

WORLD WAR II VISIT - WESTON PARK



WESTON PARK

SANDFORD
AWARD



WINNER 2017

Safe Practice Assessment

(It is strongly advised that each school visits and produces their own risk assessment based on their visit - a copy should then be sent to the Education Department two weeks prior to your visit.)

Date of Assessment:	07/04/2004			
Date of Review:	20/04/2004	10/02/2005	09/08/2005	05/01/2015
	04/01/2006	19/01/2007	09/08/2007	15/01/2016
	05/05/2009	18/02/2010	18/10/2011	06/01/2017
	30/01/2012	28/08/2012	09/01/2014	05/09/2017

Assessed by: Claire Cumming, Education Manager

This assessment of safe operating practices is based on the normal World War II experience which is offered to schools at Weston Park and should not be seen as a replacement for individual school Risk Assessments which cater for each schools specific requirements. The intention of this document is to highlight areas which teachers should be aware of which could potentially cause a problem if not considered. All facilities and materials used by schools are inspected prior to a visit and we reserve the right to alter a timetable at short notice if a health and safety issue makes this necessary. For your information our Public & Products Liability Insurance Policy is with Royal and Sun Alliance, Policy Number: P0899635200.

No	Hazards Identified	Groups Exposed	Evidence of previous hazardous events	Detail any existing controls in place	Relevant Regs/ Standards (if known)	Hazard Severity (1-3)	Likelihood (1-3)	RISK
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1	Walk from coach to 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 Park staff member. Passing traffic is either stopped or passes at slow speed.		3	1	3
2	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. Speed restriction in place.		2	1	2
3	Cobbles in courtyard - uneven and may be slippery if weather is wet or icy.	Children & accompanying adults visiting	Problem occasionally occurs.	Children told to walk in these areas. Activities in this area adapted to suit weather conditions.		3	1	3
4	Two steps entering Stable Block	Children & accompanying adults visiting	Was tripped over 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
5	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
6	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
7	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

8	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
9	Walk up stairs to educational areas	Children & accompanying adults visiting	Problem has not arisen.	Hand rail on left hand side of stairs. Children are given 'strict stair rules' to ensure safety throughout the day.		2	1	2
10	Activity Room – scissors	Children & accompanying adults visiting	Problem has not arisen	Both right & left handed children's scissors available.		1	1	1
11	Activity Room – tape dispenser	Children & accompanying adults visiting	Children have grazed fingers when trying to snatch tape from other children.	Children are given tape rules and instructed in the correct use of the tape dispenser.		1	1	1
12	Gas Masks had asbestos filters fitted during WW II.	Children & accompanying adults visiting (if they attempt to try them on).	Problem has not arisen.	Children and adults are not permitted to try gas masks on. Filters have been removed from all Gas Masks.		2	1	2
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	Small selection of Traditional Indoor Toys	Children & accompanying adults visiting	Problem arises occasionally.	Children are shown how to play safely with toys. Teachers and helpers are also asked to ensure children are sensible.		1	1	1

15	Traditional Indoor Toy – 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
16	Traditional ‘Outdoor’ Games & Toys - if requested. (possibility of trips and falls) - list attached	Children & accompanying adults visiting	Problem arising occasionally, usually when children are not paying attention, not looking or going too fast	Children are shown how to play safely with toys. Teachers and helpers are also asked to ensure children are sensible. Please check list carefully for possible risks.		1	2	2
17	Gate across pathway to Walled Garden area (large gate with protruding bolt - possibility of bumps)	Children & accompanying adults visiting	Problem has arisen once when children were pushing and shoving to get through gateway.	Children and adults advised to stand back until gate fully open, before proceeding.		1	1	1
18	Morrison Shelter - bump head on entrance to shelter	Children & accompanying adults visiting	Problem has not arisen	Children are told to be sensible when entering Anderson Shelter - foam protector in place.		1	2	2
19	Morrison Shelter - claustrophobic environment	Children & accompanying adults visiting	Problem arises occasionally.	Children & adults are given the option not to enter Morrison Shelter		1	1	1

20	Anderson Shelter -walk to shelter – necessary to cross an occasional through traffic route.	Children & accompanying adults visiting	Problem has not arisen.	Group walks to shelter in line led by Weston Park staff. Group made aware of possible risk prior to commencement of walk to Anderson Shelter.		2	1	2
21	Anderson Shelter - gravel pathway leading to shelter. Risk of tripping and kicking gravel into other children/adults.	Children & accompanying adults visiting	Problem arises occasionally - especially if children are not looking where they are going.	Children are asked to walk sensibly to the Shelter.		1	1	1
22	Anderson Shelter - gravel pathway - depth of gravel unsuitable for wheelchairs and buggies causing difficulty in pushing.	Children & accompanying adults visiting	Problem arises occasionally.	Adults and supervisors/carers are informed to use more even grass area beside pathways.		1	1	1
23	Anderson Shelter - gravel pathway - protruding drains - possible trip hazard	Children & accompanying adults visiting	Problem arises occasionally.	Adults and children made aware.		1	2	2
24	Anderson Shelter - steps down into shelter, may be slippery in inclement weather.	Children & accompanying adults visiting	Problem arises occasionally - especially if children are not looking where they are going.	Children are asked to be sensible when entering the Shelter.		1	2	2

25	Maze - slips & trips	Children & accompanying adults visiting	Problem has not arisen	Children told to walk in these areas. The Maze is weather dependent and may not always be available on the day.				
26	Auditorium – darkened room with stepped tiered seating	Children & accompanying adults visiting	Problem arises occasionally when children are not looking where they are going.	Emergency lighting in place. Steps have white strips to ensure visibility.		2		
27	Auditorium - air raid simulation. Can be a frightening experience for some.	Children & accompanying adults visiting	Problems arises occasionally.	Adults are aware prior to visit regarding air raid. Emergency lighting is always on. Children are removed from room by supervising adult if required.		1		

28	<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>	Stair climber user.		<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
29	<p>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.</p>	Assistants lifting wheelchair user.	Problem has arisen once.	<p>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'.</p>		2	1	2

30	Stairlift - no power	Stairlift user	Problem has not arisen	The emergency stair chair will be utilised.		3	1	3
31	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
32	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

33	. General cuts, grazes etc. – danger of trips, slips, knocks etc	Children & accompanying adults visiting		<p>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 reserve</p>		2	1	2
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