

'The Mystery Of The Vanishing Village' Risk Assessment

Visit to: Holt Hall and Cromer	Age of children: KS2
Leader: Holt Hall teaching staff	Learning intention: To learn about coastal erosion and sea defences

Hazard	How To Manage It – what procedures will be in place (controlled measures)
Minibus travel	<ul style="list-style-type: none"> • See General Risk Assessment
Cliff fall / falling off a cliff	<ul style="list-style-type: none"> • Nobody must walk at the edge of the cliffs or at the base of the cliffs • Children are not permitted to climb on the cliffs or the groyne
Slips and trips	<ul style="list-style-type: none"> • The visit leader must carry a first aid kit and have a current first aid qualification • The Melbourne Slope (outside the Melbourne Hotel leading down to the beach to the west of the pier) is steep and children must be asked to walk and not run down the slope, staying behind the visit leader at all times • The pier is often wet and slippery and children and staff must be warned about this before walking on the pier
Soaking by waves / being swept out to sea	<ul style="list-style-type: none"> • A throw-line must be available in case of emergencies • Children are not allowed in the sea • The visit leader must be aware of the tide times and heights. Very occasionally the sea breaks over the sea wall and pier during storm high tides and if this is the case an alternative activity may be undertaken • While on the beach the visit leader will define the boundaries for the children so that they are not closer than 5 metres to the sea. The children must adhere to these boundaries
Hypothermia, heat stroke, heat exhaustion and sunburn	<ul style="list-style-type: none"> • See General Risk Assessment
Crossing roads	<ul style="list-style-type: none"> • All staff to wear luminous jackets • Everyone must take great care when crossing roads and walking near roads. Special care must be taken at the following locations: <u>Car park entrance:</u> a wave crossing(s) should be used to cross this road <u>Main road into Cromer:</u> the group should cross at the island in single file in small groups if necessary
Wandering off	<ul style="list-style-type: none"> • Regular head counts to be undertaken

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| | <ul style="list-style-type: none">• Ensure children know the boundaries when they are on the beach• Use of whistle recall system• Ensure appropriate ratios of staff: students (see Educational Visits and Journeys folder)• All staff to wear luminous jackets for easy identification by a child• In the event of a suspected lost child follow the centre's lost children procedure |
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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)

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 www.teachernet.gov.uk/docbank/index.cfm?id=3820

Centre lost children procedure

Dynamic Risk Assessments (undertaken during visit):

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Reviewed by S Woodhouse
Reviewed by J Dennis

Date: 25.02.09
Date: 27.02.09
Date: 21.12.10