

### Risk Assessments

RA001	All Activities
RA002	Campfire and Storytelling
RA003	Coastal / Campfire Ramble – St.Margaret’s to Kingsdown or reverse
RA004	Crabble Corn Mill
RA005	Deal Castle
RA006	Dover Castle & Secret Wartime Tunnels
RA007	Dover Harbour Study
RA008	Fire Drill / Fire Evacuation (Fire Drill Procedure)
RA009	Evening Ramble / Night Walk
RA010	Pond Sampling at Rippledawn
RA011	Coastal / Country Ramble – Rippledawn to Kingsdown / St.Margaret’s or reverse
RA012	Map & Compass Ramble
RA013	Activities using the Rippledawn Grounds
RA014	River Dour Study & walk to Crabble Corn Mill
RA015	Seashore Ecology & Rockpooling
RA016	Church & Ringwould Village Study
RA017	Walmer Castle
RA018	Western Heights Walk
RA019	Shelter Building
RA020	Woodland Activities (in Kingsdown Wood)
RA021	Team Building

### SEVERITY x FREQUENCY = RISK SCORE

#### Severity Rating

1. Low (no, or minimal effect)
2. Medium (could cause injuries)
3. High (serious injuries or death)

#### Frequency Rating

1. Extremely Low (improbable – unlikely but conceivable)
2. Low (possible)
3. Medium (occasional)
4. High (regular occurrence)

#### Risk Score Rating

1-4 Acceptable Risk      6-8 Control measures required to enable activity to continue      9+ Activity to cease

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Activity: **ALL ACTIVITIES**

Ref: **RA001**

Date of Last Assessment: **07/09/10**

Certain risks apply to all activities. The morning briefing, conducted by the adult leading the activity, and preparation for activities plays an important part in reducing these risks.

If Rippledawn staff are leading the activity then a member of staff will provide the briefing.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Weather conditions – rain, high winds, sun and heat	Staff & Students	Weather is assessed on a daily basis and children are instructed as to appropriate clothing for the day. A final check is made before leaving the site.	2 x 2	4
Walk to meet coach in layby at side of road. Danger from fast moving traffic on A258 (40 mph)	Staff & Students	Instructions given. Children should walk with a partner in a close group to the coach	3 x 2	6
Coach journey to site visit or activities	Staff & Students	Leaders should check that children are seated with seatbelts on before coach moves off.	2 x 2	4
General risks but specific to a site	Staff & Students	A health & safety briefing is given at the start of EVERY activity including behaviour expected and any potential dangers	various	various
Road crossings during activities	Staff & Students	Centre road crossing policy explained on Day One with subsequent reminders: Children should stand shoulder to shoulder, in one line, back from the kerb. Leaders should stand at either end of the line and behind the line. One designated leader assesses traffic and, when safe, issues the instruction 'cross'. All children should cross immediately to a safe position on the other side of the road.	3 x 2	6
Hazards whilst walking, obstructions etc.		Safe Walking Policy: Stay behind the leader at all times, walk in single file if requested	2 x 2	4

Factors which Increase Risks	
Change in weather conditions	Any alteration in the activities due to changing weather conditions will be assessed throughout the course of the activity.
Sudden illness or injury to any of the group, especially a child	There must be sufficient accompanying group leaders to allow for one to one supervision of a sick or injured child without compromising the safety of the rest of the group. Activities will be suspended if required.
Heightened excitement, poor listening skills, bad behaviour affecting childrens' ability to follow instructions and safety advice leading to increased DANGER.	Verbal calming and repetition of safety announcements will take place. A Rippledawn tutor may ask group leaders to assist with communication of essential safety advice. If, in the opinion of the tutor, behaviour is unacceptable any activity may be cut short or terminated. If required the group will be guided to a safe place until return transport can be arranged.

The group leader is ultimately responsible for the group. If the group leader decides to continue against the advice of the tutor, the Ripple Down House Trust cannot be responsible for the risks involved.

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6-8 Control measures required to enable activity to continue

9+ Activity to cease

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This risk assessment relates to the activity as led by the Head of Centre, who is the only member of Rippledawn staff to lead this activity.

The activity takes place outside at the Log Circle or within 'The Moot Hall' Activity Shelter

A written health & safety briefing given to the group leaders/teachers before the activity begins is particularly important to establish the possible dangers and conduct expected of the children both in the minds of the children and the supervising adults.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Fire, possible burns	Staff & Students	Controlled construction of fire (Log Circle) or brazier (Moot Hall). Safe distance maintained throughout. Fire control by member of Rippledawn staff	3 x 2	6
Possible trips and falls in darkness	Staff & Students	Use of torches when necessary	2 x 3	6
Obstructions on ground causing falls	Staff & Students	Use of torches where necessary	2 x 3	6
Possible accidents if one child needs to go back to the house during the activity	Staff & Students	When dark, an adult should accompany a child on their own and carry a torch	2 x 2	4
Danger of burns to activity leader while lighting and monitoring fire	Staff	Choice of materials used – no flammable liquids. Fire controlled with long stick	3 x 2	6

Factors which Increase Risks	
Adverse weather conditions. High winds or hot dry spells	Fire Buckets, fire blanket, beaters. Escape Procedure. Fire constructed according to conditions
Heightened excitement leading to poor listening skills & behaviour	Safety talks. Control measures explained to group leaders. Activity ceased if behaviour is unsafe in the view of the activity leader.

Notes:

Two group leaders must remain with the group at all times. There must be sufficient supervision to allow one adult to accompany any individual child needing to go back into the house while the campfire is in progress.

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Associated hazard / harm potential	Persons at risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Steep steps at both ends of walk from cliff top to beach	All	Specific instructions to group before starting steps – leader in front and adult back marker	2 x 2	4
Dangers of cliff edge – potential chalk falls or children falling over cliff edge	All	Safe distance of 5 metres minimum from cliff edge is maintained. Open & signposted paths on National Trust land are adhered to.	3 x 2	6
Barbed wire, electrified animal fencing, gates and cattle grids during the walk	All	Verbal warning	2 x 2	4
Uneven ground and slippery surfaces during the walk	All	Verbal warnings when approaching if appropriate	1 x 2	2
Animals grazing in fields, dogs being walked or horse riders	All	Verbal warning not to approach or touch	2 x 2	4

Factors which increase risks		
Listening skills of participants – inability to listen to hazard warnings <b>INCREASES RISK!</b>	Children	Request for closer supervision from group leaders – hazard warnings repeated – activity cancelled if tutor unhappy with situation
Increased risk of cliff falls after periods of heavy rain especially in winter	All	Walk routes are altered in advance and paths further inland away from danger areas are used
Adverse weather conditions – high winds, rain and temperature	All	Dress should be checked to be appropriate before the beginning of the day's activities
Increased pollen in summer season hazard for asthma sufferers	Children	Asthma or allergy sufferers asked to walk at front of group to avoid dust produced by walking – reminded to have asthma pumps to hand

Notes: children are informed that they should not be in front of the group tutor at any time during the walk. The group tutor will walk at a pace designed to allow the group to keep together.

