

	Assessment of Risk for Middle Barn Farm (1st Edition. April 1997)			Latest update Feb. 2010
	By: Paul Cheverton, BA(Hons) Cert Ed			Proprietor
	incorporating Safety Policies			
Hazards	Who/What Might Be Harmed?	Is The Risk Adequately Controlled?	Further Action	
General Hazards				
Road	Anyone	Main gate shut when groups	Safety Talk to all on Arrival	
Driveway	Anyone	are on-site.	Site Plan for Staff	
Deep pool & stream	Anyone	No-one to enter field unless supervised	Safety Talk to all on Arrival Gates to field installed Nov. 2003	
Uneven Ground	Anyone	Include in initial briefing.	No running allowed any Activity	
Nettles, thorns etc.		Long Trousers / Sleeves	Check Allergy Form etc.	
The 'Search & Rescue' Activities, 'Compass Trail' & Archery				
1. Discuss the day's the course with all instructors before each session. Include Medical / Allergic / Behavioural conditions.				
2. On each Session Instructors carry a clipboard with Observer Notes containing safety points.				
3. Group size maintained at 4 - 6 persons per instructor plus 1 Instructor and Self 'floating'.				
4. De-brief with staff at end of session, note 'near-misses' - action where appropriate.				
5. 2-way Radio with each Instructor				
Activity	Hazards	Who/What Might Be Harmed?	Is The Risk Adequately Controlled?	Further Action
Stretcher Site	Tripping, slipping	any participant	No Running	
Obstacle Site	Tripping, slipping etc.	any participant	Observer notes-warning	Instructor to be within arm's reach of of participant.
Raft-Site	Pond	any participant	Observer notes-warning. max.depth of pond = 1m.approx.	Canoe Helmets Buoyancy Aid. SEE NOTES
Camp-Site	Mini 'Camp-fire'	any participant	Observer notes-warning Water bucket to hand.	Only Instructor to light/control fire.
River Crossing	Wooden poles dropping on toes etc.	any participant	Observer notes	Light Fibre-glass Poles for under 11 age-group.
Tunnel Rescue	Nettles etc. Mini 'tunnel' roof	any participant	Initial Safety Talk Observer notes.	Padded woolly hat
Compass Trail	Uneven ground, Pond	any participant	No running, all groups accompanied by Instructor. 1:6 Ratio	2-way radios SEE NOTES
Mini Zips	Long Hair snagging Pulley wheel / cable	any participant	Observer notes.	Woolly Hat & Gloves for all.
Archery 10 yd 'Have a go'	Projectile Sport	any participant	Follow GNAS Range Guidelines (GNAS = Archery Governing Body)	Use GNAS qualified Staff supervise on a 1:3 ratio

In general, the level of risk for the activities is fairly low; tripping over/falling are the most likely and all participants are told in the initial briefing that running anywhere on site is neither allowed or necessary. (Except identified Play area for School-led activities). In general, we believe that our policy of a high instructor / student ratio, with extra staff 'floating', is the best method of controlling the majority of risks.

Re. **Raft-Site** All groups may be allowed to ride the raft wearing a Buoyancy Aid / Helmet, after I have consulted with their teachers. If this is the case then 1 instructor on the starting bank plus 1 other Instructor on the landing bank will monitor the activity. Younger children can use Dummies to place as 'passengers' on the raft. (The small pond has gently sloping banks, maximum water depth of approx. 1 metre and the raft is never more than 2 - 3 metres from a bank.) Buoyancy Aids Canoe Helmets are mandatory for any participants actually riding the raft. A safety rope is attached to raft and held by supervising Instructor.

The **Mini Zip (4 metre length ride approx, at walking speed or less.)** This is a problem-solving activity not a 'thrill ride'.

The **Archery Range** for 10 yd. 'Have-a-Go' Archery was constructed with advice from the Hants. County GNAS Coach. Range has enclosed Spectator area, Waiting Line & Shooting Line.

Our preference is for a Trip Leader to make a site-visit prior to their day, to walk the site and discuss activities re. the participants.

Other Activities, eg Compass & Coordinates Trail

Our Compass & Coordinates Trail is now based totally within our own hedged property boundaries on mown pathways.

Specific Controls

1. Team Names Register & accompanying Instructor names left with myself at base. Start times of each group noted on white-board.
2. Maintain radio contact throughout. Radio check-in to Base approx. every 10 mins. (children within the team may do these routine radio calls)
3. Instructor to take Children's Inhalers etc. or these are kept by Party Leader who is given a Radio and can be contacted by any group's Instructor.
4. Goggles available for Children without suitable wet weather clothing.

Approximate Hike time lengths (75 - 90 mins), all routes have been checked for radio communication.

