

Geography Investigations Risk Assessment

Visit to: Holt Hall	Group Size: 36 students (max)	Age: KS3 (11-14 year olds)
Leader: Holt Hall Teaching Staff	Learning Intention: To work as a group to carry out an investigation and report the findings	
Hazard	How To Manage It - What procedures will be in place (controlled measures)	
<p><u>Woodland</u> Falling trees/branches.</p> <p>Injuries from twigs/bramble/stumps</p> <p>Poisoning/allergies</p> <p><u>Walled Garden</u> Injuries as a result of improper use of soil augers</p> <p>Tetanus virus</p> <p><u>Holt Hall Lake</u> Drowning</p> <p>Weil's Disease</p> <p>Injury resulting from improper use of nets</p>	<p>Trees regularly assessed by experts from NCC. Fieldwork sites in safe areas. Students asked not to linger under trees marked with red and white tape.</p> <p>Ensure appropriate staff: student ratios (See Educational Visits and Journeys folder). First aid kit should be available. Staff to ensure students are wearing appropriate clothing i.e. legs and arms should be covered. Students should also be advised to move carefully in the woodland to reduce this risk.</p> <p>Students told not to eat anything they may find in the woodland even if it may look edible i.e. fungi, berries and nuts. Hands must be washed before food is consumed. Holt Hall staff must check the nominal roll for allergies and make appropriate arrangements.</p> <p>Students told that soil augers must be held vertically with the point downwards and they must not run with the auger.</p> <p>Open wounds should be covered with a plaster and hands washed thoroughly after the activity. If a student becomes ill following a Holt Hall visit the doctor should be told that the student has been in close contact with soil.</p> <p>Students work from the jetty and must not wade into the water. Ensure appropriate staff: student ratios. Fixed throw line available for use in emergencies (also see Group Safety at Water Margins leaflet).</p> <p>Open wounds should be covered with a plaster and waterproof gloves must be worn by all students. No food or drink should be eaten and hands must be washed thoroughly after the activity. Students must take a shower if they fall into the lake. If a student becomes ill following a Holt Hall visit the doctor should be told that the student has been in close contact with lake water</p> <p>Students told that nets should be carried vertically and they must not run with them.</p>	

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<u>Teaching Lab</u> Indicator solution	Indicator solution should be washed off if contact with skin occurs and safety glasses must be worn. (CLEAPSS Hazcard 032)
Barium sulphate	Barium sulphate is low risk (CLEAPSS Hazcard 10B)
Cuts from broken test tubes	Test tubes kept in racks and students reminded to report any breakages to staff.
Bunsen burners	Students using Bunsen burners must wear safety glasses, have long hair tied back and be reminded not to touch equipment which may be hot. Students should also be reminded to move carefully around the lab.

Reference to Generic Risk Assessments/Polices and Operation Procedures:

General Risk Assessment – Holt Hall Field Studies Centre (available via our website 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. Navigate to Educational Visits and Journeys from A-Z menu.

Group Safety at Water Margins (Educational Visits and Journeys – Appendix 5 or available at <http://www.teachernet.gov.uk/docbank/index.cfm?id=3820>)
CLEAPSS Guidance leaflet PS1 Pond Dipping and Weil's disease

Quality Safety & Sustainability, NAFSO (Copy held by Holt Hall Field Studies Centre)

Health & Safety in Science HS3 (School copy held by Science department or available at <http://schools.norfolk.gov.uk/myportal/index.cfm?s=1&m=1846&p=159,index&zs=n>)

Alternative Plans: None required

Review:

Ongoing/Dynamic Risk Assessments undertaken during visit

Assessment made by _____

Signed _____

Date Reviewed:

Created by J Godwin

Date: 14.11.07

Reviewed by J Godwin

Date: 04.11.08

Reviewed by J Mumford-Smith

Date: 27.11.07

Reviewed by S Woodhouse

Date: 27.01.11

Reviewed by S Woodhouse

Date: 21.02.08