

## Human Habitats Risk Assessment

<b>Visit to: Holt, Cley or Cromer</b>	<b>Age of children: KS2</b>
<b>Leader: Holt Hall teaching staff</b>	<b>Learning intention: To contrast a town to where they live or investigate sustainable community</b>
<b>Hazard</b>	<b>How To Manage It</b> – what procedures will be in place (controlled measures)
Traffic	<ul style="list-style-type: none"> <li>• Class divided into small groups at appropriate ratios each with an adult (ideally less than ten per group)</li> <li>• Cross roads at appropriate places using wave crossings where possible. Ideally practise wave crossings with the group on their arrival at the centre.</li> <li>• Keep to the pavements where they exist and walk in single file if necessary</li> <li>• Centre staff should thoroughly brief visiting staff and make them aware of where it is safe and not safe to cross/walk. These could be marked on a map if appropriate.</li> </ul>
Separation from group	<ul style="list-style-type: none"> <li>• Close supervision</li> <li>• Frequent head counts</li> <li>• In the event of a lost child follow the centre's lost children procedure</li> <li>• Group leaders carry whistles in order to recall their group if necessary</li> <li>• Group leaders to wear luminous jackets.</li> <li>• Young people not to use public toilets until they have been checked by an adult who should then wait outside</li> <li>• Group leaders are fully informed and clear on their roles and responsibilities.</li> <li>• Overall leader remains in touch with all groups and can recall effectively.</li> <li>• Specified time and place for rendez-vous. In Holt this is normally outside the post office.</li> </ul>
Minibus travel	<ul style="list-style-type: none"> <li>• See general risk assessment</li> </ul>
Downtime on the beach	<ul style="list-style-type: none"> <li>• A throw-line must be available</li> <li>• The visit leader must be aware of tide times and heights.</li> <li>• Children are not allowed in the sea</li> <li>• While on the beach the visit leader will define clear boundaries for the children so that they are not closer than 5 metres to the sea.</li> <li>• Explain that you will blow the whistle twice when it is time to regroup</li> </ul>

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Downtime in a park	<ul style="list-style-type: none"><li>• Check the area to make sure it is safe and clear of dog mess</li><li>• Give clear instructions – explain method of recall</li></ul>
Hypothermia, heat stroke, heat exhaustion and sunburn	<ul style="list-style-type: none"><li>• See General Risk Assessment</li></ul>
Cromer pier/sea wall	<ul style="list-style-type: none"><li>• Very occasionally the sea breaks over the sea wall and pier during storm high tides and if this is the case stay off the pier and promenade.</li></ul>
Cley Windmill	<ul style="list-style-type: none"><li>• If visiting the windmill at Cley make sure a throw line is available</li><li>• Make the children aware of approaching traffic if sketching the windmill</li></ul>

### Reference to Generic Risk Assessments / Policies and Operating Procedures:

General Risk Assessment – Holt Hall Field Studies Centre (available via our website [www.holthall.norfolkedunet.gov.uk](http://www.holthall.norfolkedunet.gov.uk)  
Educational Visits and Journeys, Procedures and Guidance, Norfolk County Council 2004 (updated 2008). A copy of this document is available at [www.schools.norfolk.gov.uk](http://www.schools.norfolk.gov.uk). Navigate to Educational Visits and Journeys from A-Z menu.  
Centre lost children procedure  
Group Safety at Water Margins (Educational Visits and Journeys – Appendix 5 or available at <http://www.teachernet.gov.uk/docbank/index.cfm?id=3820>)  
Quality Safety & Sustainability, NAFSO (Copy held by Holt Hall Field Studies Centre)

### Dynamic Risk Assessments (undertaken during visit):

Reviewed by S Woodhouse  
Reviewed by J Mumford-Smith  
Reviewed by S Woodhouse  
Reviewed by S Woodhouse

Date: 31.08.06  
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Date: 21.01.11