



AFRICAN  
ADVENTURE

# AFRICAN ADVENTURE

## Site Risk Assessment 2019

Last Reviewed: April 2019

Next Review: February 2020

This risk assessment has been produced in line with the guidance given in '*Safe Practice in Physical Education and School Sport*', (baalpe 2012).

A handwritten signature in blue ink, appearing to read 'Simon Scott'.

Signed:

Name: Simon Scott

Position: Director

Date: 14/05/2019

***Please note: The Site Risk Assessment is to be used in conjunction with the 'Generic Risk Assessment', Sizewell Hall Quality Manual 'Risk Assessments for Group Leaders' and the Sizewell Hall 'Health and Safety Manual for Group Leaders'.***

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**African Village:** (Used in Lay of the land, Minefield, Shelter build, Persistence Hunting and to sleep in)

| ASPECTS TO CONSIDER |   | RISK RATING |          | EXISTING MEASURES TO CONTROL RISK |   |                                |
|---------------------|---|-------------|----------|-----------------------------------|---|--------------------------------|
| Hazard              | Who might be harmed?  | Probability | Severity | Control Measure                   | Who is responsible?   |                                |
| <b>PEOPLE</b>       | Child getting lost at night   | Pupil       | Low      | High                              | <ul style="list-style-type: none"> <li>The village is locked internally during the entire night (pupils able to use village toilet if required).</li> <li>Children told not to touch locks and locking procedure explained to residential staff and school staff.</li> <li>Children and Staff informed of toilet location.</li> <li>School staff and residential staff sleep in the village when pupils are in huts.</li> <li>The flood light remains on during the night when pupils sleep in the village.</li> <li>Torches and/or lanterns are available for each hut.</li> </ul> | <b>Residential Team Leader</b> |
|                     | People being harmed by trespassers on site.   | Pupil       | Low      | High                              | <ul style="list-style-type: none"> <li>Children are supervised by school and residential staff.</li> <li>School staff and residential staff sleep in the village when pupils are sleeping in huts.</li> <li>The village is locked internally during the entire night (pupils able to use village toilet if required)</li> <li>Before locking the village, residential staff will check the internal parameter of the village</li> </ul>   | <b>Residential Team Leader</b> |
|                     | Minor cuts and bruises resulting from tripping and falling over or running into others. | All         | Low      | Low                               | <ul style="list-style-type: none"> <li>Children should wear shoes or trainers with good grips.</li> <li>Encourage children not to run when exploring the village area.</li> </ul>   | <b>Residential Team Leader</b> |

|                |                                       |     |     |        |   |                                |
|----------------|---------------------------------------|-----|-----|--------|---|--------------------------------|
|                |                                       |     |     |        | <ul style="list-style-type: none"> <li>• Clear dead wood from the area.</li> <li>• Ensure all edging and borders are safely maintained so as not to be a hazard</li> </ul>  |                                |
| <b>CONTEXT</b> | Fire                                  | All | Low | High   | <ul style="list-style-type: none"> <li>• Sufficient space is left between huts to allow free movement between them and to prevent the spread of fire.</li> <li>• Trees and dead wood are cleared away from the huts.</li> <li>• There are two exits from the village.</li> <li>• Flammable liquids are locked away and there will be no gas cylinders stored in the African village.</li> <li>• At the start of a visit the fire assembly point will be clearly pointed out.</li> <li>• When sleeping in the village, pupils will be reminded of the fire procedures and assembly point.</li> <li>• Huts will not be overcrowded.</li> <li>• Huts are not locked when people are inside.</li> <li>• In the event of a fire in the village a fire bell will be sounded and the village evacuated.</li> <li>• Residential and school staff will have a list of all pupils.</li> <li>• Campfire is never left unattended and always extinguished thoroughly.</li> <li>• Staff are made aware of fire procedures and fire marshals allocated at the start of each week.</li> <li>• No naked flames permitted in the village (including smoking) (signs to communicate this).</li> </ul> | <b>Residential Team Leader</b> |
|                | Extreme weather conditions (or other) | All | Low | Medium | <ul style="list-style-type: none"> <li>• The village is located very close to Sizewell Hall where children can take shelter.</li> </ul>   | <b>Residential Team Leader</b> |

|                     |   |       |     |        |  |                                |
|---------------------|---|-------|-----|--------|--|--------------------------------|
|                     | uncomfortable or dangerous).                  |       |     |        | <ul style="list-style-type: none"> <li>whether the village should be used.</li> <li>In severe cases the programme will be aborted and everyone evacuated from the site. In such cases head teachers and parents will be notified.</li> </ul>   |                                |
|                     | Pupil gets trapped or locked in a hut/ toilet | Pupil | Low | Medium | <ul style="list-style-type: none"> <li>Huts are not locked when people are inside.</li> <li>The village toilet can be unlocked from the outside in an emergency.</li> </ul>  | <b>Residential Team Leader</b> |
| <b>ORGANISATION</b> | Overcrowding                                  | All   | Low | Low    | <ul style="list-style-type: none"> <li>Teachers are asked to divide pupils into groups for sleeping in each hut.</li> <li>Maximum number of children sitting or standing in the main (green) hut is 35 with shutter on and 50 with shutters off.</li> <li>Maximum number sitting or standing in each of the small huts is 15, maximum sleeping is 10.</li> </ul> | <b>Residential Team Leader</b> |
|                     | Use of electrical equipment                   | All   | Low | High   | <ul style="list-style-type: none"> <li>All electrical equipment is PAT tested, and removed if this is failed.</li> <li>Equipment is visually inspected before use.</li> <li>Plug sockets are covered when not in use.</li> </ul>   | <b>AA C</b>                    |

Please refer to the *Sizewell Hall Quality Manual* 'Risk Assessments for Group Leaders'

Code: G5 Electrical Equipment (pages 13-14)

## Archery Field (lay of land, orienteering, Archery, wide game, minefield)

| ASPECTS TO CONSIDER |  | RISK RATING |          | EXISTING MEASURES TO CONTROL RISK |  |   |
|---------------------|--|-------------|----------|-----------------------------------|--|---|
| Hazard              | Who might be harmed?                               | Probability | Severity | Control Measure                   | Who is responsible?  |   |
| <b>PEOPLE</b>       | Pupils unaware of the hazardous nature of archery. | All         | Low      | High                              | <ul style="list-style-type: none"> <li>Pupils participating in archery are instructed to listen very carefully to the safety talk and made to understand that arrows can be lethal, so safe practice is vital.</li> <li>Pupils not participating in archery will be warned not to venture onto the archery field during session.</li> <li>Archery field is clearly signed when archery is in progress.</li> <li>Session terminated or pupils removed if there is any behaviour which is deemed unsafe.</li> <li>Archery sessions only run by qualified instructor.</li> <li>Safety briefing to always include: children remaining on the safety bench until asked to shoot, arrows are always to be pointed at the target, and 'come down' and 'stop' commands.</li> <li>All adults on site aware when an archery session is in progress.</li> </ul> | <b>Archery Instructor</b><br><br><b>Residential Team Leader</b> |
|                     | Tripping and slipping                              | All         | Low      | Medium                            | <ul style="list-style-type: none"> <li>Nobody may run on the archery shelter.</li> <li>During activities that take place on the archery field, a suitable distance should be established from the archery shelter to ensure children are not tempted to run on it.</li> <li>The grass and shrubs must be kept mowed</li> <li>Children should be warned about the danger of rabbit holes that can cause tripping.</li> </ul>  | <b>Residential Team Leader</b>                                  |

