

Countryside Live

at

Lee Valley Regional Park

Learning Outside the Classroom
23rd and 24th September 2009

Health & Safety Policy

for Schools

Contents

- **Page 2 - Health & Safety – advice for Teachers and Supervisors**
- **Page 3- 4 Generic Site Example – risk assessment for Countryside Live**
- **Page 5- 8 Control and Assessment of Risks - Identification of normal hazards and risks present and the details of the controls in place to reduce these.**
- **Page 9 - 11 Generic Risk Assessment for Walthamstow and Leyton Marsh Areas**
- **Page 12 - 13 Generic Risk Assessment for the Youth and Schools Guided Activity**

Health & Safety - Advice for Teachers and Supervisors

Under the Health and Safety at Work Act 1974 the Countryside Foundation for Education (CFE) is required to ensure, so far as is reasonably practicable, the health and safety of anyone who may be affected by Countryside Live.

To ensure that the CFE meets these obligations, a number of written procedures have been put in place to eliminate hazards, reduce the risks and control the activities for the forthcoming event. **All persons with the responsibility for supervising school children for this event should familiarise themselves with these procedures and take action to ensure that any controls required are complied with.**

To re-inforce these procedures the following Guidelines are produced to assist Teachers and Supervisors to ensure a happy and successful day:

1. Schools' staff are responsible at all times for the safety and discipline of pupils throughout their visit to Countryside Live.
2. You should ensure that you are familiar with your own school guidelines and guidelines issued by your Local Authority. You should have the appropriate insurance cover for such school visits.
3. If possible carry a mobile telephone and ensure the Registration Staff on arrival have your number in case of emergency.
4. Pupils should be supervised at all times. You should carry a list of the pupils and supervisors in your party, and carry out a head count at regular intervals. All pupils should know the name of their school and the name of their 'Group Leader'.
5. You should instruct pupils who get lost to report to the Registration Staff in the Children's Tent. Likewise, you should report any pupil who goes missing to a member of CFE staff.
6. Should you require emergency assistance please report to the Registration Staff in the Children's Tent, or any member of the CFE staff.
7. You should be aware of any medical problems or allergies that your pupils have and you should make sure all cuts and abrasions they have are covered with waterproof plasters.
8. It is recommended that you have in your group an approved 'first aid kit' and a qualified first aid person. Should you require emergency treatment, a trained NHS state registered paramedic will be on site during the event, they will be situated next to the Children's tent.
9. **Please note there is NO SMOKING permitted on site.**

The CFE believes that the measures it has taken will help you and your pupils to have a safe and enjoyable day. Please let us know if you have any concerns regarding these procedures and guidelines or any observations or recommendations to improve our safety procedures.

THERE FOLLOWS A RISK ASSESSMENT WE HAVE PREPARED FOR OUR OWN PURPOSES, TEACHERS WILL OF COURSE WISH TO PREPARE THEIR OWN RISK ASSESSMENTS IN THE LIGHT OF THEIR PERSONAL KNOWLEDGE OF THE CHILDREN THEY WILL BE BRINGING.

Generic Site Example

Risk Assessment for Countryside Live Site – including the Riding Centre

HAZARD or ACTIVITY ON THE SITE	RISKS ASSOCIATED WITH THE HAZARDS	Potential to cause harm	CONTROLS ALREADY IN PLACE AND ACTION REQUIRED BY VISITORS
Running children	Slipping, tripping, falling	Low	Children must be adequately supervised and instructed not to run on the site.
Wet grass	Slipping, falling, sprains	Low	Supervisors and children should be aware of the possibility of wet grass and take adequate precautions against slipping and falling.
Uneven grass surfaces	Slipping, falling, sprains	Low	Supervisors and children should take care when walking on the grass and wear sensible footwear
Road and path edgings	Slipping, tripping, falling	Low	Supervisors and children should take care at road and path edges to avoid tripping and falling
Climbing of objects (children)	Slipping, tripping, falling	High	Children must be adequately supervised and instructed not to climb walls, gates, trees and other objects on the site.
Animals	Infection, biting, crushing & kicking	High	All animals on the site are properly controlled and supervised. Visitors should not touch the animals unless encouraged by their handlers. Supervisors should ensure children wash their hands after handling any animal.
Bees, wasps and insects	Stings	Low	These are natural inhabitants of the countryside. Bees & wasps pose no risk unless provoked. If children are stung seek aid from the First Aid Post.
Lost children	Panic, loss of control	Low	Written procedure established for lost children.
Alighting from coaches	Slipping, tripping, falling, injury from other vehicles	High	Supervisors should adhere to notices and instructions provided by event organisers to use designated coach alighting points. A serious accident could occur should instructions provided not be adhered to.
Machinery	Trapping abrasion, injury	High	All machinery in use in demonstrations and displays is guarded and maintained to comply with current regulations. Supervisors should ensure that they and children in their care do not touch any machinery, comply with any safety notices and observe the restriction of any barriers that may be in place.
Chemicals & substances	Inhalation, skin contact, eye Contact	High	All substances and chemicals in use on the site are safe and free from risk when used in a proper manner. Visitors will not be exposed to risks from substances used on displays and at demonstrations
Infection	Various	Low	Supervisors should be aware that there is always a risk from infection in any environment. The countryside and agricultural establishments are no exception. Supervisors should ensure that they and children in their care wash their hands after touching animals and before handling food and drink. It is advisable to ensure that any existing cuts and abrasions are protected by a dressing.

