for the week. The Dining room will be cleaned and wiped down each evening.	Pupils, domestic staff	During all visits
Pupils, teachers	Classrooms and teaching spaces The majority of lessons and activities will be taught outside, allowing for easy social distancing and personal space. During wet weather and indoor craft activities pupils will have their own workspace, distanced apart from each other.	Teaching team	Before and after each lesson
All	Clothing The recommendation from the government is that clothing should be washed daily, therefore residential groups will need to bring a clean change of clothes for each day and a bag to put previous day’s clothes in. Day visit will be asked to come in non-school uniform. Staff will need clean uniform each day.	Pupils, staff	During all visits
All	Play equipment will be used, with a strict ratio (max 2 on the swing and roundabout) these will be sprayed and cleaned at the end of each day. Games and play equipment will be allocated to each visiting group and be cleaned down after each visit.	All	During all visits
Teaching equipment	Risk to all All teaching resources will be cleaned and stored after use. During lessons each bubble will be allocated their own set of equipment for the activity.	Teaching staff	During all visits