|                |  |     |     |      |  |                                |
|----------------|--|-----|-----|------|--|--------------------------------|
| <b>CONTEXT</b> | Other people wandering onto the range whilst archery is in progress. | All | Low | High | <ul style="list-style-type: none"> <li>• The whole range is clearly marked with warning notices clearly displayed.</li> <li>• The range is positioned so that it does not lie on the route to other activity areas and is away from buildings, walls, hedges or fences, from behind which a person may emerge without warning.</li> <li>• Pupils not participating in archery will be engaged in other activities safely away from the archery field.</li> <li>• Residential staff, school staff and Sizewell Management have copies of the programme and are aware of when archery is in progress.</li> </ul> | <b>Residential Team Leader</b> |
|                | An arrow ricocheting and hitting someone.                            | All | Low | High | <ul style="list-style-type: none"> <li>• Only qualified instructors will lead archery with pupils.</li> <li>• Instructions and safety precautions will be followed in accordance with Activity Risk Assessments.</li> <li>• All archery equipment will be checked for faults and only the appropriate equipment used for the size and ability of the archers.</li> <li>• Archery times are indicated on the programme and pupils are provided with instructions about how and when it is safe to enter the archery field.</li> </ul>   | <b>Archery Instructor</b>      |

|              |   |     |     |      |   |  |
|--------------|---|-----|-----|------|---|--|
| ORGANISATION | Children are poorly organised and unsupervised. | All | Low | High | <ul style="list-style-type: none"> <li>• Pupil to adult ratio should not exceed 12:1, with no more than four pupils at a target at any one time.</li> <li>• Spectators must remain seated on the benches provided.</li> <li>• Archery should only be practised on a clearly marked out archery range.</li> <li>• The archery instructor must stay alert, observing each side of the range and the over shoot for hazards (i.e. people ignoring signs and entering the field).</li> <li>• Archers must adhere to the rules outlined by the archery instructor.</li> <li>• Archers to recognise and immediately obey commands: “Stop”, “come down”, “shoot”.</li> <li>• Only Archery Instructor and supervising adults collect arrows once all archers have completed their shooting and when commanded. Archery Instructor and responsible adults walk, <b>never run</b>, to the side of the range and retrieve arrows.</li> <li>• When arrows are withdrawn from the target bosses, the Archery Instructor and responsible adult should stand at the side of the target, so no-one can be struck as the arrow is pulled out.</li> <li>• Accurate demonstration of the shooting and arrow retrieval procedure by a qualified adult.</li> </ul> | <p><b>Archery Instructor</b></p> <p><b>Residential Team Leader</b></p> |
|              | People running into minefield barrier poles.    | All | Low | High | <ul style="list-style-type: none"> <li>• Pupils told not to run towards minefield area.</li> <li>• Red and white tape used to highlight location of poles.</li> <li>• Minefield area not to be used in wide game.</li> </ul>  |  |



## Beach and Sea (free time on beach, water filters, beach walk)

| ASPECTS TO CONSIDER |   | RISK RATING          |             | EXISTING MEASURES TO CONTROL RISK |   |   |
|---------------------|---|----------------------|-------------|-----------------------------------|---|---|
| Hazard              |   | Who might be harmed? | Probability | Severity                          | Control Measure   | Who is responsible?                               |
| <b>CONTEXT</b>      | Minor cuts and bruises resulting from tripping and falling over.                | All                  | Low         | Low                               | <ul style="list-style-type: none"> <li>Children should wear appropriate footwear.</li> <li>Children encouraged to only run when in open terrain.</li> <li>Children advised to take particular care when walking down the steps to the beach.</li> </ul>   | <b>Residential Team Leader &amp; School Staff</b> |
|                     | Sudden change in weather or other circumstances which make the beach dangerous. | All                  | Low         | Medium                            | <ul style="list-style-type: none"> <li>Residential staff will monitor the weather and the sea and call children off the beach if the weather starts to change for the worse.</li> <li>Sizewell Hall is nearby where children can take shelter, and can shower and warm themselves.</li> <li>During strong winds, severe rain, and high waves, children will not be allowed to the beach, even with supervision.</li> </ul>  | <b>Residential Team Leader</b>                    |
|                     | Hazardous objects on the beach (eg. Glass, tar, broken bottles, etc)            | All                  | Low         | Medium                            | <ul style="list-style-type: none"> <li>School staff will supervise children when they are on the beach and will be accompanied by at least one residential staff member</li> <li>Children are reminded to be careful of sharp objects and tar on the beach.</li> <li>Peer observation expected regarding likely hazardous objects.</li> <li>Children advised to take care before sitting in any particular area, checking for sharp or damaging objects/substances before sitting.</li> </ul> | <b>Residential Team Leader &amp; School Staff</b> |

|  |  |   |        |        |  |   |
|--|--|---|--------|--------|--|---|
|  | Uneven surfaces causing people to fall and injure themselves                                   | All   | Low    | Medium | <ul style="list-style-type: none"> <li>Children will be supervised by school staff at all times on the beach.</li> <li>Residential staff will have a whistle by which they can alert the other leaders to an incident.</li> <li>Children will be reminded to take extra care in areas where the ground is known to be uneven.</li> </ul> | <b>Residential Team Leader &amp; School Staff</b> |
|  | Beach Walk on Public foot path (off site)<br>- Falling down cliff where fencing is inadequate. | All   | Medium | Medium | <ul style="list-style-type: none"> <li>Children will be pre-warned of areas with risk before the walk commences.</li> <li>African Adventure staff to stand in front of eroded parts of cliff.</li> <li>Walkie talkies used by staff to advise down the line of potential hazards.</li> </ul>   | <b>AA C</b>                                       |
|  | Pupils becoming separated from rest of group.  | Pupils  | Low    | Medium | <ul style="list-style-type: none"> <li>African Adventure staff at start and end of line and spread throughout. Children not to go in front of or behind these leaders.</li> <li>Radios at either end of line.</li> </ul>   | <b>AA C</b>                                       |
|  | General environmental conditions eg. Grasses, plants, insects, animals                         | Allergic reaction to plants or animals<br>Being attacked by a dog | Low    | Medium | <ul style="list-style-type: none"> <li>Group to be made aware of the dangers of general environmental conditions.</li> <li>Group to be advised to keep away from stray dogs on beach.</li> </ul>   | <b>Session Leader</b>                             |

|  |            |               |               |   |  |
|--|------------|---------------|---------------|---|--|
| <p>The sea – drowning or getting swept out to sea</p>              | <p>All</p> | <p>Medium</p> | <p>High</p>   | <ul style="list-style-type: none"> <li>• Residential staff will check the condition of the waves and tide before allowing any children to go to the beach.</li> <li>• School staff will supervise children when they are on the beach and will be accompanied by at least one residential staff member</li> <li>• School staff will be advised to supervise how close to the sea’s edge children are allowed to go.</li> <li>• During strong winds, severe rain, and high waves children will not be allowed to the beach, even with supervision.</li> <li>• Children are told not to enter the water at any time.</li> <li>• Residential staff will carry a whistle by which they can alert the other leaders to an incident, as well as catch the attention of the children present.</li> </ul> | <p><b>Residential Team Leader &amp; School Staff</b></p> |
| <p>Debris from the cliffs and landslides along the cliff edge.</p> | <p>All</p> | <p>Low</p>    | <p>Medium</p> | <ul style="list-style-type: none"> <li>• Children are advised before going on to the beach to take care at the foot of the cliff, and not to climb up any sandy embankments.</li> <li>• Peer observation expected.</li> <li>• Children told not to climb/walk along the cliff without supervision from a residential or school staff.</li> <li>• Along the cliff top walk an adult will be stationed at sheer drop edges.</li> </ul>  | <p><b>Residential Team Leader &amp; School Staff</b></p> |

