



Coultershaw Heritage Site

Educational Activities Risk Assessment

Assessment for:	Young people and school pupils visiting Coultershaw Heritage Site. Note that this does not include fire, as this should be assessed in a separate fire risk assessment.	Estimate of Risk L = Likelihood S = Severity O = Overall 1 = Low 2 Medium 3 = High															
		<table border="1"> <thead> <tr> <th>Overall Score</th> <th>Level of Risk</th> <th>Action Required</th> </tr> </thead> <tbody> <tr> <td>1-2</td> <td>Low</td> <td>Acceptable – No further action needed, but ensure controls are maintained</td> </tr> <tr> <td>3-4</td> <td>Medium</td> <td>Tolerable but look to improve controls, where possible</td> </tr> <tr> <td>6-9</td> <td>High</td> <td>Unacceptable – Take immediate action. Further controls are needed</td> </tr> </tbody> </table>				Overall Score	Level of Risk	Action Required	1-2	Low	Acceptable – No further action needed, but ensure controls are maintained	3-4	Medium	Tolerable but look to improve controls, where possible	6-9	High	Unacceptable – Take immediate action. Further controls are needed
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Date of assessment	23/5/2014	Assessment review date	January 2015														
Assessment undertaken by:	Elaine Sansom	Position:	Trustee	Approved by: (Trustee)	Robin Wilson, Chairman												

What are the hazards?	Who is affected?	Hazard Present	Risk Level			What further action is necessary to eliminate or control risk?
			L	S	O	
Pump House						
Moving machinery	Children, accompanying adults, volunteers	Y	1	3	3	On arrival, all groups are given a health and safety talk. Barriers and guards in place to prevent access to machinery. Mesh screens isolate machinery from public. All groups of children have a set ratio of adults to children to enable adequate monitoring.
Stairs and steps	Children, accompanying adults, volunteers	Y	1	2	2	On arrival, all groups are given a health and safety talk. Handrails on both sides of stairs
Uneven stone floor	Children, accompanying adults, volunteers	Y	1	1	1	On arrival, all groups are given a health and safety talk. All uneven edges are painted white.
Slippery floor on lower level	Children, accompanying adults, volunteers	Y	1	1	1	On arrival, all groups are given a health and safety talk. All groups advised to wear sturdy footwear or wellies.
Warehouse						
Slips, trips and falls: 1. Classroom furniture 2. Spilt water	Children, accompanying adults, volunteers		1	1	1	On arrival, all groups are given a health and safety talk. Groups informed to proceed with caution. Classroom tidied up after every session. Water mopped up immediately and signs used to warn of wet floor.
Electrical outlets	Children, accompanying adults, volunteers		1	3	3	Electrical outlets have finger guards/plug covers
Craft Materials	Children, accompanying adults, volunteers		1	1	1	Staff/volunteers will be available at all times during the craft sessions, and advise as to the use of craft resources and equipment. Supplies will come from suppliers producing child specific resources. Glue and paint will be solvent free. Instructions on containers for glue and paint relating to their use and storage will be followed according to manufacturers instructions. Scissors will be child safety scissors and will be checked to be in good order prior to their use on site at all times..

Engine House

Slips, trips and falls	Children, accompanying adults, volunteers		1	1	1	On arrival, all groups are given a health and safety talk. Groups informed to proceed with caution.
Interactives	Children, accompanying adults, volunteers		2	1	2	Interactives will be assessed regularly for suitability of continued use and need of maintenance. Instructions will be provided for all interactives On busy open days Engine House will be staffed.
Steps/ramp	Children, accompanying adults, volunteers		1	2	2	On arrival, all groups are given a health and safety talk. Handrails on both sides of steps/ramp.
Low doorway	Children, accompanying adults, volunteers		2	1	2	All groups warned on arrival to be vigilant

Outside

Wet/muddy/grassy paths and walkways.	Children, accompanying adults, volunteers	Y	2	1	2	All groups warned on arrival to be vigilant All groups advised to wear sturdy footwear or wellies.
Uneven paths and river bank	Children, accompanying adults, volunteers	Y	2	1	2	All groups warned on arrival to be vigilant All groups advised to wear sturdy footwear or wellies.

River (Falling in to)	Children, accompanying adults, volunteers	Y	1	3	3	<p>On arrival, all groups are given a health and safety talk.</p> <p>All groups of children have a set ratio of adults to children to enable adequate monitoring.</p> <p>Signs installed at Pump House and Warehouse warning visitors of hazard.</p> <p>All general visitors advised to stay away from river. Children participating in educational visit activities should be supervised by an adult.</p> <p>No paddling at anytime.</p> <p>Lifebuoys installed on riverbank.</p> <p>Fences only erected in some small areas of the riverbank.</p> <p>If river is likely to be high, Coultershaw volunteers are consulted before river is visited.</p> <p>Activity abandoned if river height is too high, Coultershaw staff will assess the height of river and inform school if activity is called off.</p> <p>Activity is planned and evaluated on the bank so that minimum time is spent close to river.</p> <p>All bags are left in the Warehouse.</p> <p>Clear instructions and safety talk is given by Coultershaw volunteer before activity, with close supervision during activity.</p> <p>Throw line is available and Volunteer has been trained in use.</p> <p>Children are spread out along river bank to avoid overcrowding.</p> <p>Children work in groups, each group with a supervising adult.</p> <p>"Line" shown along edge of river bank across which no child may go.</p>
River (Flooding)	Children, accompanying adults, volunteers	Y	1	3	3	Site will be closed to groups in the event of flooding.
Sluice gates	Children, accompanying adults, volunteers	Y	1	3	3	<p>There is no access for visitors or groups to the sluice gate operating platform. Fences and mesh screens surround the sluices.</p> <p>High-level barrier installed.</p> <p>Lifebuoy on riverbank.</p> <p>Angler's access gated.</p>
Archimedes Screw	Children, accompanying adults, volunteers		1	3	3	<p>On arrival, all groups are given a health and safety talk.</p> <p>Children are supervised at all times by an adult, with the adult placed at the end of the grill to prevent a child leaning over unprotected section.</p> <p>Only two children at a time to view.</p>