HAZARD or ACTIVITY ON THE SITE	RISKS ASSOCIATED WITH THE HAZARDS	Potential to cause harm	CONTROLS ALREADY IN PLACE AND ACTION REQUIRED BY VISITORS
Aggressive visitors	Injury	Low	Countryside Live staff are instructed to ensure that any aggressive visitors are removed from the site
LPG/petrol	Fire, explosion	High	The use of LPG and petrol driven equipment is monitored and controlled by the organisers. No other similar equipment will be allowed on site unless by prior agreement with the event organiser.
Electrical equipment	Fire, electrocution	High	Electrical installations and appliances are tested and inspected at the required intervals by the Contractor supplying them. Visitors should not touch or interfere with electrical equipment. No other electrical equipment will be allowed on site unless by prior agreement with the event organiser.
Straying into prohibited areas	Unidentified hazards	Low	Supervisors should ensure that children are instructed not to go beyond the designated area
Fire	Inhalation, skin burns, panic, loss of control	High	Fire Risk Assessments have been carried out for all the tents and marquees in use and adequate controls are in place. In case of fire, Supervisors should ensure that they and children in their care leave the building by the nearest exit and go to a safe place. Supervisors should ensure that a roll call is taken of their charges.
Displays & Demonstrations	Various	Low	Organisers of displays and demonstrations are controlled by their own Method Statements and Risk Assessments and are monitored against these by the Event Organiser.
Proximity to Water	Drowning, Hyperthermia	High	Children have minimum access to area's near water. Any times when children are near water (such as boat trips or angling demonstrations) they are given safety talks to advise of risks. Bouancy aids are available in high risk areas.
Site Traffic	Various	Low	Traffic in the activity area will be restricted to essential vehicles. Any other vehicles will not be allowed access to the area for the duration of the event. There may be some light traffic requiring access to Ledston Lodge. Care should be taken when crossing the track between the coach parking area and the show field.

CONTROL AND THE ASSESSMENT OF RISKS

GENERAL STATEMENT:

It is the duty of the organisers to ensure that the facilities and amenities of Countryside Live are maintained in a safe and satisfactory manner. Further to this, the Management of Health and Safety at Work regulations requires employers to assess the risks to employees and others not in their employment but who may be at risk from their operations. To satisfy these requirements, the CFE shall assess any risks to the health and safety of the CFE's employees, volunteers, contractors, exhibitors and their employees, members of the public and others who may be affected by the undertakings of Countryside Live. Systems shall then be put into place to eliminate or reduce those risks.

Please note there is **NO SMOKING** permitted on site.

An incident report form/log book will be held by the organisers

OPERATIONS THAT MAY PRESENT A RISK:

1. Site layout and its operations

This assessment examines the risks to persons from the geographic location, ground conditions and site amenities. It does not include specific risks from buildings, operations and equipment.

Risks Identified:

- Layout of the site and location of entrances/exits
- Ground conditions
- Overhead obstacles
- Site maintenance operations
- Exhibitors, Contractors and the Public

Control of the Risks:

A. Layout of the Site and location of entrances/exits

The location of all site roads, entrances and exits is clearly marked on a site plan which is issued where necessary to all exhibitors and contractors. All areas not clearly marked are grassed areas.