|              |   |        |     |        |   |   |
|--------------|---|--------|-----|--------|---|---|
|              | Stranger danger   | Pupils | Low | Medium | <ul style="list-style-type: none"> <li>• Children are reminded that the beach is a public area, and to be especially careful of strangers.</li> <li>• Children are advised of their boundaries when on the beach.</li> <li>• Children will be counted at the start and end of each activity/session by residential staff.</li> <li>• Children will be counted off the beach.</li> <li>• School staff will supervise children when they are on the beach and will be accompanied by at least one residential staff member</li> <li>• Children will be reminded that they are not to go down to the beach without supervision, and are to remain within sight of said supervisors.</li> </ul> | <b>Residential Team Leader &amp; School Staff</b> |
| ORGANISATION | <ul style="list-style-type: none"> <li>• Children going out of sight of adults on beach.</li> </ul> | Pupils | Low | Low    | <ul style="list-style-type: none"> <li>• Residential staff will carry a whistle when activities are taking place outside in case they need to call their group together or attract other leaders' attention.</li> <li>• Peer accountability is expected and will be encouraged by the residential staff so that if someone is perceived as missing the leaders can be made aware.</li> <li>• Children are told not to enter the sea.</li> <li>• Children are given clear boundaries when on the beach.</li> </ul>   | <b>Residential Team Leader &amp; School Staff</b> |
|              | <ul style="list-style-type: none"> <li>• Children getting lost</li> </ul>                           | Pupils | Low | Medium | <ul style="list-style-type: none"> <li>• Pupils will not be allowed to explore out of sight of the school staff whilst on the beach.</li> <li>• Peer accountability is expected and will be encouraged by the residential staff so that if someone is perceived as missing the staff can be made aware.</li> </ul>  | <b>Residential Team Leader &amp; School Staff</b> |

|  |   |        |     |        |  |   |
|--|---|--------|-----|--------|--|---|
|  |   |        |     |        | <p>acceptable standards of behaviour.</p> <ul style="list-style-type: none"> <li>• Children will be counted on and off the beach.</li> </ul>   |   |
|  | <ul style="list-style-type: none"> <li>• Children are not properly supervised or controlled.</li> </ul> | Pupils | Low | Medium | <ul style="list-style-type: none"> <li>• Leader to young person ratio always at least 1:10.</li> <li>• Children are supervised at all times whilst on the beach.</li> <li>• Rules and behavioural standards are consistently applied, and clearly stated.</li> <li>• Boundaries are clearly explained</li> <li>• Children advised that they are not to go to the beach without a member of school or residential staff.</li> </ul> | <b>Residential Team Leader &amp; School Staff</b> |

## Camp Fire area (camp fire session, wide game, lay of the land, graveyard)

| ASPECTS TO CONSIDER |                               | RISK RATING |          | EXISTING MEASURES TO CONTROL RISK |   |                                |
|---------------------|-------------------------------|-------------|----------|-----------------------------------|---|--------------------------------|
| Hazard              | Who might be harmed?          | Probability | Severity | Control Measure                   | Who is responsible?   |                                |
| <b>PEOPLE</b>       | Slipping and tripping         | All         | Low      | Medium                            | <ul style="list-style-type: none"> <li>Children are advised to take particular care when moving about in the woodland, including the fire area.</li> <li>Children should wear appropriate footwear.</li> <li>When a camp fire is burning children are advised to move around behind their benches.</li> <li>Benches are positioned at least 1 metre from the fire.</li> <li>When children approach the fire they will be instructed to do so carefully and slowly.</li> <li>Residential staff will supervise the fire whenever it is burning.</li> <li>Children will be instructed not to dig holes with their feet in front of the benches as this may cause people to trip when they stand up.</li> <li>Adults and children to enter campfire through the 'doorway' marked by painted rocks.</li> </ul> | <b>Residential Team Leader</b> |
| <b>CONTEXT</b>      | Fire – getting out of control | All         | Low      | High                              | <ul style="list-style-type: none"> <li>Residential staff will be trained in the construction of a safe fire.</li> <li>Residential staff will always supervise fire.</li> <li>All staff to follow procedures in fire safety.</li> <li>There are no trees or branches overhanging the fire.</li> <li>Water and a fire blanket will always be on hand when a fire is burning.</li> <li>Heat proof stones circle the fire</li> </ul>  | <b>Residential Team Leader</b> |

|                     |   |     |        |        |   |                                |
|---------------------|---|-----|--------|--------|---|--------------------------------|
|                     | Burns   | All | Low    | High   | <ul style="list-style-type: none"> <li>• Children are advised to keep a safe distance (at least 1 metre) from any fire unless instructed and supervised by residential staff to come closer (e.g. to toast a marshmallow).</li> <li>• Children must not throw anything into the fire.</li> <li>• Nobody must remove anything from the fire.</li> <li>• Residential staff will always supervise a fire that is burning.</li> <li>• Slabs and sand are positioned beneath the fire to limit the potential for the fire spreading</li> <li>• A qualified first aider will be available when camp fires are burning.</li> </ul> | <b>Residential Team Leader</b> |
|                     | Scratches, cuts and splinters                           | All | Medium | Medium | <ul style="list-style-type: none"> <li>• Children are advised to take particular care when moving about in the woodland, including the fire area.</li> <li>• Children should wear appropriate footwear.</li> <li>• Sticks should not be waved or thrown around at anytime.</li> </ul>   | <b>Residential Team Leader</b> |
| <b>ORGANISATION</b> | Young people are not properly supervised or controlled. | All | Low    | Medium | <ul style="list-style-type: none"> <li>• Residential staff will always supervise a camp fire that is burning.</li> <li>• Rules and behavioural standards are consistently applied, and clearly stated.</li> <li>• Children will be instructed regarding camp fire boundaries when a fire is burning.</li> <li>• Children will not enter the camp fire area until camp fire rules have been established and understood.</li> <li>• Young people will be advised that they are not to approach the camp fire without consent and supervision from residential staff.</li> </ul>   | <b>Residential Team Leader</b> |

|  |   |        |     |     |   |                       |
|--|---|--------|-----|-----|---|-----------------------|
|  | Children injuring themselves during lay of the land or wide game. | Pupils | Low | Low | <ul style="list-style-type: none"> <li>• Camp Fire area is out of bounds during lay of the land exercise. Children are advised not to go into any areas where there is a shallow wooden fence.</li> <li>• Camp fire area is used as a first aid base for wide game to avoid children running through it and tripping over.</li> </ul> | <b>Session Leader</b> |
|  | People tripping on grave crosses.                                 | All    | Low | Low | <ul style="list-style-type: none"> <li>• Boundary around grave yard.</li> <li>• Children told not to run into areas where there is a boundary.</li> </ul>   |                       |



