

Assessing the risk		Managing the risk	
<p><b>Hazard</b></p> <p><i>List significant hazards to do with:</i></p> <ol style="list-style-type: none"> <li>1 <i>the site itself</i></li> <li>2 <i>the group you are taking</i></li> <li>3 <i>the leaders involved</i></li> </ol>	<p><b>Follow the process below:</b></p> <p><i>using a risk rating may help</i></p>	<p><b>What control measures are you going to put into place? For example:</b></p> <ul style="list-style-type: none"> <li>• <i>the use of LEA guidance/approval systems</i></li> <li>• <i>the use of your existing procedures</i></li> <li>• <i>your specific/additional measures for this venture</i></li> </ul>	<p><b>It is important to respond to the situation as it unfolds, in particular changing or unforeseen circumstances</b></p>
<p>1 The site itself (usually requires a pre-visit)</p> <ul style="list-style-type: none"> <li>• physical hazards</li> <li>• transport to and from</li> <li>• residential arrangements</li> <li>• group management/movement</li> <li>• access to ‘others’</li> </ul>	<p><i>Stage one: Planning</i></p> <p>Assess the risks involved in column one:</p> <ul style="list-style-type: none"> <li>• how likely are they to happen?</li> <li>• how serious would it be?</li> </ul> <p>Remember, this can be:</p>	<p><i>Site:</i></p> <p>(see examples)</p>	<p><i>Stage one: Apply the control measures</i></p> <ul style="list-style-type: none"> <li>• Final briefings.</li> <li>• Set clear expectations.</li> <li>• Ensure roles and responsibilities are understood.</li> </ul>
<p>2 The group itself</p> <ul style="list-style-type: none"> <li>• age</li> <li>• experience of young people</li> <li>• behaviour expectations</li> <li>• special needs or requirements</li> <li>• leader knowledge of the group</li> </ul>	<ul style="list-style-type: none"> <li>• physical harm</li> <li>• group behaviour disruptions</li> <li>• poor management systems.</li> </ul> <p><i>Stage two: Action</i></p> <p>Read the LEA guidance.</p>	<p><i>Group:</i></p>	<p><i>Stage two: Ongoing monitoring</i></p> <ul style="list-style-type: none"> <li>• Are your strategies effective?</li> <li>• Risk assessment and management is an active, ongoing process.</li> </ul>
<p>3 The leaders involved</p> <ul style="list-style-type: none"> <li>• qualifications</li> <li>• experience of the venture</li> <li>• induction of support ‘leaders’ into visit management procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Review your existing policies and procedures – are they adequate?</li> <li>• Develop any additional control measures required.</li> <li>• Reassess the risk using your control measures – are they sufficient?</li> <li>• Record new or significant control measures in the next column and ensure everyone concerned understands them.</li> </ul>	<p><i>Leaders:</i></p> <p><b>Note:</b> There is a clear expectation of the school/group having an emergency plan (in conjunction with that of the LEA).</p>	<p><i>Stage three: Change, adapt, revise as required</i></p> <ul style="list-style-type: none"> <li>• Respond quickly to evidence of need.</li> <li>• Respond quickly to changing circumstances, eg weather/behaviour/others.</li> </ul>

Assessing the risk		Managing the risk	
Hazard	Who at risk, likelihood	Control Measures	Monitoring
<p><b>Hazardous activities:</b></p> <p><b>Mountain Biking</b></p> <p><b>Low Ropes Course</b></p> <p><b>Kayaking</b></p> <p><b>Climbing</b></p> <p><b>Archery</b></p>	<p>All. Potentially very serious.</p> <p>Risk low with existing control measures.</p>	<p>Appropriate risk assessments have been carried out for each individual activity that is facilitated by Tile Barn Staff. The centre is approved by the HCC Inspector for Outdoor Education and conforms to HCC Hazardous Pursuit Regulations.</p> <p>Activities are offered on the capability of the group and all medical forms will be carried by a member of staff during the activity. During these activities the group is always supervised by Tile Barn member of staff. Clear handover between Centre staff &amp; visiting staff.</p> <p>All Tile Barn staff are qualified in First Aid, hold current certificates and activity related qualifications e.g. NGB.</p> <p>Tile Barn off site activities: copies of group lists kept at Tile Barn. Staff member has contact with centre via either mobile phone or radio.</p>	<p>Loco Parentis remains with visiting group leaders, although during activities Tile Barn staff will ensure the Health, Safety and Wellbeing of the group</p> <p>Continuous monitoring carried out of staff competencies, minimum twice a year to ensure that current good practice is being adhered to.</p> <p>All accidents and near misses to be reported with HCC guidelines.</p>