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Activity: **Crabble Corn Mill tour (Page 1 of 1)**

Ref: **RA004**

Date of Last Assessment: **07/09/10**

Location: **River, Dover**

Grid Reference: **TR24/34 298432**

Crabble Mill is a restored working watermill providing guided tours throughout the six floors of the building.

Associated hazard / harm potential	Persons at risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Risk of fire in 6 storey wooden building	All	Self-supporting metal fire escape, fire alarms & evacuation procedure in place	3 x 2	6
Steep and narrow original mill staircase	All	Signs posted, verbal warning given by mill guide. Rarely used, then upward route only	2 x 2	4
Dust from milled flour	All	Check with parties for asthma sufferers or those with allergies or chest complaints	2 x 2	4
Moving machinery	All	Guards fitted on all exposed areas. Verbal warning given by mill guide	2 x 2	4
Use of hand operated querns (millstones)	Children	Warning sign that produce not fit for consumption). Take care with fingers, long hair and awareness of persons nearby	2 x 2	4
Protuding fixtures (especially Victorian gaslight fittings)	All	Verbal warning by mill guide?	2 x 2	4

Factors which increase risks		
Childrens' ability to follow instructions & safety advice	Children	Instructions repeated if necessary. Supervision by accompanying adults is important.
Inappropriate clothing & footwear	All	Check before starting activities
Large group sizes in confined areas	All	Large groups are split in small parties to be guided around the mill

Notes:

Volunteer guides provided by the mill lead all school parties on a tour round the building in small groups.

Toilets and wet weather eating area are provided within the building.

Health & Safety on the site is the responsibility of the Crabble Corn Mill Trust, the owners of the mill and its environs.

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Activity: Deal Castle visit (Page 1 of 1)

Ref: RA005

Date of Last Assessment: 07/09/10

Location: Deal, Kent

Grid Reference: TR25/35 378522

The site is controlled and maintained by English Heritage, who are responsible for Health & Safety within its boundaries. Introductory information regarding the site accompanies the Educational Visit Permit and provides some Health & Safety information. Any problems during the visit should be brought to the attention of a custodian.

This risk assessment relates to an activity led by a Rippledawn tutor. The relevant English Heritage Hazard Sheets can be downloaded from <http://www.english-heritage.org.uk/server/show/nav.20105>  
Group supervision is the responsibility of group leaders.

A visit to Deal Castle is sometimes combined with a visit to Walmer Castle and a walk along the promenade between the two. In this case please see the other relevant risk assessments.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Castle situated in town, approached along roads or beach promenade. Possible road crossings	Staff & Students	Centre road crossing policy if required. Close supervision if walking along roads. Verbal warnings if required.	3 x 2	6
Wear on stone steps and walkways could lead to minor falls	Staff & Students	Children should walk not run	1 x 3	3
Uneven/low lighting/dark areas and uneven walkway in 'the rounds' could lead to minor falls and injuries	Staff & Students	Children should walk not run and be closely supervised. Group should be led back to other Castle areas if overly excited or noisy in dark areas	1 x 3	3
Steep drop into Castle moat beyond wall surrounding gun platform	Staff & Students	Children should be warned not to climb or sit on the walls	3 x 2	6

Factors which Increase Risks	
Heightened excitement leading to poor listening skills & behaviour	Verbal calming and close supervision.

Notes:

There is one male and one female toilet within the Castle walls. A room with tables is provided for eating lunch. If this is occupied by another group there is plenty of room within the rooms & walls of the Castle

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Activity: **Dover Castle - Site Visit (Page 1 of 2)**

Ref: **RA006a**

Date of Last Assessment: **07/09/10**

Location: **Dover**

Grid Reference: **TR 24/34 326 418**

Dover Castle is a large enclosed site with many individual visits as part of a whole day visit.

The site is controlled and maintained by English Heritage, who are responsible for health & safety within its boundaries. Introductory information regarding the site accompanies the Educational Visit Permit and provides some Health & Safety information. Any problems during the visit should be brought to the attention of a custodian. Group supervision is the responsibility of group leaders.

This risk assessment relates to an activity led by a Rippledawn tutor. The English Heritage Hazard Sheet and Teachers Information can be downloaded from <http://www.english-heritage.org.uk/server/show/nav.14575>

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
General hazards	Students	Introduction to group before starting the visit, outlining general hazards and standards of conduct expected.	2 x 2	4
Vehicles moving around the site on minor roadways & around the on-site car parks.	Staff & Students	General warning at start of visit & further warnings during visit. Extra care on shared footpath/road ways & supervised road crossing when necessary.	2 x 2	4
Steep drops often behind defensive walls – moats, ditches etc.	Staff & Students	Group should keep to recognisable visitor pathways. Children should not be allowed to climb or sit on ANY walls.	3 x 1	3
Uneven lighting in some tunnels and corridors	Staff & Students	Children should walk not run. Close supervision of visually impaired pupils.	2 x 2	4
Some pathways and steps can be uneven.	Staff & Students	Children should walk not run. Close supervision of pupils with mobility problems	2 x 2	4

Factors which Increase Risks	
Heightened excitement leading to poor listening skills & behaviour	Verbal calming, explanation of dangers and close supervision.
Adverse weather conditions, particularly high winds.	Areas of the castle are occasionally closed during high winds. Castle staff will inform the group of any closure upon arrival.
Individuals become separated from the group	Frequent head counts should take place before walking to different areas of the site

Notes: For any pupils with severe mobility impairment wheelchairs are available at the Castle, there is a 'land train' visiting some areas. There should be enough supervising adults to accompany individual pupils with mobility problems without compromising levels of supervision for the group as a whole. There are ample toilet facilities provided at 2 sites within the castle walls.

Activity: **Dover Castle, Secret Wartime Tunnels (Page 2 of 2)**

Date of Last Assessment: **07/09/10**

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9+ Activity to cease

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Ref: RA006b

Location: **Dover**

Grid Reference: **TR 24/34 326418**

The Secret Wartime Tunnels are part of the attractions available at Dover Castle. Free Educational Tours are available at certain times of the day and must be booked in advance. Tours are guided by a member of English Heritage staff and are subject to maximum number restriction.