## Camp Kitchen including playing fields (free time, Maasai herding, water races, persistence hunting, orienteering)

| ASPECTS TO CONSIDER |   | RISK RATING |          | EXISTING MEASURES TO CONTROL RISK |   |  |
|---------------------|---|-------------|----------|-----------------------------------|---|--|
| Hazard              | Who might be harmed?  | Probability | Severity | Control Measure                   | Who is responsible?   |  |
| CONTEXT             | Loose bricks falling or parts of the brick wall around the field collapsing and causing injuries. | All         | Low      | Medium                            | <ul style="list-style-type: none"> <li>Children are instructed not to climb or sit on the brick wall.</li> <li>Children instructed to ask a member of residential staff to retrieve balls and equipment that might go over a wall or caught in a tree.</li> <li>The wall will be inspected preceding a visit and any unsafe areas or sections of loose bricks will be clearly marked and children instructed to keep away.</li> </ul>   | Residential Team Leader                            |
|                     | Fire  | All         | Low      | High                              | <ul style="list-style-type: none"> <li>African Adventure complies with the requirements of Sizewell Hall, please consult the booklet "<i>Group Health and Safety Manual</i>" produced by Sizewell Hall.</li> <li>Children are allowed under the covered section but must not enter the kitchen under any circumstance without knowledge and supervision of residential or school staff.</li> <li>Fire extinguishers and fire blankets can be found in the camp kitchen.</li> <li>Buckets of water are stored outside the camp kitchen.</li> </ul> | Residential Team Leader                            |
|                     | Unsafe equipment  | All         | Low      | High                              | <ul style="list-style-type: none"> <li>Equipment for activities will not be left unsupervised when children are present.</li> <li>Equipment will be stowed in locked stores.</li> <li>All equipment will be maintained to the highest standard and will be replenished as required.</li> <li>Play equipment checked seasonally and broken equipment fixed or thrown away.</li> </ul>  | Residential Team Leader & Sizewell Hall Management |

|                     |  |        |     |        |  |                                |
|---------------------|--|--------|-----|--------|--|--------------------------------|
|                     | Knife cuts   | All    | Low | Medium | <ul style="list-style-type: none"> <li>• Children are not allowed to use sharp knives without 1-1 supervision.</li> <li>• Knives are stored in the kitchen- door locked when not in use.</li> <li>• Children are allowed under the covered section but must not enter the kitchen under any circumstance without knowledge and supervision of residential or school staff.</li> </ul>  | <b>Residential Team Leader</b> |
|                     | Scalds or burns from boiling water                 | All    | Low | Medium | <ul style="list-style-type: none"> <li>• Children are allowed under the covered section but must not enter the kitchen without knowledge and supervision of residential or school staff.</li> <li>• Hot drinks made and served during daytime breaks are only available to adults; children will be offered cold drinks. Any staff hot drinks are made in mugs with lids.</li> <li>• When hot chocolate is available to children, they will be supervised by school staff and the kitchen staff will prepare and serve the drinks.</li> <li>• People are expected to act appropriately when holding or passing anyone with a hot drink.</li> <li>• Children to remain sat whilst drinking hot drinks.</li> </ul> | <b>Residential Team Leader</b> |
| <b>ORGANISATION</b> | Children are not properly supervised or controlled | Pupils | Low | Medium | <ul style="list-style-type: none"> <li>• Frisbee, ball games or other games on the field during free time are supervised by the school staff.</li> <li>• Ball games and other games must be played at a sensible distance from the camp kitchen in the field.</li> <li>• Children are allowed under the covered section but must not enter the kitchen under any circumstance without knowledge and supervision of residential or school staff</li> <li>• Pupils must not run under the covered camp kitchen area.</li> <li>• Tennis courts, AA woodland, pond and sports hall out of bounds for free time.</li> </ul>   | <b>Residential Team Leader</b> |

|  |        |        |        |   |                        |
|--|--------|--------|--------|---|------------------------|
| Injury caused by falling from a tree.                                      | Pupils | Medium | Medium | <ul style="list-style-type: none"> <li>Children are forbidden to climb trees at all during their stay.</li> </ul>   | <b>AA C</b>            |
| Injury caused by equipment used in water races or Maasai Herding.          | All    | Medium | Low    | <ul style="list-style-type: none"> <li>Equipment checked for damage before use.</li> <li>Ensure buckets for water races are not too heavy for children to carry.</li> <li>Children wear safety goggles during Maasai herding game.</li> </ul>   | <b>Session Leader.</b> |
| Children running into each other around the corner into the football field | All    | Medium | Low    | <ul style="list-style-type: none"> <li>Children will be made aware of the corner before activities where this is likely to occur, e.g. orienteering.</li> <li>During activities where this is likely, e.g. orienteering, a member of residential staff will be stationed at the corner to warn children to slow down and check before running around the corner.</li> </ul> |                        |

Please refer to the *Sizewell Hall Quality Manual 'Risk Assessments for Group Leaders'*

Code: G5 Electrical Equipment (pages 13-14)

Code: G9 Kitchen Equipment (pages 21-22)

## Giant African Land Snail

| ASPECTS TO CONSIDER                                     |                      | RISK RATING |          | EXISTING MEASURES TO CONTROL RISK  |                     |
|---|----------------------|-------------|----------|--|---------------------|
| Hazard  | Who might be harmed? | Probability | Severity | Control Measure  | Who is responsible? |
| People becoming ill /infections from African Land Snail | All                  | Low         | Medium   | <ul style="list-style-type: none"> <li>School staff are made aware of the snail and asked whether or not they are happy for it to be handled by pupils.</li> <li>Residential staff will be supervising any interaction that involves the snail.</li> </ul> |                     |

|  |                |                   |     |        |   |  |
|--|----------------|-------------------|-----|--------|---|--|
|  |                |                   |     |        | <ul style="list-style-type: none"> <li>• Children are supervised by residential and/or school staff when handling the snail.</li> <li>• Children are asked to wash their hands after handling the snail and before eating or drinking.</li> <li>• Anyone who is known to be pregnant is advised not to handle the snail.</li> <li>• Gloves are available to use.</li> </ul> |  |
|  | Snail escaping | Snail Environment | Low | Medium | <ul style="list-style-type: none"> <li>• Snail housed in a secure carrier.</li> <li>• Snail locked away in store when not being supervised.</li> </ul>  |  |

## Children's Play Equipment

*Please Note: The Children's Play Equipment is not to be used during African Adventure Residential Programme*

| ASPECTS TO CONSIDER |  | RISK RATING          |             | EXISTING MEASURES TO CONTROL RISK |   |                         |
|---------------------|--|----------------------|-------------|-----------------------------------|---|-------------------------|
| Hazard              |  | Who might be harmed? | Probability | Severity                          | Control Measure   | Who is responsible?     |
| PEOPLE              | Children getting lost                            | Pupils               | Low         | Medium                            | <ul style="list-style-type: none"> <li>Pupils will be informed of the site boundaries and the play equipment is not to be used during African Adventure.</li> <li>Children are reminded of their responsibilities in the behaviour policy.</li> </ul>   | Residential Team Leader |
| CONTEXT             | Unsafe equipment                                 | All                  | Low         | High                              | <ul style="list-style-type: none"> <li>Children are told that they are under no circumstances to use the children's play equipment.</li> <li>The play equipment is maintained by Sizewell Hall Management and will not be used during African Adventure.</li> </ul>   | Residential Team Leader |
|                     | Unsuitable clothing/ inadequate safety equipment | All                  | Low         | High                              | <ul style="list-style-type: none"> <li>Children are told that they are under no circumstances to use the children's play equipment.</li> <li>The play equipment is maintained by Sizewell Hall Management and will not be used during African Adventure.</li> </ul>   | Residential Team Leader |
|                     | Accidents and injuries to pupils                 | Pupils               | Low         | Medium                            | <ul style="list-style-type: none"> <li>Residential staff to highlight any hazards before and during activities.</li> <li>Children are told that they are under no circumstances to use the children's play equipment.</li> <li>The play equipment is maintained by Sizewell Hall Management and will not be used during African Adventure.</li> </ul> | Residential Team Leader |

Please refer to the *Sizewell Hall Quality Manual 'Risk Assessments for Group Leaders'*, Pages 23 to 32.