<p><b>Tents/ Marquees and other associated equipment</b></p>	<p>All visitors. Potentially very serious.</p> <p>Low risk with control measures in place.</p>	<p>The centre is an approved premises and complies with HCC regulations.</p> <p>All visiting leaders to have attended the Hampshire County Council Camping Course or have a letter of recognition from the head of their establishment or Chair of Governors or completed an equivalent course e.g. Guides, Boys Brigade.</p> <p>Centre staff will, in addition, have attended a Moving and Handling Course, run by HCC.</p> <p>Clear expectations of groups set out on arrival.</p> <p>All pupils warned of dangers and supervised by visiting staff in the setting up of their camp.</p> <p>Tile Barn Staff to ensure that correct knots are being used and to check equipment for wear and tear weekly.</p> <p>Marquees are not to be moved without the supervision of Tile Barn staff or in periods of high wind.</p> <p>Anyone moving tents should only do so within their capabilities.</p> <p>All groups to report defects and damage as soon as possible to a member of Tile Barn Staff.</p> <p>Group leaders to ensure adequate entrance and exit points to and from their Camp area.</p> <p>Leaders to ensure that adequate ground rules are set for movement between tents and marquees.</p> <p>Kitchens set up as per HCC course. Tile Barn Staff to provide help and assistance with setting up of Gas tables.</p>	<p>Ensure control measures remain effective. Re-assess if any doubt.</p> <p>Visual checks of equipment to be carried out daily by Leaders and reported to Tile Barn Staff.</p> <p>Each time a camp is moved a visual check of all equipment must be carried out.</p> <p>Equipment to be maintained as per manufacturers guidelines.</p> <p>Continuous monitoring of staff qualifications.</p> <p>Inventory checks to be completed on all equipment, ensuring compliance with regulations as laid down by the manufacturers.</p> <p>All accidents and near misses to be reported with HCC guidelines.</p>
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<p><b>Stranger danger/child protection issues</b></p>	<p>Children/Students &amp; Young People. Potentially very serious.</p> <p>Control measures in line with current good practice – low risk with control measures in place.</p>	<p>All centre staff have been advance checked through the CRB process in order to comply with regulations.</p> <p>All visiting staff should have been through the same procedure.</p> <p>Staff on duty 24 hours a day whilst groups are resident, ensuring compliance with Duty of Care and also providing security.</p> <p>Main Gate is controlled through key pad entry and back gate by a key held by the member of staff on duty.</p> <p>Main Gate is closed overnight. When appropriate</p> <p>All visitors to the centre must sign in. All group Leaders to inform Tile Barn of Visitors to the Centre..</p> <p>Tile Barn Staff identified via staff uniform and pictures displayed outside reception.</p> <p>Building doors should be closed at all times &amp; groups supervised whilst using communal areas.</p> <p>Pupils/group leaders briefed when there are other adults on site i.e. contractors .</p> <p>Tile Barn Staff will Patrol the Camp before going to bed and will remain on call throughout the night.</p>	<p>Vigilance by group leaders and other staff that there is no unauthorised access to their camp.</p> <p>Centre staff to ensure no unauthorised access to the centre.</p> <p>Key pad codes changed on a monthly basis and is only given to necessary group members.</p> <p>Ensure full compliance with Risk Assessments and review as appropriate.</p> <p>All accidents and near misses to be reported with HCC guidelines.</p>
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<p><b>Road safety – Access &amp; Internal Road. One internal road and Car park.</b></p>	<p>All visitors. Potentially very serious.</p> <p>Low risk with control measures in place and HCC guidelines followed.</p>	<p>Access is via the main gate. Groups should advise centre of anticipated time of arrival so that centre staff can assist.</p> <p>Outside the centre there is a quiet country road but it is still recommended that groups adhere to and comply with HCC Open Country current good practice.</p> <p>There is dedicated car parking spaces for up to 17 cars and an additional 17 spaces for minibuses. There is also two dedicated coach parking areas for drop of and pick up.</p> <p>A 5mph speed limit is imposed with two speed ramps and a sign to further enforce the policy.</p> <p>Vehicles are only permitted to drive on the main access road and car park, unless authorised to enter the area close to buildings.</p> <p>All visitors to the centre must sign in at reception and authorised vehicles should display a pass.</p> <p>Contractors should be accompanied, when necessary, on site.</p> <p>Group Leaders to ensure Health Safety and Well Being of Groups at all times.</p> <p>No driving is allowed on Camping field other than Centre Vehicles and the 5mph limit is adhered to.</p> <p>.</p>	<p>Continuous monitoring of local policies and amendments made where appropriate.</p> <p>All accidents and near misses to be reported with HCC guidelines.</p>
<p><b>Minibus travel while at Tile Barn</b></p>	<p>All. Potentially very serious.</p> <p>High (Always going to be high as you cannot account for the behaviour of other road users)</p>	<p>All drivers required to drive HCC hire buses are MIDAS trained &amp; assessed.</p> <p>All vehicles maintained by Transport Management Services on a regular basis.</p> <p>Control measures should be identified by the visiting groups and adhered to as required, in accordance with their own Risk Assessments and HCC guidelines.</p>	<p>Continuous review of local policies and procedures ensuring compliance with current and changing legislation.</p> <p>Risk Assessments by visiting staff to be updated for each group visit.</p> <p>All accidents and near misses to be reported with HCC guidelines.</p>