If a group is split between different tours, it is recommended that a teacher accompany each group. Supervision of the children is the responsibility of group leaders.

The site is controlled and maintained by English Heritage, who are responsible for health & safety within its boundaries. Introductory information regarding the site accompanies the Educational Visit Permit and provides some Health & Safety information. Any problems during the visit should be brought to the attention of a custodian.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
General Hazards	Staff & Students	The English Heritage guide will give a safety announcement at the start of the tour	2 x 2	4
Uneven/low lighting and lighting effects in some tunnels and corridors	Staff & Students	Any pupil with visual impairment should be closely supervised	2 x 2	4
Potential evacuation during a fire alarm or other emergency	Staff & Students	Groups are accompanied by an English Heritage guide who would lead the group out in case of an emergency	2 x 2	4

Factors which Increase Risks	
If there is any child likely to be alarmed by the sound and light effects or suffers from claustrophobia	Any child who is thought may react strongly should be closely supervised and reassured or should not enter the tunnel visit

Notes: For any pupils with severe mobility impairment wheelchairs are available at the tunnels as well as a lift between levels. There should be enough supervising adults to accompany individual pupils with mobility problems without compromising levels of supervision for the group as a whole. There are toilet facilities at the rear of the shop/entrance area.

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Activity: **Dover Harbour Study (Page 1 of 1)**

Ref: **RA007**

Date of Last Assessment: **07/09/10**

Location: **Dover**

Grid Reference: **TR24/34 320410**

A briefing on appropriate clothing and equipment required is given before preparing to leave.  
A health & safety briefing is given after leaving the coach.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Road crossing from coach drop off point to harbour promenade and to reach other areas of the harbour	Staff & Students	Centre crossing policy (see All Activities Risk Survey)	3 x 2	6
Prince of Wales Pier, barrier controlled but potential moving vehicles	Staff & Students	Pavements available if appropriate and close supervision by adults	3 x 2	6
Prince of Wales Pier, railings and chain fence leading to steep drop into the harbour	Staff & Students	Instruction not to climb railings and keep group away from chain fence. Verbal warnings and close supervision	3 x 2	6
Shingle beach – usual beach hazards	Staff & Students	Warnings for broken glass, oil deposits etc.	2 x 2	4
Children become separated from the rest of the group if the promenade is busy	Staff & Students	Frequent head counts are carried out. Especially when setting out for a new area and after toilet stops.	1 x 2	2
If continuing activities with a visit to Dover Museum – several small road crossings on the way.	Staff & Students	Clear instructions given before setting off. Children should walk with a partner in a close group. Adults should be at front and rear	3 x 2	6

Factors which Increase Risks	
Heightened excitement leading to poor listening skills & behaviour	Verbal calming. If, in the opinion of the tutor, behaviour is unacceptable the group can be moved to a safer location.
Adverse weather conditions – rain, extreme cold or high winds	Instructions are given and dress is checked as appropriate prior leaving the Centre. Routes can be altered if appropriate. The Prince of Wales Pier is not used in high winds. Can also lead to decreased awareness of surroundings, especially traffic. Close supervision required. The tutor will cancel the activity if they feel it is unsafe – this can take place before or at any point during the activity.

Notes:

Toilets are available on the Promenade, on the Prince of Wales' Pier and by the coach drop off point. The toilets at the coach drop off are currently closed and those on the pier close intermittently. There are facilities in the DeBradelei Wharf shopping outlet which can be used in an emergency.

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Activity: **Fire Drill / Fire Evacuation**  
 Location: **Ripple Down House**

Ref: **RA008**

Date of Last Assessment: **07/09/10**  
 Grid Reference: **TR24/34 362484**

Children carry out a Fire Drill at the beginning of each period of occupancy; the escape route from their bedrooms is explained, in case the alarm goes off at night; they are told they must make their own way to the Assembly Point, as adults may not be close enough to lead them out. Group Leaders should 'sweep' all bedrooms and washrooms etc. before following the children out – this should enable them to hear and find any child unable to escape.

The alarm is sounded by checking one of the call points, smoke heads or heat detectors in rotation; sounders and emergency lights are checked at the same time; a written record is kept. A safety talk given to children prior to the Fire Drill is intended to reduce the risks involved with an emergency evacuation. Adult groups to be given fire drill instructions as to the nearest exit by group leaders. All exit routes are marked throughout the building. Fire action notices are in appropriate places in accordance with statutory requirements.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Untidy bedrooms i.e. clothes or possessions on the floor could lead to falls	Staff & Students	Children are shown into bedrooms and told what to do. No empty luggage is allowed in the rooms – it is all stored away until departure	2 x 2	4
Children could fall on the North Wing staircase if running or pushing	Staff & Students	Instruction – no running or pushing	2 x 2	4
Delays or pushing whilst opening latch on front door	Staff & Students	Children leaving via this route are showed how to open the door	2 x 2	4
Children could fall if using the iron fire escape staircase from the South Wing	Staff & Students	Instructions – children are shown the staircase and the safe method of using it	3 x 2	6
Possible accidents in car park – emergency vehicles arriving to assist	Staff & Students	Instruction – no running, move sensibly	2 x 2	4
Possibility of Assembly Point becoming a dangerous area	Staff & Students	Children told to be quiet at Assembly Point and listen to instructions. Move to a safer area if necessary	2 x 2	4
Person missing	Staff & Students	Group leaders to take list and information	3 x 2	6

Factors which Increase Risks	
Panic or distress	Time taken over description & practice of Fire Drill aims to alleviate this
Unsatisfactory footwear – children could trip or fall	Safe indoor footwear (slippers, clean shoes or plimssoles) is part of the clothing required by children. Footwear is noted by staff on arrival during the 'settling in' process and any problems are brought to the attention of the Group Leader
Adverse weather conditions – especially rain or high winds affecting the South Wing iron fire escape staircase	Possibility that the staircase will be slippery when wet is covered by the instructions given to each group

Notes: A full list of the instructions given during a drill, 'Fire Drill Procedures', accompanies this sheet.

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## Fire Drill Procedure

Fire drill takes place from bedrooms to simulate a night time alarm. In these circumstances children are instructed to evacuate the building without waiting for further instruction by group leaders or adults. Children are instructed and shown by Rippledawn staff how to evacuate the building. Visiting adults are also instructed on their role. A fire drill then takes place. Only one drill takes place during the visit

### Instructions for Children

Do not panic if the fire bell rings – use ladders to climb down out of bunk beds or if sleeping on a lower bunk mind your head.

