

Activity	Hazard	Who	Severity	Likelihood	Control
Access to and egress around the Centre	Slips, trips, falls	All	Low → High	Low	Access and exit routes should be maintained in good condition; regular inspections made of all areas; all access areas to be kept clear at all times; high levels of staff supervision when students use the stairs; Appointed First Aider(s) available at the Centre
Access to and egress by bus/coach/car	Road traffic accident – injury	Students	Low → High	Low	Students to be well supervised when embarking or disembarking the buses.
Activities led by a commercial provider	Health & Safety	All	High	Low	Should a supervising adult not be entirely happy with an activity, they have a legal duty of care to intervene. The wishes of the supervising adult override that of the provider.
Activities led by a commercial provider	Injury	All	Medium	Low	Students are to be closely supervised; Appointed First Aider(s) available at the Centre.
Activities led by a commercial provider	Risk Assessment for activities	All	High	Low	Responsibility for carrying out a risk assessment lies with the school and commercial provider; member of School staff responsible for activities MUST ensure that a risk assessment is in place.
Activities led by a commercial provider	Supervision of students	Students	High	Low	Supervision is the responsibility of School staff.
Adult volunteers – use of	Child protection	Students	High	Low	No volunteer will ever be left alone with a student
Alcohol & drugs	Injury, poisoning, unsociable behaviour	Students	High	Low	Access to Alcohol will be prohibited to those under age. Drugs are not permitted.
Animals	Allergy	All	High	Low	Staff at the Centre to be informed in advance of any staff/students with allergies to animals; these persons to have restricted access to animals that may trigger a response. Animal food does contain NUTS.
Animals	Animal welfare	Animals	Low → High	Low	Animals are handled and treated in a humane manner; appropriate conditions and food is provided; record of animal inoculations kept.
Animals	Health, hygiene, infection	All	Low → High	Low	Animals are maintained in good condition; accommodation is cleaned and disinfected regularly; animals must not be or become a hazard to health; animals are not allowed to wander unrestricted. Any cuts on exposed skin to be covered before handling animals; disposable gloves provided when handling animals, if necessary; staff to be aware of latex allergies; hands to be washed thoroughly after completion of work; no material or contaminated fingers should be put into mouth.
Animals	Phobias	All	Low	Low	The well is fitted with a grill to stop falls or access.Staff and students informed in advance of any staff/students with phobias to animals; these persons to have restricted access to animals that may trigger a response.
Absconding Students	Injury, abduction	Students	Medium	Low	The Centre has perimeter fencing and gates. Staff should use high levels of supervision and know where students are at all times. Report any concerns to the Centre Manager immediately.
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Bedrooms/Sleeping	Inappropriate behaviour	All	Low	Low	Staff planning the trip should allocate students in sleeping arrangements according to gender; age, ability etc. 1st floor rooms should only occupied by those able to manage stairs. Staff should regularly check and supervise students.
Dining Room / Food	Allergies, choking, burns, injury	All	Low	Low	Staff should advise the Centre in advance of any food allergies. Staff and students have no access to the main kitchen. Spills to be cleared immediately.
Discovery Zone	Injury	All	Low	Low	The Zone is maintained in good condition, floors must not become blocked or obstructed. There is a locked Fridge in the Meeting Room for prescribed medicines.Staff and students to use the kitchen in a safe manner and to report any concerns.
Drinking water	Health, hygiene, infection	All	Medium	Low	Drink bottled water.
Electrical equipment – use of	Electric shock, electrical burns, electrocution	All	High	Low	All electrical equipment supplied at the Centre is tested and safe
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Electrical equipment – use of	Injury from trailing leads	All	Low → High	Low	Use of trailing leads MUST be kept to a minimum.
Fire & Emergency Evacuations	Injury	All	High	Low	A fire alarm system is fitted. On hearing the alarm all persons should evacuate the area and assemble in the car park outside of the Discovery Zone. Staff to ensure all students are accounted for.
First aid	Injury, accidents	All	High	Low	The Centre has trained 1st Aiders.
Health & Safety information	Personal safety	All	Low	Low	Please see the Centre's Health & Safety Leaflet.
Hoists	Injury	All	Low	Low	Ensure that you read the operating instructions and use hoists in an appropriate manner. Report any issues.
Medicines – administration of	General rules	Students	Low	Low	The Centre has no liability to the administration of medicines; this is the responsibility of school staff.
Pre-existing medical conditions and/or injuries	Exacerbation	All	High	Low	Refer to the Centre's Health & Safety leaflet for details of the nearest pharmacy, doctors and hospital.
Student(s) seriously ill or injured	Assault, child protection, injury	Students	High	Low	Refer to the Centre's Health & Safety leaflet for details of the nearest pharmacy, doctors and hospital.
Swimming	Injury, drowning	All	High	Low	Students should be supervised by staff at all times. At least one member of staff should be a trained Lifeguard. No running around the pool area, no diving. Report any issues immediately.
Well	Fall, drowning	All	Medium	Low	The well is fitted with a grill to stop falls or access.