

1	Walk from coach by Stables block – along driveway used by vehicles	Children & accompanying adults visiting	Problem has not arisen	Groups walk in a line with partner along driveway, led by Weston staff member. Passing traffic is either stopped or passes at slow speed.		3	1	3
2	Icy roads and paths	Children & accompanying adults visiting	Problem has not arisen	Potentially hazardous areas are treated with grit or may not be available if deemed unsuitable.		2	2	4
3	Outside Toilets - when available (located in classroom courtyard by driveway)	Children & accompanying adults visiting	Problem has not arisen	Children and adults made aware of traffic. Children strictly supervised by adults and Weston Park staff.		2	1	2
4	Cobbles in courtyard - uneven and may be slippery if weather is wet or icy.	Children & accompanying adults visiting	Problem has occurred.	Children told to walk in these areas. Activities in this area adapted to suit weather conditions.		3	1	3
5	Two steps entering Stables Block	Children & accompanying adults visiting	Was tripped over once by a child behaving in an inappropriate manner.	Children and adults usually enter the building via a ramp rather than the steps.		2	1	2
6	Two steps entering toilets on ground floor	Children & accompanying adults visiting	Occasionally children trip, when rushing and not walking as asked to.	Edges of steps are marked in different colour to clarify.		2	1	2

7	All toilets facilities (may be used by public & weston park staff)	Children & accompanying adults visiting	Problem has not arisen	Children should be accompanied by a staff member in toilets		2	1	2
8	Luncheon Room (large 'open out' fire doors) with step down outside.	Children & accompanying adults visiting.	Occasionally children push doors open whilst playing after lunch.	Adults and children made aware of doors during introduction.		1	1	1
9	Tea & Coffee Making facilities for adults - possibility of scalding.	Children & accompanying adults visiting	Problem has not arisen.	Tea & Coffee making facilities in separate area to avoid child contact.		2	1	2
10	Walk up stairs to educational areas	Children & accompanying adults visiting	Problem has not arisen.	Hand rail on left side of stairs. Children are given 'strict stair rules' to ensure safety throughout the day.		2	1	2
11	Activity Room – scissors	Children & accompanying adults visiting	Problem has not arisen	Both right & left handed children's scissors available.		1	1	1
12	Activity Room – tape dispenser	Children & accompanying adults visiting	Problem arises occasionally.	Children are given tape rules and instructed in the correct use of the tape dispenser.		1	1	1
13	Dressing Up - possibility of slips and trips whilst changing and/or climbing stairs in whilst wearing dresses.	Children & accompanying adults visiting	Problem arises occasionally.	Children are given clear instruction and assisted by adults. Changing takes place in a well-lit, flat spacious area.		1	1	1

14	Visit to Nursery - uneven stairs	Children & accompanying adults visiting	Problem has not arisen.	The Nursery located via stairs which are to be access by wheelchairs. Because of this, this part of the visit may have to be omitted in certain circumstances. In this case, extended use of the inside toys will replace this part of the visit.		2	1	2
15	Traditional Indoor Toys - possibility of hitting or catching fingers.	Children & accompanying adults visiting	Problem arises occasionally.	Adults and children are shown how to play safely with toys.		1	1	1
16	Rocking Horse (possible fall)	Children & accompanying adults visiting	Problem has not arisen	Adults & teachers are always made aware that the children are not permitted on the horse without adult supervision.		2	1	2
17	Traditional Outdoor Toys - possibility of slip, trips or falls	Children & accompanying adults visiting	Problem arises occasionally when children are not paying attention, not looking or going too fast.	Adults and children are shown how to play safely with toys.		2	1	2

18	Outdoor Toys - access to driveways at either side of Courtyard. Possibility of children and adults going into driveways with passing traffic.	Children & accompanying adults visiting	Problem has not arisen	Bollards are in place and children/adults are told not to exit the Stables Courtyard. All children are put in groups with supervising adults.		3	1	3
19	Short walk to see House - low tunnel - possible bump to head, uneven surface - possible slip trip hazard.	Accompanying adults & children.	Problem has not arisen	Children and adults are made aware of the low tunnel and asked to keep their heads down.		2	1	2

20	<p>Stairlift (only applicable for schools with disabled/wheelchair users). It is essential that we are informed at the time of booking if this will be required. The stairlift is serviced at regular intervals and is approved to carry a person weighing up to 18 stones (115 kg).</p>	<p>Stair climber user.</p>		<p>Stairlift is only operated by members of Weston Park contracted staff or volunteers. <u>A member of school staff must accompany this use.</u> The stairlift will not be in operation whilst other school children and adults are on stairs. Directions and information on what to expect is given to user and school staff member. All guidelines and safety instructions are adhered to. Staircase lighting will always be turned on to ensure clear illumination of area.</p>		2	1	2
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21	Stairlift - the stairlift is a chair and those in the wheelchairs will need to be placed/lifted onto the chair in order to ascend and descend the stairs by their assistants. Possible fall.	Stairlift user	Problem has not arisen	Stairlift users must wear the safety belt provided. Users are accompanied by members of Weston Park contracted staff or volunteers and an adult member of school. Staircase and stairwell will be kept clear during all school visits.		2	1	2
22	Stairlift - the stairlift is a chair and those in the wheelchairs will need to be placed/lifted onto the chair in order to ascend and descend the stairs by their assistants. Possible strain by assistants lifting children in and out of chair.	Assistants lifting wheelchair user.	Problem has arisen once.	Schools must ensure that assistants are made aware of their responsibilities during the day. If help is required by Weston Park staff, this must be made at least 28 days prior to the visit as outlined in our 'Additional Information Booklet'.		2	1	2
23	Stairlift - no power	Stairlift user	Problem has not arisen	The emergency stair chair will be utilised.		3	1	3

24	Stairlift - clothing becomes tangled in equipment.	Stairlift user/operator.	Problem has not arisen	Operators wear flat soled shoes and suitable clothing for operating machinery. Stairlift users will be checked prior to lift activation.		2	1	2
25	Stairlift - slip, trip hazard due to track.	All those not utilising stairlift.	Problem has not arisen.	Suitable signage in place. Children/adults will be asked to ascend/descend stairs on utilising hand rail and asked not to touch track.		2	1	2

26.	General cuts, grazes etc. – danger of trips, slips, knocks etc	Children & accompanying adults visiting		IT IS ESSENTIAL THAT ALL VISITING SCHOOLS BRING THEIR OWN FIRST AID KITS FOR EACH CLASS. Although we have First Aiders on site, under current legislation we are limited in what we are allowed to do. Therefore the class teacher/approved school first aider MUST take responsibility for first aid. Due to the nature of this visit it is essential that children are supervised at all times and are aware of appropriate behaviour to remain safe. If, for any reason, we feel that an issue arises which will affect the health & safety of either individuals or the whole school party , we		2	1	2
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