Keep calm and quiet Make sure footwear is properly on or carry it with you to the Assembly Point.

Do not look for footwear if it cannot easily be seen.

Do NOT stop to collect any possessions

Place the back of your hand on the door to see if it is warm – if so, do not open the door but place bedding along the gap at the bottom. Then keep back from the door and wait for rescue.

*Information - All doors in Rippledawn are 30 minute fire doors.*

If the door is cold, proceed quietly to the fire escape. If you cannot escape from the building via the route shown, use the signs to find an alternative route.

Do not run at any time.

Always hold the handrail when going down stairs

Make your way to the Assembly Point and line up next to the name of your bedroom

Keep quiet and listen for instructions

### Instructions for Group Leaders/Accompanying Adults

Check bedrooms, showers and toilets on your floor before following children out of the building

Phone the fire brigade – 999 or 112

Do not re-enter the building

Activity: **Evening Ramble/Night Walk (page 1 of 1)** Ref: **RA009** Date of Last Assessment: **07/09/10**

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Location: Ringwould & local countryside (to the North West)

Grid Reference: TR24/34 362 484

This risk assessment relates to the activity as led by a Rippledawn tutor and relates to walks around the countryside to the North West of Ripple Down House. Different levels of walk are available.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Darkness	All	Verbal warnings & explanation of hazards. Step by step instruction	2 x 2	4
Woodland Area: stile & obstacles to trip over.	Staff & Students	Leaders torches on, children walking in single file & close supervision by leaders	2 x 2	4
Public footpath in woodland – barbed wire on fence.	Staff & Students	Leaders Torches on and issue verbal warning	2 x 1	2
Branches or sticks across the pathway.	Staff & Students	Constant monitoring of path ahead by leader, using torch if necessary, issue warnings as appropriate	2 x 1	2
Slippery surfaces on route	Staff & Students	Issue Verbal warning, no running and control movement	2 x 1	2
Village car lane	Staff & Students	Monitored road crossing. Keep to the right. Verbal instructions given		

Factors which Increase Risks	
Heightened excitement leading to poor listening skills & behaviour	Verbal calming, explanation of dangers and close supervision.
Adverse weather conditions – wet, cold or high winds.	Monitor weather conditions prior to start of activity. Cancel, if necessary, at any point before or during the activity.
Group becomes separated	Constant monitoring of group will take place during the activity with frequent stops to allow stragglers to catch up.

Notes:

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9+ Activity to cease

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Activity: **Pond Sampling (Page 1 of 1)**

Ref: **RA010**

Date of Last Assessment: **07/09/10**

Location: **Rippledawn (pond enclosure)**

Grid Reference: **TR24/34 362484**

The pond sampling session is conducted in small groups usually with other groups involved in 'round robin' environmental activities in other parts of the grounds.

Before the start of the session children are instructed as to appropriate clothing for the weather and conditions i.e. warm or wet weather clothing, Wellington boots, sun cream etc.

A full health & safety briefing and conduct required is explained around the pond before the activity starts. The tutor demonstrates all equipment before the activity starts.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Close contact with pond water/specimens	Staff & Students	Children instructed not to put fingers in mouths. Group told to wash hands with soap immediately on conclusion of the session	2 x 2	4
Risk of infection for children with sores or cuts on their hands	Staff & Students	Protective gloves are available if required	2 x 2	4
Banks of the pond often slippery after rain and through water spillage during the session	Staff & Students	Instruction not to run at any time	2 x 3	6
Potential for falling into pond during the activity	Staff & Students	Pupils work in pairs with a 'buddy' holding on while the other child is sampling using the net. A long hook is available at the side of the pond	2 x 3	6
Insect stings or bites, grazes from thorns or nettles	Staff & Students	Plants around the pond are kept clipped to reduce risk	1 x 3	3

Factors which Increase Risks	
Over excitement leading to poor listening skills & behaviour	Verbal calming. If, in the opinion of the tutor, behaviour is unacceptable the session can be ended early.
Potential for accidents during unauthorised visits	The pond is declared 'out of bounds unless with an adult' during the induction session on Day One. The area is surrounded by a fence and access is via a gate which has a warning notice attached.
Allergic reaction to bites or stings	Staff at Rippledawn should be informed as to any known allergic reactions beforehand

Notes:

### SEVERITY x FREQUENCY = RISK SCORE

#### Severity Rating

1. Low (no, or minimal effect)
2. Medium (could cause injuries)
3. High (serious injuries or death)

#### Frequency Rating

1. Extremely Low (improbable – unlikely but conceivable)
2. Low (possible)
3. Medium (occasional)
4. High (regular occurrence)

#### Risk Score Rating

1-4 Acceptable Risk

6-8 Control measures required to enable activity to continue

9+ Activity to cease

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Activity: Coastal / Country Ramble (Page 1 of 1)

Ref: RA011

Date of Last Assessment: 07/09/10

Location: Rippledawn to Kingsdown/St.Margaret's (or reverse)

Grid Ref: TR24/34 362 484

TR24/34 369 445

This risk assessment relates to an activity as led by a Rippledawn tutor.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Road crossing of A258 at Ringwould. Busy road with 40 mph speed limit.	Staff & Students	Organised road crossing practice and instruction before leaving the Centre.	3 x 2	6
Dangers of cliff edge – potential chalk falls or children falling over cliff edge.	Staff & Students	Safe distance of 5 metres minimum from cliff edge is maintained. Open & signposted paths on National Trust land are adhered to.	3 x 2	6
Barbed wire, electrified animal fencing, gates & stiles en-route	Staff & Students	Verbal warning	2 x 2	4
Uneven ground and slippery surfaces during the walk	Staff & Students	Verbal warnings when approaching if appropriate	1 x 2	2
Animals grazing in fields, dogs being walked or horse riders	Staff & Students	Verbal warning not to approach or touch	2 x 2	4
Steep steps from cliff top to beach if walk ends on the Beach	Staff & Students	Specific instructions to group before starting steps – leader in front and adult back marker	2 x 2	4

Factors which Increase Risks	
Listening skills of participants – inability to listen to hazard warnings INCREASES RISK!	Request for closer supervision from group leaders – hazard warnings repeated – activity cancelled if tutor unhappy with situation
Increased risk of cliff falls after periods of heavy rain especially in winter	Walk routes are altered in advance and paths away from danger areas are used
Adverse weather conditions – high winds, rain and temperature	Dress should be checked to be appropriate before the beginning of the day's activities
Increased pollen in summer season hazard for asthma sufferers	Asthma or allergy sufferers asked to walk at front of group to avoid dust produced by walking – reminded to have asthma pumps to hand

### Notes:

- Children are informed that they should not be in front of the group tutor at any time during the walk. The group tutor will walk at a pace designed to allow the group to keep together.
- Public Toilets are currently provided by the local authority at: Kingsdown (Summer Season only); St.Margaret's Bay (open all year)
- Some footpath routes pass through farmyards - if schools do not wish to enter these areas other arrangements can be made.

