

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	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
3	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
4	Two steps entering Stable 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
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	Walk up stairs to educational areas (if applicable).	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
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	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).	Stair climber user.		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.		2	1	2

11	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
12	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
13	Stairlift - no power	Stairlift user	Problem has not arisen	The emergency stair chair will be utilised.		3	1	3
14	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

15	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
16	Stairlift - no power	Stairlift user	Problem has not arisen	The emergency stair chair will be utilised.		3	1	3
17	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
18	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
19	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
20	Short walk across driveway to Temple Wood. Small amount of traffic.	Children & Adults	Problem has not arisen	Adults & children made aware of possible hazard		2	1	2

21	Sensory Walk/Nature/Habitat Walks (if booked) - uneven ground, slippery conditions when wet, low branches.	All those taking part in the activity	Minor grazes etc if children run/don't look where they are going	Children are advised to stay with their group/ adult. The teacher is in charge of the discipline/control of the group & must ensure they stay with the appropriate adult/group & behave in an appropriate manner.		2	1	2
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22	Pond dipping (if booked)	All those taking part in the activity	No incidents have occurred	Platform has been constructed specifically for the purpose using non slip materials, however, it can be slippery if icy and we apply salt on these occasions. Rails and toe boards are in place on 3 sides. It is located beside Temple Pool and can be accessed by an emergency vehicle if necessary. Children will access the platform in groups to ensure greater safety. A maximum of 15 children (with their accompanying adults) will be allowed on the platform at any one time. The water is approx. 1 metre deep where the platform is located and a flotation aid is located beside the platform.		3	1	3
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23	Leptospirosis/Weils disease (bacterial infection carried in rat's urine – rats are present near ALL ponds etc.)	Children & accompanying adults visiting	No problem has arisen.	Rare, but vigilance is required. All children MUST have any existing cuts, grazes etc covered by waterproof plasters BEFORE they do the pond dipping activity. All children MUST bring their own waterproof gloves (eg Marigolds). All children MUST wash their hands after doing the pond dipping . All adults must be aware that children do not put hands near mouth when involved with pond dipping activity. Weston Park has a contract with an appropriate operator to control vermin in this, and other, areas.		3	1	3
24	Temple Wood – Ha Ha (Sunken fence). Possible fall hazard	Children & accompanying adults visiting	No problem has arisen.	Children must be made aware of potential hazard and be well supervised.		3	1	3
25	Temple Pool - falling into water	Children & accompanying adults visiting	No problem has arisen.	The path around Temple Pool is wide. Pool is shallow at edges. Flotation aid available.		3	1	3

26	Tree incidents	Children & accompanying adults visiting	Children running are prone to falling and tripping. Potential for more serious injury. Lack of observation has occasionally caused children to bump into trees or branches or trip over roots or fall from trees	Trees are regularly pruned to remove obstructing branches.		2	2	4
27	Wasps/bees in summer	Children & accompanying adults visiting	Stings do occur	Although First Aid is available at Weston we are very limited in what we are allowed to do to treat any injuries. Teachers should be aware in advance if any child is likely to have a severe reaction to stings so immediate action can be taken to call appropriate medical assistance. Any nests discovered will be extinguished via a pest control operator.		1-3 (depending on reaction)	1	3

28	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 the right to cut an activity short or even remove it from the activities of the day.</p>		2	1	2
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