

Raft Building Risk Assessment

Visit to: Holt Hall (Upper Lake)	Group Size: 30 students (max)	Age: KS2 / KS3 / KS4 / A level
Leader: Holt Hall Teaching Staff	Learning Intention: To work as a team to build and paddle a raft on Holt Hall lake	
Hazard	How To Manage It - 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"> • Ensure appropriate ratios of staff: students (See Educational Visits and Journeys folder) and allocate a member of staff to supervise each team. • Students must be briefed regarding movement of equipment and rafts (see Operational Procedures). • Students must wear appropriate clothing and footwear (wellies must not be worn - see drowning hazard). • A first aid kit must be available. • Students work from the bank or jetty and must not wade into the water. • 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. • 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') • Throw lines are available by the jetty and in front of the bird hide. Another should be located in the rescue boat. • Rescue pole must be available on the jetty. • There should be no more than five people on a raft and only one raft sailing on the lake at any one time. • All students must wear a buoyancy aid and canoe helmet and must not wear wellies. • Anyone riding a raft must be able to swim at least 25 metres. • Students must be told not to attempt to stand on the raft, rock the raft or jump/slide off the raft • The recommended maximum of 3 people or 225KG must not be exceeded. • 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') • In the event of a student falling in the water, staff in the rescue boat should use the throw line to pull the student close to the boat and then tow students to the bank. No attempt should be made to lift students into the rescue boat. • 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. 	

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

Educational Visits and Journeys (School copy held by EVC or available at <http://www.norfolkesinet.org.uk/pages/viewpage.asp?uniqid=2883>)

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)

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

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