



## **RISK ASSESSMENT FOR PLAS NANTGLYN, 2020**

### Background

Plas Nantglyn is a residential centre for school children, who visit the area accompanied by their own school staff and other adults selected by the school. The centre is owned by Mr. Richard Welch and Mrs. Janette Welch and is run as a partnership with their son, Mr. Joseph Welch and his wife Mrs. Jennifer Welch.

We offer free places to staff (be they teachers, classroom assistants, school governors, school parents or whomsoever the school chooses) at a ratio of one adult to eight children. Where special circumstances require a higher ratio of adults, additional staff may be brought subject to a payment.

The proprietors are all qualified teachers. They intervene if children are behaving in a manner likely to affect safety and a member of the school's staff is not attending to the matter. They will also remind school staff of the centre's safety policies/procedures if it is apparent that these are not being followed.

A first aid kit is maintained on the premises to augment any items brought by the school. Members of the Welch family attend appropriate refresher first aid courses on a regular basis.

If medical services are needed the usual course of action is that one of the partners drives the child (or adult) to the doctors' surgery in Denbigh. (Their car insurance covers this and safety booster cushions are available where appropriate.) It is always possible to get an appointment on the same day. If a hospital visit is thought necessary, the child is driven to Denbigh Infirmary or Ysbyty Glan Clwyd. A member of the school's team of adults accompanies any child needing attention.

A general sheet 'Frequently Asked Questions and Handy Hints for Staff', which is revised each year, is sent to schools some months before their visit. Extra copies are placed in all staff bedrooms before arrival so that all adults accompanying the trip can read the sheet. The following items, quoted directly from this sheet, relate specifically to safety:

### Your Responsibility

The ultimate responsibility for your pupils' safety and welfare rests with the party leader. If at any time you are concerned about safety or welfare the please discuss the matter with us.

### Which areas are 'Out of Bounds'?

We will take your party on a tour of the property upon your arrival. A map in the dining room shows our boundaries and where children are allowed to go.

### Should there be a member of staff present when children are playing in the grounds?

Yes, we strongly advise leaders to make sure that someone is outside, 'on duty', when children are playing.

Are the roads around the centre busy?

No, the lanes near Plas Nantglyn are not very busy but still represent a risk. Please take any steps necessary to ensure your children's safety.

What are the rope swing safety rules?

An adult must be present. At first children must start low down on the far side of the stream from the field. When an adult believes a child is capable of setting off from higher up then the child can be allowed to do this. With due care, the rope swing is great fun!

What are your fire & general safety measures?

We will explain fire safety routes and other safety points to your group on your first day with us. An adult must be present when a fire is in use and adults rather than children should turn on and off the dormitory heaters.

What security does the building have?

If you wish us to look after any valuables please let us know. External doors are fitted with coded locks and staff will be told the code.

Specific Risks

The measures outlined below, to minimise any risks, are based on the premise that schools are staffed at an adequate rate, by suitable adults (both factors essentially in the hands of schools themselves). They also take into account that the children that visit us are generally between 6 and 11 years old. When children in the 6-8 age range are present a higher level of supervision and care is expected of accompanying staff and, where relevant, is provided by the centre.

<u>Hazard</u>	<u>Risk</u>	<u>Control Measures</u>
Garden Pond	Child falling in and drowning.	Risk explained to children on arrival. Children not allowed in garden without an adult. (Pond about 60cm deep)
Stream	Child falling over, becoming concussed, and drowning.	Children not allowed in stream without specific permission. Extremely unlikely a child would be unnoticed by others. (Usual depth 20 cm)
Rope Swing	Physical injury from falling off swing into stream.	Children only allowed on swing with an adult present. Specific instructions on use given on arrival and must be followed by school staff (and see above).
Roads	Lanes with very few vehicles but still some risks, as with any road.	Children not allowed to leave the premises without permission and relevant road safety instructions.
Cattle Grid	Falling between bars.	Children instructed to use gateway.
Night-time	Abduction/attack	All buildings secured by code locks which allow easy egress in case of fire. Adults sleep in nearby rooms.

Orienteering	Road safety risks.	Relevant road safety instructions given before start of event.
	Abduction/attack	Children do the course in groups and are instructed not to split up. Adults posted around the course or accompany the groups.
	Child cannot continue due to illness/injury	Groups instructed to stay together and await help.
	Getting lost	Search ensues if group fails to return at the expected time.
	Getting lost at night	Course starts in good time to avoid this.
Fire	Burns and smoke inhalation	The premises comply with the requirements of 'The Regulatory Reform (Fire Safety) Order 2005' Annual contract for maintaining fire extinguishers etc. Regular testing of all smoke alarms, emergency lamps etc. Full instructions on what to do in case of fire are given to each group on their first evening. Children and staff are shown fire exits.
Cooking on wood fires	Burns	Full safety instructions are given to staff and children about risks (e.g. hot fat) and first aid measures. Staff always present during this event.

### Staff at Plas Nantglyn

All four partners have undergone DBS (Disclosure and Barring Service) enhanced checks.

### Coaches

Education Away! usually books the coaches which the groups use. This occasionally involves a resident driver. For the most part the firms used are well known to Education Away! and the quality of vehicles is known and regularly checked. When a new firm is used, their premises and vehicles are inspected or they come with a recommendation from a school. Any vehicle that arrives and is considered in poor condition is required to leave and alternative arrangements are made. The coach drivers that accompany the groups are generally well known to Education Away! and to the schools themselves, being regular drivers for the firms we use. In most cases drivers will have undergone DBS checks. Education Away! accepts the word of the coach firms when they declare that a driver has undergone a DBS check. When a new driver is used, extra care is taken to see that his/her behaviour with the children is appropriate. Where schools book their own transport we rely on them to choose firms with good coaches and drivers.

### Summary

Regular, continual thought is given to safety matters by the proprietors. Alterations to procedures are effected immediately, either if any pattern of injury should become apparent or as a response to the analysis of a specific accident/occurrence.