Code: G10 Children's Play Equipment – Slide  
Code: G11 Children's Play Equipment – Swings

**Code: G12 Children's Play Equipment – Climbing Frame**  
**Code: G13 Children's Rocking Play Equipment – Fire Engine**  
**Code: G14 Children's Rocking Play Equipment – Elephant**

## Drive and Car Park (Lay of land, night line, orienteering)

| ASPECTS TO CONSIDER |  | RISK RATING          |             | EXISTING MEASURES TO CONTROL RISK |  |                                |
|---------------------|--|----------------------|-------------|-----------------------------------|--|--------------------------------|
| Hazard              |  | Who might be harmed? | Probability | Severity                          | Control Measure  | Who is responsible?            |
| <b>PEOPLE</b>       | Stranger danger  | Pupils               | Low         | Medium                            | <ul style="list-style-type: none"> <li>• Signs and fences set out to indicate site boundaries.</li> <li>• Site boundaries described and shown to pupils upon arrival at Sizewell.</li> <li>• Children will be reminded about stranger danger before the visit and told to report any stranger, or adult without African Adventure identification, who approaches them.</li> <li>• Residential and school staff are always nearby when children are using this area.</li> </ul> | <b>Residential Team Leader</b> |
| <b>CONTEXT</b>      | Minor cuts and bruises resulting from tripping and falling over. | All                  | Low         | Low                               | <ul style="list-style-type: none"> <li>• Children should wear shoes, boots or trainers with good grip.</li> <li>• Encourage children to run only when in open terrain.</li> <li>• Children should be informed to treat the drive as they would any road.</li> <li>• Children should be supervised when crossing the drive and car park.</li> </ul>   | <b>Residential Team Leader</b> |

|                     |   |        |        |      |   |                                |
|---------------------|---|--------|--------|------|---|--------------------------------|
|                     | Cars and other moving vehicles  | All    | Low    | High | <ul style="list-style-type: none"> <li>• Pupils are informed at the beginning of the week of the site boundaries.</li> <li>• Pupils are reminded of their responsibilities in the behaviour policy.</li> <li>• Pupils are instructed to cross the driveway as they would any road, looking and listening to check the route is clear.</li> <li>• The speed limit is 10 mph.</li> <li>• Pupils should not go into the car park without the knowledge and supervision of school or residential staff.</li> <li>• In the event of an accident, the standard accident procedures will be followed.</li> </ul> | <b>Residential Team Leader</b> |
| <b>ORGANISATION</b> | Children going out of sight of adults.  | Pupils | Low    | Low  | <ul style="list-style-type: none"> <li>• Pupils are informed at the beginning of the week of the site boundaries.</li> <li>• Residential staff will carry a whistle in case they need to call their group together or attract other leaders' attention.</li> <li>• Children should be supervised when crossing the drive and car park.</li> </ul>   | <b>Residential Team Leader</b> |
|                     | Night time activities<br>- Pupils becoming injured because they cannot see hazards. | Pupils | Medium | Low  | <ul style="list-style-type: none"> <li>• Children wear hard goggles for the night time activity.</li> <li>• Children are led by an AA member of staff.</li> <li>• Pupils advised of hazards and encouraged to communicate with each other during activity.</li> </ul>   | <b>Session Leader</b>          |



## Low Ropes Course (Low ropes, lay of the land)

| ASPECTS TO CONSIDER |   | RISK RATING          |             | EXISTING MEASURES TO CONTROL RISK |  |                                |
|---------------------|---|----------------------|-------------|-----------------------------------|--|--------------------------------|
| Hazard              |   | Who might be harmed? | Probability | Severity                          | Control Measure  | Who is responsible?            |
| <b>PEOPLE</b>       | Minor cuts and bruises resulting from tripping and falling over or running into others. | Pupils               | Low         | Low                               | <ul style="list-style-type: none"> <li>• Children should wear shoes or trainers with good grips.</li> <li>• Children are instructed not to climb on the low ropes course without an instructor.</li> <li>• Signs clearly state that pupils must not climb on the low rope course without an instructor.</li> <li>• Dead wood and tree stumps are cleared from the area.</li> <li>• All edging and borders are safely maintained so as not to be a hazard.</li> <li>• During a low ropes session helmets are worn by all participants.</li> <li>• Only enter low ropes area through 'doorway' (marked by painted rocks).</li> </ul> | <b>Residential Team Leader</b> |

|                |                       |  |        |      |   |   |
|----------------|-----------------------|--|--------|------|---|---|
| <b>CONTEXT</b> | Slipping and tripping | Pupils<br>Risk of head<br>or back<br>injury. | Medium | Low  | <ul style="list-style-type: none"> <li>• Children should wear shoes or trainers with good grips.</li> <li>• Children are instructed not to climb on the low ropes course without an instructor.</li> <li>• Signs clearly state that pupils must not enter the low rope course without an instructor.</li> <li>• Dead wood and tree stumps are cleared from the area.</li> <li>• All edging and borders are safely maintained so as not to be a hazard</li> <li>• Mole hills are levelled and rabbit holes are filled preceding the session.</li> <li>• Platforms are cleared of any material or substance (e.g. fallen leaves and bird fungal growth) that may cause them to become slippery.</li> <li>• Children warned to be careful when climbing on and off low ropes platforms – jumping is not permitted.</li> <li>• Children wear helmets during the low ropes activity.</li> <li>• Children encouraged to help each other and ‘spot’ each other during low ropes activity.</li> </ul> | <b>Residential<br/>Team Leader</b>  |
|                | Unsafe equipment      | All  | Low    | High | <ul style="list-style-type: none"> <li>• Equipment, including the low ropes course, is to be checked preceding and following each school visit and repaired or replaced as necessary.</li> <li>• All equipment will be maintained to the highest standard and will be replenished as required.</li> <li>• Any damaged areas on the low ropes course will not be used until fixed or replaced.</li> </ul>  | <b>Residential<br/>Team Leader<br/>&amp; Sizewell<br/>Hall<br/>Management</b> |

|                     |   |        |        |        |   |                                |
|---------------------|---|--------|--------|--------|---|--------------------------------|
|                     | Scratches, cuts and splinters                       | All    | Medium | Medium | <ul style="list-style-type: none"> <li>• Children are advised to take particular care when moving about in the woodland, and should not enter the low ropes course without an instructor.</li> <li>• Children should wear appropriate footwear.</li> <li>• Sticks should not be waved or thrown around at anytime.</li> <li>• Children are instructed not to touch the metal cables with their fingers but only hold the ropes and/or plastic coated cables when the low ropes session is in progress.</li> </ul> | <b>Residential Team Leader</b> |
| <b>ORGANISATION</b> | Children are not properly supervised or controlled. | Pupils | Low    | Medium | <ul style="list-style-type: none"> <li>• Pupils will be instructed regarding the boundaries and asked not to enter the low ropes course without an instructor.</li> <li>• During a low ropes session children will be in small groups and supervised by school and residential staff.</li> </ul>  | <b>Residential Team Leader</b> |

## Pond (bridge build, lay of the land)

| ASPECTS TO CONSIDER |   | RISK RATING          |             | EXISTING MEASURES TO CONTROL RISK |   |                                |
|---------------------|---|----------------------|-------------|-----------------------------------|---|--------------------------------|
| Hazard              |   | Who might be harmed? | Probability | Severity                          | Control Measure   | Who is responsible?            |
| PEOPLE              | Falling into the pond   | All                  | Medium      | Medium                            | <ul style="list-style-type: none"> <li>Site boundaries described and shown to pupils upon arrival at Sizewell.</li> <li>Pupils instructed not to go near to the pond unless supervised by a known adult.</li> <li>The pond is between knee and thigh depth.</li> <li>The pond is very close to the Hall, where showers and hot drinks can be provided.</li> </ul>   | <b>Residential Team Leader</b> |
|                     | If a child falls into the pond there is a chance of contracting a waterborne disease, e.g. Weils Disease. | Pupils               | Low         | Medium                            | <ul style="list-style-type: none"> <li>School staff are made aware of the possibility of coming into contact with waterborne diseases.</li> <li>Residential staff will be positioned in the pond to support pupils during activities that involve crossing the pond.</li> <li>Children are supervised by residential and/or school staff at anytime they are near the pond.</li> <li>Children are asked to wash their hands before eating or drinking.</li> </ul> | <b>Residential Team Leader</b> |
| CONTEXT             | Drowning  | All                  | Low         | High                              | <ul style="list-style-type: none"> <li>Pupils will be provided with buoyancy aids for activities that require pupils to cross the pond.</li> <li>Children are supervised by residential and/or school staff at anytime they are near the pond.</li> <li>The pond's depth varies depending on the rain fall but is below 1m deep.</li> <li>Any debris (e.g. dead wood and leaves) is cleared from the pond regularly.</li> </ul>                                   | <b>Residential Team Leader</b> |