### SEVERITY x FREQUENCY = RISK SCORE

#### Severity Rating

- Low (no, or minimal effect)
- Medium (could cause injuries)
- High (serious injuries or death)

#### Frequency Rating

- Extremely Low (improbable – unlikely but conceivable)
- Low (possible)
- Medium (occasional)
- High (regular occurrence)

#### Risk Score Rating

1-4 Acceptable Risk

6-8 Control measures required to enable activity to continue

9+ Activity to cease

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Activity: **Map & Compass Ramble**

Ref: **RA012**

Date of Last Assessment: **07/09/10**

Regular walk used as part of Map & Compass Activity or Food & Farming studies. For the Map & Compass Activity the first part takes place inside or in 'The Moot Hall'.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Uneven dirt paths could be slippery when wet plus overhanging bushes & crops when in flower	Staff & Students	Before setting off check for appropriate footwear and medical conditions (ie hayfever or asthma). Verbal warning as to current condition of paths.	2 x 3	6
Walk through part wooded area – occasional abandoned vehicles	Staff & Students	Ongoing assessment whilst en route. Give warnings as appropriate. Alternative route available if required.	3 x 2	6
Railway Road Crossing (if route requires)	Staff & Students	Crossing via a designated safe area with warning lights and signal. Pedestrian controlled gate. Explanation prior to leader controlled crossing which is carried out individually not en masse.	3 x 1	3
Crossing of stiles alongside 12v electric animal fences	Staff & Students	Verbal hazard warning. Leader checks safety of structure before crossing.		
Small village road crossing	All	Centre road crossing policy	3 x 2	6
Pedestrian railway crossing	All	Explanation of hazards. Leaders monitor both sides and the Centre of the crossing. Children cross individually not en masse.	3 x 1	3

Factors which Increase Risks	
Listening skills of participants – inability to listen to hazard warnings INCREASES RISK!	Request for closer supervision from Group Leaders – hazard warnings
Adverse weather conditions – high winds, rain & temperature	Clothing should be checked as appropriate before the beginning of the day's activities. Weather conditions are assessed on the day of the activity.
Increased pollen in summer season hazard for asthma or hay fever sufferers.	Asthma or allergy sufferers asked to walk at the front of the group to avoid dust produced by walking. Asthma sufferers are reminded to have their inhalers to hand.

Notes: There is no access to Public Toilets whilst out on the walk.

### SEVERITY x FREQUENCY = RISK SCORE

#### Severity Rating

1. Low (no, or minimal effect)
2. Medium (could cause injuries)
3. High (serious injuries or death)

#### Frequency Rating

1. Extremely Low (improbable – unlikely but conceivable)
2. Low (possible)
3. Medium (occasional)
4. High (regular occurrence)

#### Risk Score Rating

1-4 Acceptable Risk

6-8 Control measures required to enable activity to continue

9+ Activity to cease

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# Rippledawn

## Environmental Education Centre Hazard & Risk Assessment Survey

Activity: **Activities using the Rippledawn Grounds** Ref: **RA013** Date of Last Assessment: **07/09/10**

Location: **Ripple Down House (within boundaries)**

Grid Reference: **TR24/34 362 484**

The three and a half acres of grounds are used during play and during activities. The site is fenced on 3 sides and children are told not to leave the site. Access to the site is via the driveway at the front or through a gate onto a public footpath at the rear of the property.

Access to the building is via a rear door into the basement and cloakrooms. The front door should be kept closed and used only as an emergency exit.

This risk survey relates to the following activities: minibeast survey, mammal survey, map & compass work (out of the classroom), environmental artwork, 'Pipehenge – Astronomical Calendar', team building, problem solving, pinhole photography (see also separate assessment) and any on-site activity.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Front driveway, moving vehicles, delivery vans etc.	Staff & Students	Children informed during Day One induction not to go onto the driveway unless with an adult. CONTROL MEASURE: Cones are placed across the driveway if groups are moving around	3 x 2	6
Pond enclosure	Students	Children informed during Day One induction not to go to the pond unless with an adult. CONTROL MEASURE: Whole area is fenced with warning notice on the gate	3 x 2	6
Playing field. Possible injuries during play	Students	An adult should supervise the group during play. Leaders informed as to whereabouts of First Aid boxes on Day One	2 x 2	4
Bee Stings, bites or grazes from thorns, nettles etc. in the wild area	Staff & Students	Warning not to run in areas other than the playing field	1 x 3	3

Factors which Increase Risks	
Allergic reaction to bites or stings	Staff at Rippledawn should be informed of any known allergies prior to the visit

Notes:

### SEVERITY x FREQUENCY = RISK SCORE

#### Severity Rating

1. Low (no, or minimal effect)
2. Medium (could cause injuries)
3. High (serious injuries or death)

#### Frequency Rating

1. Extremely Low (improbable – unlikely but conceivable)
2. Low (possible)
3. Medium (occasional)
4. High (regular occurrence)

#### Risk Score Rating

1-4 Acceptable Risk

6-8 Control measures required to enable activity to continue

9+ Activity to cease

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Activity: **River Dour Study & walk to Crabble Mill (Page 1 of 2)**

Date of Last Assessment: **07/09/10**

Ref: **RA014a**

Location: **River, Dover**

Grid Reference: **TR24/34 280 436**

**TR24/34 298 432**

The River Dour Study follows a section of the Dour as it passes through Kearsney Abbey, Russell Gardens & Bushy Ruff - all public parks run by Dover District Council. It is often combined with a walk to or from Crabble Mill and a visit to this working watermill. The Crabble Mill visit is risk assessed separately. This assessment deals with an activity beginning at the mill and walking to the source.

