

## Raft Building Risk Assessment

<b>Visit to: Holt Hall (Upper Lake)</b>	<b>Group Size: 32 students (max)</b>	<b>Age: KS2 / KS3 / KS4 / A level</b>
<b>Leader: Holt Hall Teaching Staff</b>	<b>Learning Intention: To work as a team to build and paddle a raft on Holt Hall lake</b>	
<b>Hazard</b>	<b>How To Manage It</b> - What procedures will be in place (controlled measures)	
<p>Manual Handling of Equipment and Rafts</p> <p>Drowning (as a result of falling in, raft flipping or entrapment)</p> <p>Rescue Boat Capsizing</p> <p>Weil's Disease</p>	<ul style="list-style-type: none"> <li>• Ensure appropriate ratios of staff: students (See Educational Visits and Journeys folder) and allocate a member of staff to supervise each team.</li> <li>• Students must be briefed regarding movement of equipment and rafts (see Operational Procedures).</li> <li>• Students must wear appropriate clothing and footwear (wellies must not be worn - see drowning hazard).</li> <li>• A first aid kit must be available.</li>   <li>• Students work from the bank or jetty and must not wade into the water.</li> <li>• Two members of Holt Hall staff should be present once the rafts are launched. If this is not possible then a member of the visiting staff should be fully briefed before rafts are launched.</li> <li>• A member of Holt Hall staff must be in position on the lake in the rescue boat before rafts are launched. The Holt Hall member of staff must be a competent rower who knows what to do in case of emergency (see Operational Procedures). Holt Hall staff in the rescue boat must wear a buoyancy aid and carry a whistle, rescue knife, throw line and small first aid kit ('rescue boat kit')</li> <li>• Throw lines are available by the jetty and in front of the bird hide. Another should be located in the rescue boat.</li> <li>• Rescue pole must be available on the jetty.</li> <li>• There should be no more than five people on a raft and only one raft sailing on the lake at any one time.</li> <li>• All students must wear a buoyancy aid and canoe helmet and must not wear wellies.</li> <li>• Anyone riding a raft must be able to swim at least 25 metres.</li> <li>• Students must be told not to attempt to stand on the raft, rock the raft or jump/slide off the raft</li>   <li>• The recommended maximum must not be exceeded.</li> <li>• Holt Hall staff in the rescue boat must wear a buoyancy aid and carry a whistle, rescue knife, throw line and small first aid kit ('rescue boat kit')</li> <li>• In the event of a student falling in the water, staff in the rescue boat should help the student onto the boat. There is a step at the rear of the boat to aid with this process</li>   <li>• Open wounds should be covered with a plaster. If it is not possible to cover an open wound, the student must not be allowed to come into contact with the water.</li> </ul>	

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Hypothermia  Weather conditions	<ul style="list-style-type: none"><li>• Students with severe eczema must not be allowed to come into contact with lake water.</li><li>• Students must be told not to splash water at each other.</li><li>• Students must take a shower if they fall into the lake.</li><li>• No food or drink should be eaten and hands must be washed thoroughly after the activity.</li><li>• 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</li><li>• See CLEAPSS Guidance leaflet PS1 Pond Dipping and Weil's disease</li> <li>• Emergency blankets must be available for anyone who falls in and students should be escorted back to the hall as soon as possible.</li> <li>• See Holt Hall General Risk Assessment</li></ul>
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### 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](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.  
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)

### Alternative Plans:

#### Review:

Ongoing/Dynamic Risk Assessments undertaken during visit

Assessment made by \_\_\_\_\_

Signed \_\_\_\_\_

Date Reviewed:

Reviewed by J Godwin

Date: 3/07/09

Reviewed by S Woodhouse

Date: 6/07/09

Reviewed by J Dennis

Date: 30/11/10

Reviewed by S Woodhouse

Date: 22/12/10