Plants and Foliage <ul style="list-style-type: none"> • Ingestion • Inhalation • Allergic reaction 	Children, accompanying adults, volunteers		1	2	2	Group leaders to warn of specific allergies. Any group member with specific allergies will need to bring their own medication. Pre-activity talk by Coultershaw staff includes instructing children not to put their fingers in their mouths after handling plants nor attempt to eat any plants or fruits. Contact with any Ragwort avoided. Advise to wash hands after handling and do not put hands into mouth.
Adverse weather	Children, accompanying adults, volunteers		1	2	2	Site will be closed if weather is severe. Advise sensible clothing. Booking information has advice regarding suitable clothing. Check weather forecasts advise staff/volunteers Ensure shelter available to all. Group leaders should provide sun cream. Drinking water is available. Prolonged exposure to wind/rain or direct sun avoided where practicable. Teaching programme adapted accordingly.
Nettles & Brambles	Children, accompanying adults, volunteers		2	1	2	The site has nettles and bambles, though areas in regular public use are mowed or cleared. All groups warned on arrival to be vigilant.
Litter	Children, accompanying adults, volunteers		1	1	1	Regular litter picking Check area prior to use, particularly for schools or other groups
Vehicles	Children, accompanying adults, volunteers		1	3	3	Vehicles to travel at slow speeds and with hazard lights on. No general public vehicles on site. Visitors not permitted to walk in coach parking area.unless embarking or disembarking when they will be supervised Separate coach parking space. Children closely supervised by adults
Water borne and avian diseases E.G. Weils disease and bacteria from birds' faeces	Children, accompanying adults, volunteers		1	2	2	Avoid putting objects that have been in contact with water near mouths. Groups asked to wash hands on entering classroom. No member of the public should be near the water.
Duck and swan attacks	Children, accompanying adults, volunteers		1	2	2	Advise group if birds are particularly territorial -particularly in Springtime. Nest sites will be fenced off.
Accidental encounter with adder/individual steps on unseen adder.	Children, accompanying adults, volunteers		1	3	3	Staff, volunteers and visitors made aware of potential presence of adders. Keep to paths in high risk areas Grass –sweeping etc to avoid known areas of high adder density /hibernacula sites.

Individual attempts to touch/pick up adder	Children, accompanying adults, volunteers		1	3	3	All individuals instructed never to try and touch or pick up a snake.
Contact with dog faeces, or wild animal dropping	Children, accompanying adults, volunteers		1	2	2	Visitors with dogs are given clear instructions to clean up after them.. Pre-activity instructions to avoid touching droppings, supervision during activity. Hand cleansing after activity and before eating or drinking
Lost child	Children		1	2	2	Follow Coultershaw lost child procedure.
Hit by falling tree branch	Children, accompanying adults, volunteers		1	3	3	Regular inspection, every 6 months in high use areas and 12 months in low use areas, by Coultershaw volunteers of nature trail, car park and work areas. Education officer/ Field Teachers to be informed of any dangerous trees.

Emergency details and other assessments

Is heavy, sustained or repetitive manual handling involved?	No	If YES carry out detailed manual handling assessment
Is the use of hazardous substances involved?	No	If YES ensure current COSHH assesment followed
Are any special groups at risk? (young people, pregnant workers, nursing mother)	No	If YES carry out specific assesment
Is lone working required?	No	
Is PPE needed?	No	
Safety equipment – Lifebouys are installed on the river bank and by the Archimedes Screw First aid kit – Located in the Warehouse		

Emergency information must be available.

Nearest telephone: Mobile: Located in Pump House at reception Landline: Badgers Pub – 400 yards south of Coutlershaw Bridge	Nearest A&E department: Chichester or Worthing	Quality of mbile phone reception: Poor
Access point for emergency services Approaching from the north (Petworth). The site is located 1 ½ miles outside Petworth on the A285 on your right-hand side on a sharp bend just before reaching a single lane bridge. Approaching from the south (Chichester). The site is located 12 miles from Chichester on the A285 on your left-hand side immediately after the single lane bridge.	Types of access for emergency services Normal <input type="checkbox"/> 4WD <input type="checkbox"/> Air <input type="checkbox"/>	First Aid cover levels Schools to provide to required levels Coultershaw Volunteers, where trained, have basic 'First Aid for Adults' . Where provided? School staff to do First Aid for children. Volunteers to do for themselves. Volunteers to do for children in an emergency.