General Concerns

1. Clothing

Participants have prior notice of the nature of the activities and required clothing but we carry out our own clothing check, especially re. footwear for Compass Trail. Some wet weather gear & 'wellies' are available. Check Party Leader, re. Children have applied sun-block in sunny conditions, plus sun hats.

2. First Aid

The First Aid box is located in the Kitchen. Facilities are available for anyone needing to lie down. If an incident occurs, Instructor must: 1. Assess the situation 2. Radio me immediately.

We are notified by each School of children's allergies/medical conditions etc and Instructors are informed at start of each day's staff briefing.

3. Behaviour

At pre-activity briefing, all participants are informed of our rules for behaviour. Bad / inappropriate behaviour will result in: 1. Initial Verbal Warning from Instructor. 2. Yellow Card (final warning). 3. Red Card (Exclusion from activity & returned to Party Leader's supervision). Extreme incidents may result in an immediate Red Card. (Group Instructors keep Self & Party Leader informed of any emerging behaviour problems via radio contact.)

4. Food & Drink

Water and biscuits are included for all groups at Break-times (approx. 11.00 & 15.00 hrs.) to ensure that all participants have at least some regular intake.

5. Child Protection

For the childrens' safety and to protect ourselves and our staff from spurious allegations, the following procedures have been adopted.

General: Safety Talk & Fire Drill (written document) to all on Arrival. Courtyard and bedroom area floodlit at night.

Room Security: Pass Keys to Party Leader on arrival. Bedroom door security checks at 'lights out' are the responsibility of Party Leader. No Middle Barn Farm staff are to enter a child's room at any time while children are present in the room. Room cleaning is done when children are away from the Bedroom area. Any unforeseen issues, eg to change a bedroom lightbulb, will be carried out by Mr or Mrs Cheverton and then only if accompanied by a member of the school party staff.

Activities: Procedures to be followed by our Instructor staff and their dealings with children are contained in their training documents. As Proprietor I contantly patrol & make visual and verbal contact, from group to group during the whole of each activity session.

		Paintball		
Activity	Hazards	Who/What Might Be Harmed?	Is The Risk Adequately Controlled?	Further Action
Paintball specific	Paintballs, accidental discharge	Participants / Instructors	Black Goggles for Participants, 'Referee' Yellow for Instructors. Chest & Back 'Body & Armour', Armoured Gloves, Jacket & Trousers	Full Briefing, rules etc. at start.
			Safety Catch on when moving or in Briefing Room	Individual practice firing session for each participant before start.
			Yellow Barrel Plugs fitted when in Briefing Room	1 Instructor per team of 4 - 6
			Marker to be aimed at the ground when not actually firing	
			Stray shots	Participants / Instructors

		River Studies				
Activity	Hazards	Who/What Might Be Harmed?	Is The Risk Adequately Controlled?	Further Action		
River Studies specific	River Bank edges	Participants/Staff	2 Defined Areas for this activity Gabbions to stabilise bank edges Hand rails where appropriate Small teams of 5-6 to avoid crowding	Min 2 adults at each location, 1 on bank & 1 in river wearing wellies. Only 1 Team in action at a time		
	General surroundings	participants	1 hut at each location as 'holding areas' for students waiting their turn.	General briefing to all before starting		
	Stream / water	Participants/Staff	Depth at 2 chosen sections varies from 2" - 12" approx. River width approx 6ft.	Min 2 adults at each location, 1 on bank & 1 in river Monitor depth after heavy rainfall		
	Bridge	participants	Team catchers (2) only +1 adult to be on bridge at any one time	Rest of team to be on river bank		
	Activity Reviews					
	Myself and Instructors meet for informal de-brief at end of each activity session, discuss any problems and suggested improvements. Incidents/near misses are recorded by myself. An Equipment Maintenance Log is used to record checks and replacement of equipment etc.					
	Equipment/Activity kit is prepared, set out and checked by myself at start of each day / session. Condition of and tension on Mini Zip wire is checked by myself before each session. Each 'Search & Rescue' activity was initially thought through by myself, and 'walked through' with the assistance of Ian Williams of Offshore / Wight Water Sports, Shanklin, IOW.					
	Instructors					
We operate with a mix of new staff and those from previous years. New staff are paired with an experienced member until we feel they ready to lead a group on their own.						
We do not hire staff from the open market. The majority of the new Instructors are drawn from The Isle of Wight College and Sandown High School. Many of them will already have had experience of working with children as a part of their course. This liaison has been in operation since the start and we have a good working relationship with their Tutors. Secondly, in view of the nature of our activities, we require Instructors with some formal training in Motivation theory, Human Behavior, Communication theory and Team skills.						
Where there is an appropriate Governing Body, eg Archery, we also put Instructors through the recognised qualification.						