As with all activities a health & safety briefing is given before setting off.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
3/4 Road crossings at Crabble Mill, Valley Rd., Lower Rd. & Common Lane	Staff & Students	'Single line' road crossing, close supervision	3 x 2	6
Narrow footpaths, traffic on minor residential roads	Staff & Students	Keep to pavements, walk close together in a group with a partner. Supervise line when crossing entrances	2 x 2	4
Large lakes in Abbey & large numbers of adult swans & geese	Staff & Students	Keep group away from edge of lakes and verbal warning not to approach or feed any birds	2 x 2	4
Possible hygiene hazard from large amount of bird faeces	Staff & Students	Keep group away from such areas. Wash hands before eating	2 x 2	4
Cross car park at Kearsney Abbey & B2060 Alkham Road to enter Russell Gardens. Fast moving road with traffic often breaking 30 Mph speed limit	Staff & Students	Check car park is quiet before crossing and extreme caution with 'single line' crossing of Alkham Road. Emphasise potential danger & importance of listening for instructions.	3 x 2	6
Ornamental lakes in Russell Gardens, quite deep water & vertical sides. (Maximum depth before overflow 0.8m)	Staff & Students	Hazard warning. Use path on North side of lake where solid surface exists. Lifebuoys are provided at regular intervals	3 x 2	6
Lake at Bushy Ruff, quite deep water & footing close to bank slippery after rain	Staff & Students	Hazard warning. If group is standing near lake they should be kept a safe distance from the edge with the group leader between the group and the water's edge	3 x 2	6
Dam building activities in the low water at the source, potential for slipping over and contact with river water. Usual depth of water during activity is 15cm.	Students	Close supervision & children removed from the activity if behaviour is unacceptable. Use feet for activity & keep hands out of water. Also keep hands away from mouth. Depth of water no more than 10cm when activity takes place immediately adjacent to slow trickles from underground spring. Wash hands before eating.	2 x 2	4

### SEVERITY x FREQUENCY = RISK SCORE

#### Severity Rating

1. Low (no, or minimal effect)
2. Medium (could cause injuries)
3. High (serious injuries or death)

#### Frequency Rating

1. Extremely Low (improbable – unlikely but conceivable)
2. Low (possible)
3. Medium (occasional)
4. High (regular occurrence)

#### Risk Score Rating

1-4 Acceptable Risk

6-8 Control measures required to enable activity to continue

9+ Activity to cease

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Factors which Increase Risks	
Heightened excitement leading to poor listening skills & behaviour – especially whilst in darkroom	Verbal calming. If, in the opinion of the tutor, behaviour is unacceptable the activity can be curtailed.
Periods of extreme wet weather	Periods of heavy rainfall can lead to banks being very slippery or water overflowing. In this case further hazard warning may be issued and certain areas avoided. There is plenty of higher ground away from the banks
Periods of extreme dry weather & heat	When water levels drop, the local authority have issued warning notices regarding vermin & the spread of Weill's disease. In these instances the affected areas are avoided.

### Notes:

A Lunch stop is often taken in either garden where there are toilet facilities. Childrens' Play Areas are also available in both parks. These are open to the public and maintained by Dover District Council. Children should be supervised if playing in these areas.

### SEVERITY x FREQUENCY = RISK SCORE

#### Severity Rating

1. Low (no, or minimal effect)
2. Medium (could cause injuries)
3. High (serious injuries or death)

#### Frequency Rating

1. Extremely Low (improbable – unlikely but conceivable)
2. Low (possible)
3. Medium (occasional)
4. High (regular occurrence)

#### Risk Score Rating

1-4 Acceptable Risk

6-8 Control measures required to enable activity to continue

9+ Activity to cease

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Activity: **Seashore Ecology & Rockpooling (Page 1 of 1)**

Ref: **RA015**

Date of Last Assessment: **07/09/10**

Location: **St.Margaret's Bay, Dover, Kent**

Grid Reference: **TR24/34 369 445**

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Disembarkment from coach at top of Bay Hill, St.Margaret's	Staff & Students	Verbal warning & instructions, supervised road crossing	2 x 2	4
Steps and roadway down to St.Margaret's Bay	Staff & Students	Leader in front of group, single file walking on paths, advise on slippery area	1 x 2	2
Car Park, St.Margaret's Bay – assembly & route to toilets	Staff & Students	Verbal warning, keep to footpath & request for supervision by Group Leaders	2 x 2	4
Beach of rounded flint pebbles, roll easily, groynes	Staff & Students	'Hazards of beach' warning to cover movement, dangerous objects & oil	2 x 3	6
Jagged edge to wave cut platform; chalk, shallow pools & seaweed - all slippery	Staff & Students	Hazard warning on moving slowly & safely on seaweed, chalk and water	2 x 3	6
Risk of rock fall	Staff & Students	Defined working area excludes area of hazard – verbal warning & instructions	2 x 2	4
Beachcombing – dangerous objects, oil etc.	Staff & Students	'Hazards of beach' warning to cover movement, dangerous objects & oil	1 x 3	3
Risk of being hit by stones thrown by children	Staff & Students	Instruction NOT to throw stones until 'stone-throwing' can be supervised	2 x 3	6

Factors which Increase Risks	
Listening skills of participants – inability to listen to hazard warnings INCREASES RISK!	Request for closer supervision from group leaders – hazard warnings repeated – activity cancelled if tutor unhappy with situation
Seasonal increase in visitors to St.Margaret's Bay area / more moving vehicles & chance of children becoming lost	Further verbal warning including 'stranger danger' and request for closer supervision by group leaders
Weather (1) - High winds leading to rough seas	Weather is assessed before activity starts; possible cancellation or curtailment of activity; move away from beach to safer area at Pines Garden if necessary
Weather (2) - Extreme High or low temperatures, risk of sunstroke or hypothermia	Check dress is appropriate for prevailing conditions BEFORE leaving Rippledawn. Possible curtailment of activity if appropriate.

Notes:

Mobile phone communications is generally accessible, but via the French network only and is not to be relied on. A public payphone is available in the bay car park and at the top of Bay Hill. Public toilets are available at the beach or alternatively at nearby Pines Garden.

