



Papplewick Pumping Station: General Risk Assessment for School Groups

Activity / Area	Hazard	Person/s at Risk	Control Measures	Responsibility for Implementing	Residual Risk Rating
Arrival / departure by large coach <i>(mini buses can drive onto main site)</i>	Moving traffic on the public highway with limited visibility	Pupils Staff	<ul style="list-style-type: none"> Coach drivers to use car / coach park on the opposite side of the road to our entrance to set down/pick-up. Pupils to cross road from car park to Pumping Station in small groups only, each group with direct adult supervision. 	<p>Visiting teacher in charge</p> <p>Visiting teachers & adult helpers</p>	Low
Throughout site visit	Emergencies, accident, illness or injury	Pupils Staff	<ul style="list-style-type: none"> Papplewick Pumping Station has an emergency plan for dealing with accidents / incidents on a visit. First aid kits are available in the Superintendent's House, Engine House, Café and Learning Loft. Each visiting group to bring at least one teacher / responsible adult with current first-aid training. Any accident / incident must be reported to the Director. Emergency contact details for all school pupils, teachers and adult helpers to be brought with the teacher in charge. Teachers/pupils/parents reminded to bring any necessary individual medication. All visiting teachers and responsible adults to familiarise themselves with locations of telephone for calling emergency services – Superintendent's House, Engine House and Learning Loft. 	<p>Papplewick</p> <p>Papplewick</p> <p>Visiting teacher in charge</p> <p>Visiting teacher in charge</p> <p>Visiting teacher in charge</p> <p>Visiting teacher in charge</p> <p>Visiting teachers and adult helpers</p>	Low



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Throughout site visit	Getting lost / separated from group	Pupils	<ul style="list-style-type: none"> • Familiarisation visit prior to sessions to ensure teachers/helpers are aware of site and have opportunity to spot potential issues for their group. • Provide teachers/adult helpers with site map. • Provide a list of pupils and groups leaders for all responsible adults & Papplewick staff. • Count pupils on/off coach & at intervals throughout the day. • Direct supervision of small groups by visiting teachers & responsible adults at all times, including break-times, maintaining a minimum ratio of 1 adult per 8 pupils. 	<p>Visiting teacher in charge</p> <p>Papplewick staff Visiting teacher in charge Visiting teachers & adult helpers Visiting teachers & adult helpers</p>	Low
Throughout site visit	Exposure to weather	Pupils Staff	<ul style="list-style-type: none"> • Devise appropriate programme with contingency plans in case of extreme weather conditions. • Advise pupils / parents of the need for sensible, waterproof footwear, appropriate clothing and sunscreen as necessary. • Make provisions for pupils who do not bring suitable kit/clothing. 	<p>Papplewick staff</p> <p>Visiting teacher in charge</p> <p>Visiting teacher in charge</p>	Low



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Moving around the site	Trips, slips & falls, changes in level and surfaces, moving traffic	Pupils Staff	<ul style="list-style-type: none"> • Undertake a pre-visit to agree areas to be accessed. • Check the site before group arrival. • Remove hazards where possible. • Carry out necessary remedial work as soon as reasonably possible. • Warn of potential trip hazards, e.g. uneven cobbles. • Warn of occasional site traffic for essential workers and deliveries. • Visiting teachers and adult helpers to supervise and accompany pupils in small groups at all times. 	<p>Visiting teacher in charge</p> <p>Papplewick staff Papplewick staff Papplewick staff</p> <p>Papplewick staff</p> <p>Papplewick staff</p> <p>Visiting teachers & adult helpers</p>	Low
Throughout site visit	Stinging nettles, insect bites or stings	Pupils Staff	<ul style="list-style-type: none"> • Survey the site for possible animals/insects plants that may cause problems on an ongoing basis and act upon any findings. • Advise on appropriate avoidance action. • Ensure those with known allergies carry medication. • Obtain parental permission for the application of any topical remedies for bites or stings. 	<p>Papplewick staff</p> <p>Papplewick staff Visiting teacher in charge Visiting teacher in charge</p>	Low
Throughout site visit	Stranger danger	Pupils	<ul style="list-style-type: none"> • Visiting teachers & adult helpers to be aware that as a working pumping station there may be, on occasions, other visitors and workers present on the site. Pupils must remain under the direct supervision of visiting teachers and adult helpers at all times including at break and should be accompanied to the toilet facilities. 	<p>Visiting teachers & adult helpers</p>	



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Throughout the visit	Special needs of specific pupils – medical, behavioural	Pupils	<ul style="list-style-type: none"> • Visiting school to provide relevant information with details of any pupils with special needs during the pre-visit to enable appropriate session planning / adaptation in advance. • Provide equality of access as far as is reasonably possible given constraints imposed by our Scheduled Ancient Monument status. 	<p>Visiting teacher in charge</p> <p>Papplewick</p>	Low
Cooling Pond	Immersion resulting in hypothermia, risk of infection or drowning	Pupils, Adults	<ul style="list-style-type: none"> • Provide and check that warning signage and life-belts are present. • Design sessions that ensure that pupils do not have to be around the Cooling Pond if deemed inappropriate for the group. • Visiting teacher in charge to familiarise themselves with potential hazard during pre-visit. • Pupils, teachers and responsible adults to be warned of potential water hazard on day of visit. • All pupils to be in small groups under direct supervision of visiting teachers and adult helpers at all times. • If groups do require access near the water, the visiting teacher in charge and responsible adults should keep themselves between the pupils and the open water. • Visiting teachers and responsible adults to be aware of telephone points and location of first aid kits. 	<p>Papplewick staff</p> <p>Papplewick staff</p> <p>Visiting teacher in charge</p> <p>Papplewick staff</p> <p>Visiting teachers and adult helpers</p> <p>Visiting teachers and adult helpers</p> <p>Visiting teachers and adult helpers</p>	Low