|  |  |     |        |        |   |                       |
|--|--|-----|--------|--------|---|-----------------------|
|  | Injuries caused by equipment being used to build a bridge. | All | Medium | Medium | <ul style="list-style-type: none"> <li>• All children will wear helmets during the bridge build activity.</li> <li>• Two children carry a piece of wood.</li> <li>• Use of cable ties is demonstrated.</li> <li>• Bridge is tested for strength before entering the water and before children walk on it in the water.</li> </ul> | <b>Session Leader</b> |
|--|--|-----|--------|--------|---|-----------------------|

## Sizewell Hall (Inside)

| ASPECTS TO CONSIDER |  | RISK RATING |          | EXISTING MEASURES TO CONTROL RISK |   |                                |
|---------------------|--|-------------|----------|-----------------------------------|---|--------------------------------|
| Hazard              | Who might be harmed?   | Probability | Severity | Control Measure                   | Who is responsible ?  |                                |
| <b>PEOPLE</b>       | Some children, e.g. those with disabilities, or behavioural needs may not be able to sleep comfortably in a shared room. | Pupils      | Low      | Low                               | <ul style="list-style-type: none"> <li>• School staff assess whether the young person is capable of sleeping in a shared room.</li> <li>• Single rooms are available for those who need them.</li> <li>• Boys will usually sleep on the 1<sup>st</sup> Floor and girls on the 2<sup>nd</sup> floor (unless numbers of children dictate that this is the other way round). There will not be mixed gender rooms, except for married staff members.</li> <li>• Residential and school staff will sleep on each floor in separate rooms from the children. School staff rooms will be known to the children.</li> <li>• Children are reminded of their responsibilities in the behaviour policy, especially their behaviour towards others when in shared bedrooms.</li> <li>• School staff will be the point of contact for children in case of a problem throughout the night. Their room will be known to the children.</li> <li>• The Residential Team Leader will be the point of contact for school staff in case of a problem throughout the night. Their room will be made known to school staff.</li> </ul> | <b>Residential Team Leader</b> |

|  |   |            |            |               |  |                                       |
|--|---|------------|------------|---------------|--|---------------------------------------|
|  | <p>Children are unaware of their personal responsibilities for good behaviour and safety.</p> | <p>All</p> | <p>Low</p> | <p>Medium</p> | <ul style="list-style-type: none"> <li>• Children will be briefed by the residential team regarding potential hazards and behavioural expectations upon arrival at Sizewell and as required preceding each activity, meal and free time.</li> <li>• Children are instructed that they must not run inside the Hall.</li> <li>• Children are informed that they must be particularly careful on the stairs and at no time slide on the banister.</li> <li>• Children are not allowed in the Hall without the presence of a leader/residential staff.</li> <li>• A known adult must be on duty to supervise children at all times in the hall. During the night school staff are responsible for ensuring behaviour is to the correct standard.</li> <li>• Pupils must not enter the kitchen or back corridors without the knowledge and supervision of a member of the residential or school staff.</li> <li>• Children are briefed at the beginning of the visit regarding the expected standards of behaviour and site boundaries. The games rooms, back corridors, kitchen and washing up room are out of bounds for children during African Adventure.</li> <li>• Should any children behave in a manner that puts themselves, others, and/or property at risk, residential staff reserve the right to exclude them from certain activities or complete exclusion from the course.</li> <li>• Children will be informed that the lift is only to be used by those with physical disability who are unable to use the stairs. If there are no such people, we will ask Sizewell Hall Management to turn the lift off.</li> </ul> | <p><b>Residential Team Leader</b></p> |
|--|---|------------|------------|---------------|--|---------------------------------------|

|                |   |     |     |        |   |  |
|----------------|---|-----|-----|--------|---|--|
|                | Pupils behave in a way that disrupts others or poses a danger | All | Low | Medium | <ul style="list-style-type: none"> <li>• School staff decide room allocations based in part on their knowledge of pupils behaviour.</li> <li>• Children can be moved into different rooms for sleeping if necessary.</li> <li>• Should any child behave in a manner that puts themselves, others and/or property at risk, the African Adventure staff reserve the right to exclude them from certain activities or complete exclusion from the programme.</li> </ul>  | <b>Residential Team Leader</b>   |
| <b>CONTEXT</b> | Illness caused by food  | All | Low | Medium | <ul style="list-style-type: none"> <li>• Meals are eaten together in the dining hall.</li> <li>• Children are warned if food/plates are hot that they should be careful not to burn themselves.</li> <li>• All are instructed to wash their hands before eating.</li> <li>• Where food that might be known to cause allergies (e.g. nuts, wheat or dairy products) is being served a warning will be given to children who are known to suffer such allergies and an alternative provided.</li> <li>• Time is provided after meals to allow food to settle.</li> <li>• Food and drinks can be purchased from the Sizewell Hall shop which is maintained by the Sizewell Hall Management.</li> <li>• School staff are given the opportunity to choose how many snacks may be purchased and when these can be consumed by children.</li> <li>• No food (including sweets and gum) should be consumed during activities.</li> <li>• Pupils are encouraged to wash their hands after using the toilet.</li> <li>• Food is only prepared by catering team with up-to-date food hygiene qualifications (see kitchen Risk Assessment)</li> </ul> | <b>Residential Team Leader, Kitchen Staff &amp; Sizewell Hall Management</b> |



|                 |        |     |        |   |                                |
|-----------------|--------|-----|--------|---|--------------------------------|
| Fire            | All    | Low | High   | <ul style="list-style-type: none"> <li>• Room allocations are known by residential staff, school staff and Sizewell Hall management.</li> <li>• Members of the residential staff team will act as Fire Marshals and follow the fire procedures to evacuate the Hall and other actions to control the situation.</li> <li>• The names of the Fire Marshals will be made known to school and residential staff and their names clearly displayed in the Sizewell Hall Lounge.</li> <li>• Fire doors close automatically and should not be wedged open. All exits should be clear along with any route to them.</li> <li>• In the event of a fire signs display the nearest exit.</li> <li>• Each bedroom has instructions in case of fire.</li> </ul>   | <b>Residential Team Leader</b> |
| Stranger danger | Pupils | Low | Medium | <ul style="list-style-type: none"> <li>• Children are never left in Sizewell Hall without school or residential staff.</li> <li>• All adults visiting must report to a member of staff who will then issue them with a badge.</li> <li>• When sleeping in Sizewell Hall children all sleep on the first and second floor of the building, with teachers supervising on each floor.</li> <li>• All external doors will be locked when the Hall is not occupied and during the night.</li> <li>• Each evening residential staff will follow Lock Up Procedures, checking each empty room and the immediate area outside the Hall when the children are in bed.</li> <li>• Children will be reminded about stranger danger before the visit and told to report any stranger or adult without African Adventure identification, who approaches them.</li> </ul> | <b>Residential Team Leader</b> |