### SEVERITY x FREQUENCY = RISK SCORE

#### Severity Rating

1. Low (no, or minimal effect)
2. Medium (could cause injuries)
3. High (serious injuries or death)

#### Frequency Rating

1. Extremely Low (improbable – unlikely but conceivable)
2. Low (possible)
3. Medium (occasional)
4. High (regular occurrence)

#### Risk Score Rating

1-4 Acceptable Risk

6-8 Control measures required to enable activity to continue

9+ Activity to cease

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Activity: Church & Village Study (Page 1 of 1)

Ref: RA016

Date of Last Assessment: 07/09/10

Location: Ringwould

Grid Reference: TR24/34 359 482

This survey applies to the activity as led by a tutor from Rippledawn. A briefing given to children at the start of the activity includes general matters of health & safety plus conduct.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Optional short walk along Dover Road – busy main road, fast moving traffic (40 Mph limit)	Staff & Students	Warning of traffic and instruction to keep to wide pedestrian pavement	3 x 2	6
Walk along Church Lane – narrow road without footpaths	Staff & Students	Safe method of walking is described in detail before the activity starts	2 x 2	4
Optional walk along narrow village streets, no pavements, unexpected traffic, possibly farm or large delivery vehicles	Staff & Students	Close supervision and traffic warnings when appropriate. This part of the activity is not recommended for groups of more than 15 in number	3 x 2	6
Short walk along public footpath from Church Lane to rear access of Rippledawn, barbed wire fences en route	Staff & Students	Walking should be in single file with warning to avoid barbed wire	2 x 2	4
Use of clipboards leading to lack of attention to possible hazards, particularly moving vehicles	Staff & Students	Use of worksheets or sketching should take place in safe areas i.e. church or churchyard. Warning given to not use clipboards whilst on roads	3 x 2	6
Churchyard path uneven & slippery when wet	Staff & Students	Verbal warning when appropriate	1 x 3	3

Factors which Increase Risks	
Heightened excitement leading to poor listening skills & behaviour	Verbal calming, explanation of dangers and close supervision.
Adverse weather conditions – wet, cold or high winds.	Activity is only a few hundred metres from Rippledawn and can easily be curtailed if it becomes necessary

Notes: For larger groups the activity can use footpaths and be confined to Churchyard which, apart from one road crossing, can remove the danger from vehicles.

There are no public toilet facilities in the village but the activity is less than five minutes walk from Rippledawn.

### SEVERITY x FREQUENCY = RISK SCORE

#### Severity Rating

1. Low (no, or minimal effect)
2. Medium (could cause injuries)
3. High (serious injuries or death)

#### Frequency Rating

1. Extremely Low (improbable – unlikely but conceivable)
2. Low (possible)
3. Medium (occasional)
4. High (regular occurrence)

#### Risk Score Rating

1-4 Acceptable Risk

6-8 Control measures required to enable activity to continue

9+ Activity to cease

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Activity: **Walmer Castle visit (Page 1 of 1)**

Ref: **RA017**

Date of Last Assessment: **07/09/10**

Location: **Walmer, Deal**

Grid Reference: **TR25/35 378 502**

The site is controlled and maintained by English Heritage, who are responsible for Health & Safety within its boundaries. Introductory information regarding the site accompanies the Educational Visit Permit and provides some Health & Safety information. Any problems during the visit should be brought to the attention of a custodian.

This risk assessment relates to an activity led by a Rippledawn tutor. The relevant English Heritage Hazard Sheets can be downloaded from <http://www.english-heritage.org.uk/server/show/nav.20105>  
Group supervision is the responsibility of group leaders.

A visit to Deal Castle is sometimes combined with a visit to Deal Castle and a walk along the promenade between the two. In this case please see the other relevant risk assessments.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Road crossing from coach drop off point in Castle car park, Kingsdown Road to Castle	Staff & Students	Centre road crossing policy	3 x 2	6
Moving vehicles on Castle drive	Staff & Students	Verbal warning and close supervision	3 x 2	6
Steep drop into moat beyond castle wall	Staff & Students	Verbal Warning. Children should not be allowed to climb or sit on any walls.	3 x 2	6
Small rooms and corridors, potential for minor falls	Staff & Students	Children should walk not run at all times	1 x 3	3
Unfenced ornamental lake in the Castle Gardens surrounded by hedges	Staff & Students	Children should not enter the enclosure unsupervised and should be kept away from edge	3 x 1	3

Factors which Increase Risks	
Heightened excitement leading to poor listening skills & behaviour	Verbal calming.

Notes:

The interior of the Castle is partly the official residence of the Lord Warden of the Cinque Ports and is a form of stately home. Ropes, some of which are alarmed, protect room settings. There is potential for minor injuries (as well as damage to furnishings) if children behave badly or run inside the Castle. Custodians and CCTV monitor the Castle and groups may be asked to leave if not being properly supervised.

There are toilet facilities within the Castle keep.

### SEVERITY x FREQUENCY = RISK SCORE

#### Severity Rating

1. Low (no, or minimal effect)
2. Medium (could cause injuries)
3. High (serious injuries or death)

#### Frequency Rating

1. Extremely Low (improbable – unlikely but conceivable)
2. Low (possible)
3. Medium (occasional)
4. High (regular occurrence)

#### Risk Score Rating

1-4 Acceptable Risk

6-8 Control measures required to enable activity to continue

9+ Activity to cease

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Activity: **Western Heights Walk (Page 1 of 1)**

Ref: **RA018**

Date of Last Assessment: **07/09/10**

Location: **Dover**

Grid Reference: **TR24/34 316 409**

This walk follows managed footpaths, with some on-site interpretation material, around the remains of Napoleonic and Second World War fortifications on top of the cliffs at Dover. Also with panoramic views of Dover town, harbour and the English Channel.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Coach drop off / collection point at car park (St.Martin's Battery) – possible moving vehicles	Staff & Students	Hazard warning, close supervision when leaving coach, assembly in safe area	2 x 2	4
Barbed wire and obstructions on footpaths (remains of 19 <sup>th</sup> /20 <sup>th</sup> Century military buildings)	Staff & Students	Hazard warning	2 x 2	4
Pathways traversing grassy banks on hillside	Staff & Students	Hazard warning	1 x 3	3
Original Victorian steps – uneven and frequent dog mess & broken glass	Staff & Students	Verbal warning and instruction not to run	2 x 2	4

Factors which Increase Risks	
Weather – slippery paths due to heavy rain or hazardous walking in high winds	Increase level of warning. Alter course of walk on to nearby pavements if felt appropriate

Notes: The site is managed by Dover District Council and is well covered with built footpaths, fencing and interpretative panels. However, care should be taken in case of localised vandalism of facilities or buildings.