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Environmental science activities	Poisonous plants or fungi Risk of infection	Pupils Pupils Adults	<ul style="list-style-type: none"> Warn pupils not to eat any berries, fruit or fungi out on site. Ensure that any cut / broken skin is suitably covered with a sterile, waterproof dressing prior to arriving on site. Ensure hands are washed thoroughly after environmental science activities. 	Papplewick staff Visiting teachers & adult helpers Visiting teachers & adult helpers	Low
Coal Shelter	Trip	Pupils Adults	<ul style="list-style-type: none"> Area of coal shelter to be swept before visit to remove chance of pupils picking up or tripping over stray pieces of coal. Pupils/staff to be reminded that the coal shelter is a working part of the site and should not be touched. Pupils to remain supervised in small groups throughout visit. 	Papplewick staff Papplewick staff Visiting teachers & adult helpers	Low
Boiler House	Trips, falls,	Pupils, Adults	<ul style="list-style-type: none"> Good housekeeping standards to be maintained. Pre-visit necessary to assess suitability of Boiler House for visiting group. Pupils and staff to be reminded PPS is a working site and that extra care must be taken. Warn pupils of trip hazards of cobbled paving and stone steps. No school groups are permitted to enter the Boiler House without a PPS staff or volunteer member. Pupils to be kept in small groups under direct supervision of visiting teachers & adult helpers. 	Papplewick staff Visiting teacher in charge Papplewick staff Papplewick staff Visiting teachers & adult helpers Visiting teachers & adult helpers	Low



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Engine House	Trips, slips, falls,	Pupils Adults	<ul style="list-style-type: none"> • Good housekeeping standards maintained. • Fixed barriers checked on an ongoing basis. • Pre-visit recommended to assess suitability of Engine House for visiting group. • Pupils and staff to be reminded that it is a working site and that extra care must be taken. • Pupils and staff to be made aware of the unavoidable need for drip trays on the floor to collect oil. • Pupils and staff to be briefed that rails and machinery have an oil residue coating. • Pupils and staff are to be reminded that the barriers are there for their protection and should not be climbed upon, leaned over etc. • Pupils and staff are to be warned that the stairs are fairly narrow and steep. • No school groups are to enter the Engine House without a PPS volunteer/staff member. • Pupils to be kept in small groups under direct supervision of visiting teachers & adult helpers. • One-way movement only to be permitted on the stairs at any time. 	Papplewick staff Papplewick staff Visiting teacher in charge Papplewick staff Papplewick staff Papplewick staff Papplewick staff Visiting teachers & adult helpers Visiting teachers & adult helpers Visiting teachers & adult helpers	Low
Woodland Play Area	Slips, trips, falls, struck by moving play equipment	Pupils Adults	<ul style="list-style-type: none"> • Play equipment to be regularly checked and maintained. • Pupils and adults to be advised of the presence of potential trip hazards such as tree stumps, uneven surfaces, brambles and creepers in the wilder areas. • Pupils permitted to enter only under supervision. 	Papplewick staff Papplewick staff Visiting teachers & adult helpers	Medium



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Model Train Ride <i>(Available only during lunchtime by prior arrangement for those groups on site for a full day. An additional charge will be made for this.)</i>	Trips, falls, entanglement	Pupils Adults	<ul style="list-style-type: none"> • Advise all passengers of the need for good behaviour and that Chesterfield District Model Engineering Society (CDMES), who operate the facility on our behalf, have the right to refuse to carry those who do not comply with safety requests. • Brief all passengers on the potential hazards and advise on the code of behaviour to minimise risks, i.e. observe all instructions given by railway staff, keep arms and legs in when riding the train, hold on at all times, ensure scarves, shoelaces etc cannot become entangled with the train wheels, do not attempt to get on or off when the train is moving. • To ride on the model train pupils must be accompanied by visiting teachers or adult helpers. 	Papplewick staff CDMES Visiting teachers & adult helpers	Low



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Underground Reservoir	Trips & falls	Pupils Adults	<ul style="list-style-type: none"> Advise everyone of the need for good behaviour and to walk carefully. No running inside/outside the reservoir. Warn everyone of the wet flooring and possibility of tripping if not careful. 	Papplewick staff & teachers	LOW
			<ul style="list-style-type: none"> No one is to climb upon any masonry inside or outside the reservoir complex. 	“ “	
			<ul style="list-style-type: none"> Special care is to be taken on the stairs leading down into the reservoir; the steps are slightly wider apart than modern stairs – everyone must hold on to the banister. 	“ “	
			<ul style="list-style-type: none"> Entry into the reservoir may only be made with a tour guide and at least one other staff member should stay top side. 	“ “	
			<ul style="list-style-type: none"> Pupils and adults to be informed about the sand-trap steps on the floor of the reservoir & watch where they’re walking. 	“ “	
			<ul style="list-style-type: none"> Unsafe corners of the reservoir where the flooring has subsided are screened off. 	Papplewick staff	
			<ul style="list-style-type: none"> Emergency torches must be carried by the guide in the event of a lighting failure. 	Papplewick staff	
			<ul style="list-style-type: none"> No more than 30 children may be allowed into the reservoir at one time; a number less than this is advisable. 	Papplewick staff	
<ul style="list-style-type: none"> Weather conditions will dictate if it is safe to visit the reservoir. 	Papplewick staff				

Date of Review: May 2013

Completed by: Ashley Smart

Due for Review: May 2014