|                  |     |     |        |  |   |
|------------------|-----|-----|--------|--|---|
| Unsafe equipment | All | Low | High   | <ul style="list-style-type: none"> <li>• All equipment is to be checked preceding and following each school visit and repaired or replaced as necessary.</li> <li>• Equipment will be stowed in accordance with any relevant regulation when not in use.</li> <li>• All equipment will be maintained to the highest standard and will be replenished as required.</li> <li>• Electrical equipment is PAT tested.</li> </ul>  | <b>Residential Team Leader &amp; Sizewell Hall Management</b> |
| Knife cuts       | All | Low | Medium | <ul style="list-style-type: none"> <li>• Children are not allowed to use sharp knives without one to one supervision.</li> <li>• Kitchen knives are stored in the kitchen.</li> <li>• Sheath knives are the responsibility of the member of residential staff to whom they belong and must be kept on their person or stored in their bedroom or locked store. The Residential Team Leader must be informed that a team member is carrying a sheath knife.</li> <li>• African Adventure does not loan sheath knives to residential staff.</li> <li>• Children must not enter the kitchen under any circumstance without knowledge and supervision of residential or school staff.</li> </ul> | <b>Residential Team Leader</b>                                |

|  |  |        |     |        |   |   |
|--|--|--------|-----|--------|---|---|
|  | Scalds or burns from boiling water     | All    | Low | Medium | <ul style="list-style-type: none"> <li>• Children must not enter the kitchen under any circumstance without knowledge and supervision of residential or school staff.</li> <li>• Hot drinks made and served during daytime breaks are only available to adults; children will be offered cold drinks. Adults are given hot drinks in cups with lids.</li> <li>• When hot chocolate is available to children in the evenings children will be supervised by school staff and the kitchen staff will prepare and serve the drinks.</li> <li>• People are expected to act appropriately when carrying, holding or passing anyone with a hot drink.</li> <li>• Showers can be adjusted to a suitable temperature and school staff are able to assist pupils prior to showering.</li> <li>• Children sit down whilst drinking hot drinks.</li> </ul> | <b>Residential Team Leader &amp; Kitchen Staff</b>            |
|  | Pupil gets trapped or locked in a room | Pupils | Low | Medium | <ul style="list-style-type: none"> <li>• Bedrooms are not locked when someone is staying in them and rooms with fire exits are not locked.</li> <li>• Bathrooms and toilets with locks can be opened from the outside in an emergency.</li> </ul>   | <b>Residential Team Leader</b>                                |
|  | Lift malfunctions                      | All    | Low | Medium | <ul style="list-style-type: none"> <li>• Children will be informed that the lift is only to be used by those with physical disability who are unable to use the stairs. If there are no such people, Sizewell Hall Management will be asked to turn the lift off.</li> <li>• In the event that the lift becomes stuck mid-journey there is an alarm to attract attention.</li> <li>• In the event of known faults the lift will not be used.</li> <li>• The lift is maintained to the highest standard by Sizewell Hall Management.</li> </ul>  | <b>Residential Team Leader &amp; Sizewell Hall Management</b> |

|                     |   |        |     |        |  |                                |
|---------------------|---|--------|-----|--------|--|--------------------------------|
| <b>ORGANISATION</b> | Not enough responsible adults to supervise children | Pupils | Low | Medium | <ul style="list-style-type: none"> <li>• Ratio of adults to children is at least 1:12.</li> <li>• Children are never left in Sizewell Hall without school or residential staff.</li> <li>• When sleeping in Sizewell Hall children all sleep on the first and second floor of the building, with teachers supervising on each floor.</li> <li>• Residential staff will sleep in the Hall.</li> </ul> | <b>Residential Team Leader</b> |
|---------------------|---|--------|-----|--------|--|--------------------------------|

Please refer to the *Sizewell Hall Quality Manual* 'Risk Assessments for Group Leaders'

Code: G5 Electrical Equipment (pages 13-14)

Code: G9 Kitchen Equipment (pages 21-22)

Code: G18 General House (pages 39-40)

## Sports Hall and Squash Court (rainy day activities)

| ASPECTS TO CONSIDER |  | RISK RATING          |             | EXISTING MEASURES TO CONTROL RISK |  |                                |
|---------------------|--|----------------------|-------------|-----------------------------------|--|--------------------------------|
| Hazard              |  | Who might be harmed? | Probability | Severity                          | Control Measure  | Who is responsible?            |
| <b>CONTEXT</b>      | Slipping and falling when the floor gets wet | All                  | Medium      | Low                               | <ul style="list-style-type: none"> <li>Children are reminded of their responsibility to adhere to behaviour policies, and to be aware of each other whilst playing sport.</li> <li>Residential staff will supervise any sports that occur in the hall.</li> <li>A first aider is on site to deal with any injuries.</li> <li>Children will be warned at the beginning of any sporting activities that the floor may increasingly become slippery as they play.</li> <li>The supervising team leader will halt any sporting activities should they feel the floor has become too slippery, and the likelihood of injury greatly increased.</li> </ul> | <b>Residential Team Leader</b> |
|                     | Injury caused by falling on hard floor.      | All                  | Medium      | Low                               | <ul style="list-style-type: none"> <li>First aid kit taken into sports hall when in use.</li> <li>Suitable trainers to be worn.</li> </ul>   |                                |

Please refer to *Sizewell Hall Quality Manual* 'Risk Assessments for Group Leaders', Pages 33-36

Code: G15 Sports Hall  
Code: G16 Squash Court

## Store Rooms (Duka, Archery store, Minefield store, Yellow hut & Winkel)

| ASPECTS TO CONSIDER |  | RISK RATING       |          | EXISTING MEASURES TO CONTROL RISK |   |                                |
|---------------------|--|-------------------|----------|-----------------------------------|---|--------------------------------|
| Hazard              | Who might be harmed?                                 | Probability       | Severity | Control Measure                   | Who is responsible?   |                                |
| <b>CONTEXT</b>      | Accidents and injuries to pupils or members of staff | Residential Staff | Medium   | Medium                            | <ul style="list-style-type: none"> <li>Children are not allowed into the store rooms.</li> <li>Store rooms are kept clean and tidy.</li> <li>A sack barrow is available for the moving of heavy equipment.</li> <li>Steps are available to store and retrieve equipment from top shelves.</li> <li>The central floor is kept clear of debris.</li> </ul>  | <b>Residential Team Leader</b> |
|                     | Fire   | Residential Staff | Low      | High                              | <ul style="list-style-type: none"> <li>The central floor is kept clear of debris.</li> <li>The door will not be locked with anybody inside.</li> <li>Naked flames are not allowed in the store rooms.</li> </ul>  | <b>Residential Team Leader</b> |
|                     | Poisoning  | Residential Staff | Low      | High                              | <ul style="list-style-type: none"> <li>Chemicals (paints and cleaning solutions) are kept in the locked store which can only be accessed by residential staff and Sizewell Hall Management.</li> <li>COSHH data sheets are held for any potentially harmful substances.</li> </ul>  | <b>Residential Team Leader</b> |
|                     | Unsafe equipment                                     | Residential Staff | Low      | High                              | <ul style="list-style-type: none"> <li>All equipment is to be checked preceding and following each school visit and repaired or replaced as necessary.</li> <li>Equipment will be stowed in accordance with any relevant regulation when not in use.</li> <li>All equipment will be maintained to the highest standard and will be replenished as required.</li> <li>Electrical equipment is PAT tested.</li> </ul> | <b>Residential Team Leader</b> |
|                     | Cuts from tools                                      | Residential Staff | Medium   | Medium                            | <ul style="list-style-type: none"> <li>Children are not allowed to use sharp knives.</li> <li>Sheath knives are the responsibility of the member of residential staff to whom they belong and must be kept on their person or stored in their bedroom or locked store. The Residential Team Leader must be</li> </ul>   | <b>Residential Team Leader</b> |

|  |  |  |  |  |   |  |
|--|--|--|--|--|---|--|
|  |  |  |  |  | <p>informed that a team member is carrying a sheath knife.</p> <ul style="list-style-type: none"><li>• African Adventure does not loan knives.</li><li>• Children must not enter the store rooms under any circumstance.</li><li>• Tools must be stored appropriately (hanging up or in tool box) inside the locked store room.</li><li>• Residential staff using tools must be sure they use tools for the job(s) they have been designed.<ul style="list-style-type: none"><li>• No sharp equipment kept in yellow hut.</li></ul></li></ul> |  |
|--|--|--|--|--|---|--|

