

Risk Assessment - Battisborough House 2023

Date:

Place: Battisborough House Residential

Nominal Role: Year ... (... children (.. boys and ...girls).

Staffing:

Overall Leader:

Pupils of note. ...

Responsibility for first aid/medication: ...

Medication will be administered on a daily basis. In the event of sickness, illness or injury they will administer First Aid as appropriate. Parents will be notified as required. A medical kit will be packed for any off-site excursion.

Medical details. (Separate document).

Special Medical & Dietary Requirements: A separate form details all medical and dietary requirements. This will be held by ... and kept in the staff room.

Playing in the grounds at Battisborough House: The children need to be thoroughly briefed not to run on the slope (to avoid twisted ankles), to climb trees to a stated height, and to take care of branches when running around.

SPECIALIST ACTIVITIES (ON-SITE)

Campfire / Bush craft / Command Tasks (see separate RA's)

HAZARDS IDENTIFIED

Cut or splinter from sharp wood.

Burn from fire, hot wood, coal, griddle, pan or tools.

No Marshmallows

There will be a fire safety briefing, local hazards briefing, and water safety brief carried out by Becky Trafford.

PEOPLE AT RISK

Staff and pupils

Fire safety

- All children to be thoroughly briefed about general fire safety before a fire is lit. E.g., sticks must not be extracted from a burning fire, and nothing is to be thrown onto the fire/fire circle out of bounds/correct cooking procedures followed
- Fires started by staff
- Appropriate clothing worn and hair tied back.

Command Tasks

- Climbing to be supervised and conducted on soft ground (grass, riding arena). If not possible, hard hats to be worn if on concrete/hard surface)
- Equipment to be passed not thrown.
- Specific safety briefing to be delivered for each activity.

Supervision and behavior in dorms

- All activities are fully supervised by ... staff.
- Quiet and calm behavior is expected in dorms. Children do not spend time in dorms other than when instructed by an adult. Children will not enter other dorms.
- There will be no food or drink in the dorms
- Levels of tiredness will be monitored and bedtimes adjusted accordingly tiredness
- The dorms will be well ventilated at all times, especially at night and kept tidy.

Actions on Injury

- In the event of an accident, children are to report to their form tutor.
- In the event of a burn the area is to be cooled immediately and First Aid applied.
- In the event of a serious incident the emergency services are to be called immediately.

VISITS (OFF-SITE)

Service Station Stop: Loss of child, road crossing, pupil injury

- Remind children of road safety
- Direct supervision when crossing roads, where possible use crossings provided
- Maintain group integrity
- Make sure staff and children are aware of meeting points and times
- Children to always be accompanied to any off-site toilet facilities
- Use pupil/staff groupings to ensure ratios are maintained

Farm Visit: Uneven ground, road crossing, pupil injury, loss of pupil.

- First Aid kit to be carried by a member of staff
- Staff supervision of any hazard
- Maintain group integrity
- Appropriate footwear to be worn
- To ensure hygiene on farm visit - group to have bottle of antiseptic hand wash
- Direct supervision when crossing roads, using crossings provided

Beach: Risk of high tide, loss of child

- Tides are to be monitored closely
- Clear safety instructions given to children at beach. A member of staff will carry a First Aid kit.
- Children only allowed in the water up to a depth of knee height if weather and sea conditions allow
- Appropriate clothing and footwear to be worn.
- Direct supervision in small groups. All staff thoroughly briefed before trip. Each group will be accompanied by a member of staff.

Dartmoor: Injury, lost, weather injury

- Route recce completed selecting route suitable for trainers. However, children encouraged to wear walking boots if they have them.

- First aid kit carried by all members of staff and a member of staff with every group.
- Safety bergan carried by staff.
- Route clearly marked and route briefing completed. Staff carry mobile telephone and issued with 'actions on lost' guidance.
- Each child to carry warm clothing and waterproof clothing. Staff to carry a safety rucksack.

GENERAL SAFETY CONSIDERATIONS

Lost/Missing student

- The children will remain in their groups for the activity and are to be fully supervised ... staff.
- Group Leaders to conduct headcounts before departures.
- Children will have a meeting point should they find themselves separated at any stage.
- If it is discovered a pupil is missing a full search will be made. It is important that staff ratios are not compromised with remaining pupils. If initial checks are not successful firstly the Police must be contacted and then ... informed

Major Accident away from Battsborough House

- Pupils not involved will be moved away and the necessary staff will attend at the scene and administer first aid if appropriate
- Emergency services contacted immediately
- Staff will control the situation until emergency services arrive and take control
- School will be contacted once the situation is under control and a member of staff is able to do so.

Significant Sickness away from Battsborough House

- A sick or unwell pupil will be isolated to avoid the spread of germs
- Sick pupils will be transferred back to Battsborough House or A&E with a member of staff
- Emergency doctor/services contacted immediately if transportation is not an option
- Staff will control the situation until emergency doctor/services arrive and take control
- School/parents will be contacted as required

Sick Pupil at Battsborough House

- Any child who is too unwell to participate in the activities will remain with a member of staff or return to Battsborough House
- If a child is deemed too sick to be able to participate in the week's activities, they will be isolated and parents will be asked to collect them from Battsborough

Low Risk Considerations

Anxiety

Away from home, challenging activities

Overstimulation

Too much activity, not enough rest or down time

Exhaustion

Not enough sleep or rest

Hunger

Lack of food or nutrition

Cold

Inappropriate clothing

Control Measures

- Staff to monitor pupils closely for signs of fatigue
- Enforcement of sensible bedtimes
- Staff to provide reassurance and comfort
- Option to not take part in an activity as required
- Mealtimes carefully monitored to ensure delivery of a balanced and sufficient diet
- Pupils to carry packed lunch
- Staff to ensure children are wearing appropriate clothing at all time

2 April 2023