### SEVERITY x FREQUENCY = RISK SCORE

#### Severity Rating

1. Low (no, or minimal effect)
2. Medium (could cause injuries)
3. High (serious injuries or death)

#### Frequency Rating

1. Extremely Low (improbable – unlikely but conceivable)
2. Low (possible)
3. Medium (occasional)
4. High (regular occurrence)

#### Risk Score Rating

1-4 Acceptable Risk

6-8 Control measures required to enable activity to continue

9+ Activity to cease

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Activity: **Shelter Building**

Ref: **RA019**

Date of Last Assessment: **07/09/10**

Location: **Rippledawn Grounds**

Grid Reference: **TR24/34 362484**

This activity is carried out in the grounds at Rippledawn. This risk assessment should be read in conjunction with RA014 'Activities using the Rippledawn Grounds'.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Possible knocks from six foot long poles used to build shelters	Staff & Students	Children and adults are shown how to carry and use the equipment safely	2 x 2	4
Uneven ground surface and obstacles etc.	Staff & Students	Any hazards are pointed out to the participants before starting.	1 x 2	2
During construction of the shelters	Staff & Students	Safe methods of construction are demonstrated at the start of the activity.	2 x 2	4

Factors which Increase Risks	
Childrens' approach/attitude towards the activity	All staff should constantly monitor the children and the activity can be adapted accordingly.
Prevailing weather conditions – extremes of heat, cold or rain	Instructions on dress are given during a briefing before the start of the activity and children are given the opportunity to change into appropriate clothing. Any changes on weather conditions are monitored during the activity and changes made accordingly.
Listening skills of participants – inability to listen to hazard warnings increase risk	Request for closer supervision from group leaders and repeat of hazard warnings. Ultimately any activity will be cancelled if the tutor is unhappy with the level of risk.

Notes:

### SEVERITY x FREQUENCY = RISK SCORE

#### Severity Rating

1. Low (no, or minimal effect)
2. Medium (could cause injuries)
3. High (serious injuries or death)

#### Frequency Rating

1. Extremely Low (improbable – unlikely but conceivable)
2. Low (possible)
3. Medium (occasional)
4. High (regular occurrence)

#### Risk Score Rating

1-4 Acceptable Risk

6-8 Control measures required to enable activity to continue

9+ Activity to cease

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Activity: **Woodland Activities**

Ref: **RA020**

Date of Last Assessment: **07/09/10**

Location: **Kingsdown Wood / Wood Hill**

Grid Reference: **TR24/34 371478**

Woodland activities comprise a variety of natural science, creative art and writing activities. They take place in an area of woodland which is owned and managed by the National Trust. The wood is regularly visited by National Trust wardens, therefore, helping to lessen some of the risks.

A health and safety talk covering the immediate dangers involved with the road crossing will be carried out before leaving the Centre. The specific health and safety issues of the activities will be discussed on arrival at the wood.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Road crossing of A258 at Ringwould. Busy road with 40 mph speed limit.	Staff & Students	Organised road crossing practice and instruction before leaving the Centre.	3 x 2	6
Falling branches, unstable trees leading to impact or crush injuries	Staff & Students	A visual risk assessment carried out on the day of the activity including the effect of recent weather conditions.	3 x 2	6
Uneven ground surface and protruding tree roots etc. leading to possible fall, cuts or grazes	Staff & Students	Strong, sensible footwear should be worn and instruction to children not to run	2 x 2	4
Danger from poisonous berries or plants causing possible illness or allergic reaction	Staff & Students	Instruction not to pick or eat plants. Known allergies should have been notified prior to the activity	2 x 2	4
Children climbing trees or carrying sticks or stones	Students	Instruction on potentially unsafe activities.	2 x 2	4
A large group working in the wood can become separated & disorientated	Staff & Students	A meeting point will be arranged along with whistle signal to return. Adults should be spread amongst the groups to supervise.	1 x 2	2

Factors which Increase Risks	
Childrens' approach/attitude towards the activity	All staff should constantly monitor the children and the activity can be adapted accordingly.
Prevailing weather conditions – extremes of heat, cold or rain and, especially, high winds.	Instructions on dress are given during a briefing before the start of the activity and children are given the opportunity to change into appropriate clothing. Any changes on weather conditions are monitored during the activity and changes made accordingly. If the weather conditions are deemed too severe for the activity to continue then alternative activities will be offered.
Listening skills of participants – inability to listen to hazard warnings increase risk	Request for closer supervision from group leaders and repeat of hazard warnings. Ultimately any activity will be cancelled if the tutor is unhappy with the level of risk.

Notes: There are no toilets in the woodland or nearby.

### SEVERITY x FREQUENCY = RISK SCORE

#### Severity Rating

1. Low (no, or minimal effect)
2. Medium (could cause injuries)
3. High (serious injuries or death)

#### Frequency Rating

1. Extremely Low (improbable – unlikely but conceivable)
2. Low (possible)
3. Medium (occasional)
4. High (regular occurrence)

#### Risk Score Rating

1-4 Acceptable Risk

6-8 Control measures required to enable activity to continue

9+ Activity to cease

**THIS IS NOT A STAND ALONE DOCUMENT AND MUST BE READ IN CONJUNCTION WITH OTHER RIPPLEDOWN HEALTH & SAFETY DOCUMENTS.**

This risk assessment relates to the activity as led by a Rippledawn tutor and relates to a series of team building/ problem solving activities located around Rippledawn's grounds. This risk assessment is to be used in conjunction with RA001 and RA013.

Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score
Slipping	All	Correct footwear for ground conditions established by Rippledawn staff before activity commences	1 x 4	4
Heavy Equipment (Tyres)	All	Introduction to activity covering two or more students to move three biggest tyres	2 x 2	4
Wooden Poles (Pond)	All	Introduction on how to use the poles safely (RDH Staff). No group to work on pond without adult supervision and where necessary RDH Staff supervision.	2 x 3	6
Danger from Pond	All	Safety briefing before activity, Dangers of slipping on platforms, need to avoid fingers in mouth/wash hands after activity, no running, stick to paths,	3 x 2	6
Dark tunnels – hitting head on exit/during activity	All	Safety talk at start of activity – highlight the importance of keeping head down until exit tunnel	2 x 2	4
Long, unwieldy tubes (Stoat Run)	All	Supervision, introduction showing how to use them safely. Younger groups only to use shorter tubes	1 x 3	3
Trip / Fall hazards (Rope Walk)	All	No student to go around 'solo'. Guides told to mention slopes, steps, see-saws, logs etc. on route.	2 x 2	4

Factors which Increase Risks	
Heightened excitement leading to poor listening skills & behaviour	Verbal calming, explanation of dangers and close supervision.
Adverse weather conditions – wet, cold or high winds.	Monitor weather conditions prior to start of activity. Cancel, if necessary, at any point before or during the activity.
Behaviour	Where behaviour is an issue Rippledawn staff will increase supervision of the groups during the higher risk activities (Pond ) or cancel certain activities
Group becomes separated	Each smaller group to have a designated adult supervising all activities

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9+ Activity to cease

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Activity:

Ref: **RA022**

Date of Last Assessment:

Location:

Grid Reference:

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Associated hazard / harm potential	Persons at Risk	Control measures in place to reduce risk	Severity x Frequency	Risk Score

Factors which Increase Risks	

### SEVERITY x FREQUENCY = RISK SCORE

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