B. Ground conditions

Due to the nature of the surface and the heavy site traffic immediately prior to the event it is inevitable that there will be worn and uneven surfaces, Care should be taken at all times when walking on the site and using vehicles.

During and after prolonged rain the grassed areas can become very boggy. Inevitably, vehicles cause ruts and some become hidden. Care should be taken by all persons walking on the grassed areas to ensure they do not slip or fall. Care should be exercised on the grass slopes. Sensible footwear to suit the terrain is essential.

Vehicles must exercise care when driving on the grassed areas, vehicles can skid and slew and be a hazard to any persons or property in the vicinity. On soft ground, particularly on a slope, a vehicle can turn over.

C. Overhead obstacles

There are a number of trees on the site with overhanging branches. Do take care when carrying out activities in the woods. There are also a pair of electricity pylons running through the site. Please do not fly kites or throw things high into the air where contact with the pylons may be made.

D. Site maintenance operations

Countryside Live has a team of people carrying out various maintenance operations as required, this team has a variety of vehicles and equipment at their disposal. All members of the team are supervised and have been trained to carry out their respective duties, all operations they are involved with have been assessed for risks and any controls required have been implemented.

Any persons, contractors, event organisers and drivers should be aware that site maintenance teams, equipment and vehicles can be in operation on the site at any time, day or night. Care should be taken to ensure these site maintenance workers are not put at risk by negligent actions, and that, where necessary, third party presence is indicated to any site team working in the vicinity.

E. Exhibitors, Contractors and the Public

All persons operating on the site should be aware that other operators could be on site also. There can be vehicles and equipment, employees and the public present at any time. All persons operating on the site should make themselves aware of their duties under any relevant regulations.

F. Proximity to open water

All persons must be aware that the event site is effectively an "island" with limited access points and surrounded by open water courses. People must be aware of water courses at all times and act appropriately should they be operating near the waters edge.

2. Evacuation Procedure

CFE staff will have been briefed and in the event of a necessary evacuation, teachers and students should obey instructions.

3. Fire risks in non permanent buildings (Tents & Marquees)

The Fire Precautions (Workplace) (Amendment) regulations 1999 say that all employers are required to assess their workplaces to ensure that persons are not at risk of serious injury from the effects of fire.

Features of a Fire Risk Assessment:

- Sources of ignition
- Sources of fuel
- Places where fires could start
- Plans of the tents (non permanent buildings)
- Escape routes and signs
- The need for escape lighting
- Fire resistant walls, windows & doors
- Records of inspections
- Early detection of fire
- Fire alarm
- Fire fighting equipment
- Written assessment

Control of the risks:

- Where necessary a plan of the tents has been produced showing exits, location of fire extinguishers, and any other feature essential to the safe use of the tents.
- A register of tents – records locations, names and any features that may affect risk. It records any other information relevant to that particular tent.
- The testing of fire extinguishers is carried out at specified intervals and recorded.

- Fire Risk Assessments have been made for all tents on the Countryside Live site that present a risk. They are reviewed as necessary. Any assessment made is based on hazards produced by site personnel working in the tent, the control measures taken are based on the possible use to which a tent might be put by event organisers and by use of the public.

4. Traffic

There is risk to drivers, vehicles and pedestrians from all traffic on the site.

Control of the Risks:

- Speed on the site roads is limited to 10mph for road vehicles such as cars, vans, light trucks, motorcycles and cycles, and to 5mph (walking pace) for tractors, agricultural equipment, excavators, lorries, cranes, grass mowers and any similar style vehicles.
- Drivers of all vehicles must have a current appropriate driving licence.
- All vehicles entering the site must be covered by appropriate third party insurance.
- Passengers must not be carried on any vehicle unless the vehicle is designed for that purpose.
- Passengers are not allowed to ride on the drawbar of any trailer.
- Riders of motorcycles and similar vehicles must wear approved head protection.
- Drivers must ensure that their route is clear and that no one is at risk before reversing.
- Drive on the left hand side of the road at all times, give way to other traffic at junctions, at other intersections and when it is prudent to do so. Indicate when turning.
- Give way to pedestrians, ensure that they know of your presence and that you signal clearly your intentions.
- Vehicles must be kept to the defined roadways at all times unless permission has been given to drive onto the grassed areas. Drivers must exercise care when driving on the grassed areas, vehicles can skid and slew and be a hazard to any persons or property in the vicinity. On soft ground, particularly on a slope, a vehicle can turn over.
- Vehicles should be parked sympathetically and should not block access points or narrow roads. Adequate provision must be made for access by the Emergency Services.
- Drivers of high vehicles, cranes and other equipment of a high nature must be observant when operating on the site.
- The use of All Terrain Vehicles on the Countryside Live Site is only permitted if:
 - All drivers have an appropriate driving licence
 - Vehicles are insured against third party risk
 - All drivers have been instructed in the proper and safe use of ATVs
 - All drivers wear an approved helmet
 - Passengers are not carried on the machine
 - Passengers are not allowed to ride in any trailer being towed or on the towbar of any such trailer

