

Night Walk Risk Assessment

Visit to: Holt Hall	Group Size: 20 students (max)	Age: KS2 / KS3
Leader: Holt Hall Teaching Staff	Learning Intention: To experience Holt Hall woodland at night	
Hazard	How To Manage It - What procedures will be in place (controlled measures)	
<p>General considerations</p> <p>Lost students</p> <p>Injuries from walking in woodland</p> <p>Weather conditions</p>	<ul style="list-style-type: none"> • This activity must be led by someone who has a sound knowledge of the estate • At least two adults should carry a torch in case of an emergency • Ensure appropriate ratios of staff: students (See Educational Visits and Journeys folder) with a minimum of two adults with each group • Students must link hands if asked to do so by a member of staff • One adult should lead the group; the other should follow at the rear • In the event that a young person is suspected lost follow the Centre's lost children procedure • In the event that someone needs to return to the Hall it must be ensured that two adults stay with the rest of the group. It may be necessary for the whole group to return to the Hall. Any young people returning to the Hall must be accompanied • The route should be checked in advance by Centre staff to ensure there are no low branches/twigs or trip hazards • The route should avoid areas where there may be low branches, bramble and other obvious hazards • Young people should be warned if they are approaching a speed bump or other hazard • The walk should be conducted at a gentle speed appropriate to everyone in the group • A first aid kit must be available. • Young people must wear appropriate footwear • Young people must wear appropriate clothing 	
<p>Reference to Generic Risk Assessments/Polices and Operation Procedures:</p> <p>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. Quality Safety & Sustainability, NAFSO (Copy held by Holt Hall Field Studies Centre)</p>		

Night Walk Risk Assessment

Alternative Plans:

Review:

Ongoing/Dynamic Risk Assessments undertaken during visit

Assessment made by _____

Signed _____

Date Reviewed:

Reviewed by S Woodhouse Date: 22/12/10