		Group Leaders are responsible for their own Mini buses and their road worthiness.	
<b>Travel to/from Tile Barn</b>	TO BE COMPLETED BY VISITING STAFF	TO BE COMPLETED BY VISITING STAFF	TO BE COMPLETED BY VISITING STAFF
<b>Environment and Weather</b>	Low risk with control Measures	<p>The site backs on to the main A337 Lyndhurst to Lymington Road and Church Lane. There is a fence along the A337 side of the site.</p> <p>There is a risk of insect bites.</p> <p>LPG Storage tank is located on the top field but is buried in the ground.</p> <p>The site operates a non-smoking policy. If visitors want to smoke they must use the car park and place butts in the bin provided.</p> <p>Weather reports will be posted on the notice board at the start of each week.</p> <p>Groups to ensure adequate wet weather provision and ensure that children have appropriate wet weather clothing.</p> <p>Tile Barn Staff to assist groups to secure marquees in the event of high winds and rain.</p>	<p>Fence provides protection from traffic and pedestrians on road, ensuring safety and security.</p> <p>Centre staff are trained in First Aid. Accompanying staff should also include a first aid person.</p> <p>Group leaders are advised of this upon arrival.</p> <p>The weather will be monitored by staff during a groups visit and, if necessary extra measures will be taken, including implementation of the emergency plan.</p> <p>All accidents and near misses to be reported with HCC guidelines.</p>
<b>Centre Buildings:</b> <b>Administration Block</b> <b>Stores</b> <b>Workshop</b> <b>Drying Shed</b>	All Visitors and Staff. Low Risk.	<p>All Buildings are maintained by Property, Business &amp; Regulatory Services who carry out inspections on an ad hoc basis to ensure compliance with regulations.</p> <p>All buildings have a modern fire and smoke detection system in operation.</p> <p>No unauthorised persons are allowed to enter any of the store rooms or the workshop at any time during their stay.</p>	<p>All areas to be kept clean and tidy.</p> <p>Any faults to be reported via the Term Contractor or Property Services Customer Service Line.</p> <p>All accidents and near misses to be reported with HCC guidelines.</p>

<p><b>Toilets</b></p> <p><b>Sheds on Fields</b></p> <p><b>Compound</b></p> <p><b>Bike Shed</b></p> <p><b>Electricity Transformer</b></p>	<p>Potential High risk although no immediate danger</p>	<p>Outside security lighting, emergency lighting and CCTV are in operation 24 hours a day.</p> <p>All visitors to buildings are to acquaint themselves with fire points and equipment.</p> <p>The compound is kept locked and is only to be entered when authorised to do so.</p> <p>Maintained by Southern electric situated close to the entrance on the right, adequate warning signs in place</p>	
<p><b>Camping Area – Slips, Trips &amp; Falls</b></p> <p><b>Driving</b></p>	<p>All Visitors &amp; Staff.</p> <p>Low Risk</p>	<p>Each group has clearly defined parameters in which to camp.</p> <p>Enough space is offered for an activity area (usually within the tented horseshoe).</p> <p>No vehicles are allowed on to the camping area other than emergency vehicles and centre vehicles, 5mph is imposed.</p> <p>Contractors working on the field are from the approved list and carry the necessary liability insurance.</p>	<p>Regular reviews and inspections of the areas is needed to ensure the site is free of anything that may cause harm.</p> <p>Continuous review of centre policy and procedures, ensuring good practice.</p> <p>All accidents and near misses to be reported with HCC guidelines.</p>
<p><b>Cooking</b></p>	<p>High due to the risk of burning this can be reduced to low with compliance of procedures and control measures.</p>	<p>Groups are responsible for the safe set up of their Kitchen as per HCC course.</p> <p>Food is stored properly</p> <p>Group Leaders to ensure persons responsible for the cooking have an appropriate Food Hygiene certificate as a minimum.</p>	<p>Staff to monitor the type of stoves used by lightweight groups and offer advice accordingly.</p>