DUTIES OF CONTRACTORS AND EXHIBITORS:

The Management of Health and Safety at Work regulations imposes the same duties on other employers who may be working on the site including Self-Employed persons. The CFE expects all contractors, exhibitors and others to present to them assessments of their risks and the controls they propose to take to reduce those risks to the CFE prior to commencing any work or the start of any event. **Smoking is not permitted on site.**

Note that other regulations and Codes of Practice will influence the nature of any observed risks and their subsequent control.

Generic Risk Assessment for the Walthamstow and Leyton Marsh Areas

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
Risk: Evacuation		
Bomb threat, serious vandalism, fire	Staff Contractors Public	<ul style="list-style-type: none"> • Emergency Action Plan in place and all staff trained • The site is well maintained through regular Grounds Maintenance conducted by contractor • Rangers conduct regular patrols • Staff carry a mobile phone • Emergency contact number is displayed on site • Fires, BBQs are not permitted
Risk: River, ditches, pond		
Drowning	Staff Contractors Public	<ul style="list-style-type: none"> ▪ Warning symbols on bye-law board signs ▪ Staff carry a mobile phone ▪ Emergency contact number provided on site
Risk: Tracks, paths, steps, boardwalks		
Slip, trip or fall	Staff Contractors Public	<ul style="list-style-type: none"> ▪ Regular maintenance and inspection of paths and tracks ▪ Ranger patrols ▪ Repairs carried out promptly to rectify new dangers
Risk: Tracks, paths, boardwalks		
Pedestrian / Cycles / Horses / Vehicle Collision	Staff Contractors Public	<ul style="list-style-type: none"> ▪ Regular maintenance and inspection of paths and tracks ▪ Horse routes are marked ▪ Vehicles are advised to use hazard lights whilst on site ▪ Speed limit signs advise vehicles of speed limits ▪ Patrols monitor vehicle speeds ▪ Signs ask cyclist to dismount on boardwalk
Risk: Bollard, manhole covers		
Manual handling	Staff Contractors	<ul style="list-style-type: none"> ▪ Staff are trained in manual handling ▪ Contractors are advised of risk

Risk: Trees		
Falling branches	Staff Contractors Public	<ul style="list-style-type: none"> ▪ Ranger patrols ▪ Regular monitoring of trees ▪ Annual tree safety survey ▪ Regular programme of tree works to maintain safe environment ▪
Risk: Cattle		
Injury from interaction with animals	Staff Contractors Public	<ul style="list-style-type: none"> ▪ Warning signage is erected when cattle are present ▪ Cattle are restricted to designated areas, can be avoided ▪ Docile animals are used
Risk: Hidden objects in vegetation		
Striking hidden objects with machinery	Staff Contractors	<ul style="list-style-type: none"> ▪ Hidden objects are where possible removed when found ▪ Objects are marked prior to site works ▪ Contractors are warned of known objects before site works ▪ Contractors are warned to look out for unknown objects ▪ Contractor obligation to survey area before work commences
Risk: Site furniture		
Personal Injury	Staff Contractors Public	<ul style="list-style-type: none"> ▪ Daily Ranger patrols ▪ Monthly Ranger maintenance and inspection of furniture ▪ Unsafe furniture is removed or taped off prior to repair
Risk: Multi-use gates		
Injury to horse riders, cyclists	Public	<ul style="list-style-type: none"> ▪ Specialist gates used; only when needed ▪ Liaison with users on safe use ▪ Signage erected to ensure safe usage
Risk: Cattle Grid		
Injury to person, horse, dog	Public	<ul style="list-style-type: none"> ▪ Warning signs present either side of cattle grid ▪ Plates are put over cattle grid when not needed
Risk: 'Cattle Creep' underpass		
Risk of striking head on low bridge	Staff Contractors Public	<ul style="list-style-type: none"> ▪ Warning markings on bridge (bridge is owned by Network Rail; primary responsibility for Right of Way is with Borough)
Risk: Electricity pylons		
Electrocution	Contractors Public	<ul style="list-style-type: none"> ▪ Kite, Model aircraft flying is not permitted near pylons