**Woodland** (lay of land, shelter build, firewood collection, orienteering, medicine hunt, wide game, persistence hunting, minefield)

| ASPECTS TO CONSIDER |   | RISK RATING |          | EXISTING MEASURES TO CONTROL RISK |   |                                |
|---------------------|---|-------------|----------|-----------------------------------|---|--------------------------------|
| Hazard              | Who might be harmed?  | Probability | Severity | Control Measure                   | Who is responsible ?  |                                |
| <b>CONTEXT</b>      | Minor cuts and bruises resulting from tripping and falling over or running into other children. | All         | Low      | Low                               | <ul style="list-style-type: none"> <li>• Children should wear shoes or trainers with good grips.</li> <li>• Children encouraged to be aware of hazards such as roots, low braches and stinging nettles when moving through the woodland.</li> <li>• Children are encouraged to follow the paths through the woodland.</li> <li>• Preceding each visit the paths are inspected and any debris (including large pieces of dead wood and large stones) is removed.</li> </ul>                          | <b>Residential Team Leader</b> |
|                     | Sudden change in weather or other circumstances which make the woodland dangerous.              | All         | Low      | Medium                            | <ul style="list-style-type: none"> <li>• The village is located very close to the Sizewell Hall where children can take shelter.</li> <li>• During strong winds and severe rain children will not enter the woodland area in case trees are blown down.</li> <li>• Residential staff monitor the weather and if it is deemed necessary the programme will be altered to ensure activities remain safe. This could include postponing or cancelling an activity in extreme circumstances.</li> </ul> | <b>Residential Team Leader</b> |
|                     | Falling Trees   | All         | Low      | Medium                            | <ul style="list-style-type: none"> <li>• The woodland area will be cleared of trees that have been adversely affected by weather. Fallen or falling trees will be dealt with appropriately.</li> <li>• During strong winds and severe rain children will not enter the woodland area in case trees are blown down.</li> <li>• Any trees known to be potentially dangerous due to being dead or having dead branches are cordoned off until they can be dealt with appropriately.</li> </ul>         | <b>Residential Team Leader</b> |



|                     |   |                             |     |        |   |  |
|---------------------|---|-----------------------------|-----|--------|---|--|
| <b>ORGANISATION</b> | <ul style="list-style-type: none"> <li>Children are not properly supervised or controlled.</li> </ul> | All                         | Low | Medium | <ul style="list-style-type: none"> <li>Pupils will be instructed regarding the boundaries they may observe during sessions and breaks.</li> <li>Pupils wanting to go outside of the set geographical boundaries for an activity must ensure they have the consent of a member of school or residential staff.</li> </ul>  | <b>Residential Team Leader</b>           |
|                     | <ul style="list-style-type: none"> <li>Child getting lost</li> </ul>                                  | Pupils                      | Low | Medium | <ul style="list-style-type: none"> <li>Site and activity boundaries will be clearly explained to pupils and known adults provide supervision.</li> <li>Children will be split into equal sized teams.</li> <li>Each team will have an appointed adult leader (teacher).</li> <li>The team leader will have a list of children in their team and other teams.</li> <li>Residential staff will have a list of children in the team they are working with during each session. Residential staff will carry a whistle in case they need to call their group together or attract other leaders' attention.</li> <li>Pupils are reminded of their responsibilities in the behaviour policy.</li> </ul> | <b>Residential Team Leader</b>           |
|                     | <ul style="list-style-type: none"> <li>Unsuitable safety clothing for activities.</li> </ul>          | Cuts, injuries to children. | Low | Low    | <ul style="list-style-type: none"> <li>Children wear gloves during shelter build activity.</li> <li>First aid kits in session sacks.</li> <li>First aid kit taken to base of fire wood collection.</li> <li>Appropriate footwear and long sleeves advised.</li> <li>Communication of hazards before the session begins.</li> </ul>  | <b>Residential Team and School Staff</b> |

**BARN** (traversing wall, wet weather activities)

| ASPECTS TO CONSIDER |   | RISK RATING |          | EXISTING MEASURES TO CONTROL RISK |   |                |
|---------------------|---|-------------|----------|-----------------------------------|---|----------------|
| Hazard              | Who might be harmed?  | Probability | Severity | Control Measure                   | Who is responsible?   |                |
| CONTEXT             | Minor hand injuries due to rough surface of holds.  | All         | Medium   | Low                               | <ul style="list-style-type: none"> <li>Children are given regular opportunities to take a break from traversing.</li> <li>Children taught how to rest one hand at a time near start of session.</li> </ul>  | Session leader |
|                     | Other items stored in barn may be a hazard to children running  | Children    | Medium   | Medium                            | <ul style="list-style-type: none"> <li>Warm up activities conducted away from these items.</li> <li>Children are asked not to run inside the barn, particularly when they move from one end of the wall to the other.</li> </ul>  | Session Leader |
|                     | Injury caused by falling from height on wall  | All         | Medium   | Medium                            | <ul style="list-style-type: none"> <li>Safety line marked on wall to stop children climbing too high.</li> <li>Children wear helmets.</li> <li>Safety padding on floor below climbing wall.</li> <li>Children taught to jump away from wall if they feel themselves slipping.</li> <li>First aid kit taken to session.</li> <li>Children do not climb over the top of someone beneath them on the wall.</li> <li>Children do not step on the safety mats unless they are getting on or off the wall.</li> </ul> | Session Leader |
| ORGANISATION        | <ul style="list-style-type: none"> <li>Children are not properly supervised or controlled.</li> </ul> | All         | Low      | Medium                            | <ul style="list-style-type: none"> <li>At least two adults in the barn during the activity.</li> <li>Children are given a safety briefing before the activity. If this is not adhered to the AA staff have the right to remove them from the session.</li> </ul>  | Session Leader |

## NOTES

**Simon Scott - (Director of CYM)**

**Kymmene Barnes – African Adventure coordinator (AA C)**

**Residential Team Leader** – A variety of trained people (supervised by **Kymmene Barnes**) are involved in leading each African Adventure visit. The person leading a particular week will be made known to School Staff, Sizewell Hall Management and the Residential Staff and will assume the associated responsibilities outlined in this document.

**Qualified First Aider(s)** – Due to the nature of African Adventure the residential staff on site will alter during the programme though a Qualified First Aider will always be available. Residential Staff on site that hold current first aid qualifications will be made known to School Staff, Sizewell Hall Management and the Residential Staff and will assume the associated responsibilities outlined in this document.

**Sizewell Hall Management** – Sizewell Hall Christian Conference Centre is maintained independently from African Adventure. The centre's management team will be on site during African Adventure and are kept informed of all activities, policies and procedures.

**Archery Instructor** – Archery requires a nationally recognised qualification and as such only qualified instructors can lead archery sessions. African Adventure has a number of qualified personnel and when on site they must assume the appropriate responsibilities outlined in this document.

**School Staff** – Each group of children is accompanied by adults determined by the school. It is expected that class teachers will be present; however other responsible adults might include parents, governors, teaching assistants or head teachers. The school staff are expected to assume responsibility for the children during their stay and as such to work with Residential Staff to ensure safety procedures are adhered to.