Risk: Giant Hogweed		
Toxic/poisonous plant	Staff Contractors Public	<ul style="list-style-type: none"> ▪ Plant is sprayed with herbicide to suppress/eradicate it ▪ Warning signage is erected when it is present
Risk: Dog faeces		
Spread of disease	Staff Contractors Public	<ul style="list-style-type: none"> ▪ Dog bins available for use ▪ Dog poo bags available at Coppermill Fields ▪ Dog bylaws displayed on entry ▪ Ranger patrols

RISK ASSESSMENT FORM

Issue 1

Centre: Youth & Schools Service-	Date: 24/08/09	Review Date: 24/08/10
Risk Assessment: Countryside Live Walks		
List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found <small>List risks which are not adequately controlled on the risk reduction plan</small>
Risk: Working outdoors in the Park		
Uneven ground, fallen branches and slippery bank edges resulting in slips, trips and falls	Public	<ul style="list-style-type: none"> ▪ Students are warned of the dangers and asked not to run.
Contact with dog faeces risk of disease	Public	<ul style="list-style-type: none"> ▪ Students are warned of the potential hazard and told to avoid contact. All students are advised to wash their hands at the end of the session.
Contact with poisonous/ irritant plants	Public	<ul style="list-style-type: none"> ▪ Students are warned of the potential hazard and are told that they should not be handling plants as part of the programme. All students are advised to wash their hands at the end of the session.
Contact with members of the public, risk of approaches by strangers	Public	<ul style="list-style-type: none"> ▪ Students are supervised at all times. The group will be asked to remain together at all times. At start of walk, the group will be asked to ensure that one adult remains at the back of the group; LVRPA staff member will stay at the front of the group. LVRPA staff will carry mobile phones to be able to call in extra staff in the unlikely event that members of the public enter the site and cause a problem.
Contact with Dray horses	Public and Staff	<ul style="list-style-type: none"> ▪ Groups will be supervised Dray house area will be marked out so that groups are aware not to cross into their path.

Proximity to water	Public	<ul style="list-style-type: none"> Groups will be supervised, safety by water will be highlighted in safety talk. Safety sacks with b-lines will be stationed along Sandy Lane.
Risk: Bird watching		
Trips, falls and collisions due to walking with binoculars up to eyes.	Public	<ul style="list-style-type: none"> Students will be told to carry binoculars down round their necks and will be warned of the hazard. Students will be supervised at all times.
Eye damage from looking at sun through binoculars	Public	<ul style="list-style-type: none"> Students will be warned of the dangers and told not to look at the sun directly through their binoculars.
Splinters from bird hide/ injuries from barbed wire fences	Public	<ul style="list-style-type: none"> Students are supervised and warned of the dangers.

Risk: Searching for and collecting minibeasts		
Risk of bites from invertebrates/ irritation from fluids exuded by some insects	Public	<ul style="list-style-type: none"> Students are told they must not handle invertebrates directly. They are provided with spoons and collection pots to avoid the need for contact. All students are advised to wash their hands at the end of the session.
Use of sweep nets risk of injuring others	Public	<ul style="list-style-type: none"> Staff will demonstrate a safe manner in which to carry sweep nets. Staff will highlight the importance of sweeping low down and ensuring the rest of the group is out of the way.
Risk: Quizzes and games and displays in tent		
Display boards showing quizzes falling on children.	Public	<ul style="list-style-type: none"> Display boards will be made as stable as possible and students will be supervised by school staff while in the tent
Children slipping on games/dice/quiz pieces which have been left on the floor	Public	<ul style="list-style-type: none"> LVRPA staff will tidy tent area when possible; students will be supervised by school staff. Games will be kept on tables, to keep floor area clear.
Display banners falling on people	Public	<ul style="list-style-type: none"> Display banners have support at base to stabilize them, children will be supervised by school staff while around the tent.