

Risk Assessed by: Chair and Education Lead Gina Carr, Cleeve Prior Heritage Trust

Date June 2024

Note: This is a risk assessment covering main risks associated with a proposed visit.

Schools should use this to help inform their own risk assessment following their own format used in school.

A pre-visit to produce a risk assessment is a requirement to booking.

The process of continuous risk assessment is also important on the visit itself. Schools should follow their guidelines for assessing risk and any procedures from Local Authority/MAT etc. This risk assessment can be adopted if schools are happy it satisfies their requirements. It is up to schools to satisfy themselves about the arrangements for educational visits, including travel to and from the Heritage Trust and adequate provision of First Aid by Schools.

RISK ASSESSMENT	Field Barn	June 2024	Carried out by Gina Carr	Chairman
Hazard	Risk of	Risk to	Control Measure	Risk Level
Arrival and Departure Access to site from B4035	Accident involving vehicles and pedestrians	All	Pre-Warning to visitors to the site and close supervision of children disembarking from vehicles or walking near in car park areas	Low
Enclosed Garden	Falling off raised area. Tripping over tree roots Drowning	All infants/ toddlers	Hazards to be pointed out in welcome meeting. Careful supervision when examining the pump and trough	Low Low
Well Area Story Area with steps which has a bigger drop near the covered well. Slippy if wet	Falls, tripping	All	Raised awareness of steps and the need to be careful as the drop is significant by the well itself. Verbal warning and close supervision.	Low
Community Orchard Ponds	Drowning	Children	Supervision as a whole group or In small groups at all times. Ponds would be screened with red striped tape or vegetation and deep water signs clearly visible and verbal warnings given. Rescue equipment throw line and life saving ring.	Low

7 ponds which have sheer sides and are deep in winter and spring.			Advise schools to read 'Be water Wise' Rospa leaflet for parents and teachers. Operating Policy and emergency plan agreed with school and trained first aider present.	
Pond Dipping Platform			Pond dipping is a very enjoyable activity but it does carry a number of potential risks, these can be easily reduced by following these guidelines.	Low
Weil's disease and other water born disease	Illness	All	<p>Teacher information sheet advises schools to read 'Be water wise' RoSPA leaflet for parents and teachers prior to visit.</p> <p>Weil's disease is a water borne disease; to prevent infection all open cuts and grazes should be covered with a waterproof plaster or pvc gloves as required.</p> <p>To prevent infections children should be reminded not to put their fingers in their mouth, nose or eyes and should wash their hands afterwards.</p> <p>Dipping Equipment cleaned post dipping.</p>	Low
Deep Water	Drowning		<p>Deep Water Signs, Red and White tape to signify restricted pond areas. Children warned not to go near.</p> <p>Locked Gate to the Pond Dipping Platform, Throw Line and life saving ring available when school groups are dipping.</p> <p>Fencing and deck are checked prior to use by schools and on a quarterly basis.</p>	Low

			Behaviour by the pond: All children should be made aware of the deep water and asked not to run or be silly near the edge.	
Collision with other participants	Injury	All	Participants restricted to 6 dipping at one time. Clear instructions on how to proceed and to be aware of colliding with others. Pond dipping should only be carried out by children kneeling on both knees or lying flat on their stomachs. Close Supervision of group changeover to ensure safe exit and entry to the dipping platform and close supervision at all times.	Low
Cold or wet conditions	Injury/Illness	All	All participants have suitable clothing on before starting the activity If it is too cold or wet in order to run the activity safely then participants should return to the barn and select an alternative activity.	Low
Many of the plum trees are climable to older children, but being old the branches are likely to break under load	Falling from tree, branch falling onto someone	All	Close supervision at all times. Clear instructions at the start of the visit that trees must not be climbed.	Low
Stinging nettles brambles and briar, wasps and bees in season	Stings and cuts Snagging on overhanging brambles.	All	Mown paths through the Orchard away from bramble areas. Verbal Warnings re handling fallen fruit. Supervision at all times. Advise children to ask for adult help if snagged.	Low
Orchards and Woodland area				

Uneven ground and slippy surfaces. The underlying soil is lias clay, which if wet can be very slippery	Tripping	All	Using mown paths, having suitable footwear, trainers or wellington boots. Verbal reminder and clear boundries outlined eg no running at the start of the activity. Close supervision.	Low
E-Coli from wildlife passing through the orchards and woodland area	Sickness and diarrhoea	All	Teacher information sheet gives weblink to Summary of Griffin Report which should be read prior to the visit. Children to be reminded about hand washing prior to eating and avoiding hand to mouth contact.	Low
Unfamiliar site	Getting Lost	Children	Close supervision at all times	Low
In Summer allergies to pollen, grass	Asthma attach, Itchy eyes	All	School should remind parents that children with allergic asthma must bring inhalers and those with hayfever, suitable medication	Low
Barbed Wire at boundary fences	Cuts	All	Verbal warnings, close supervision and stick to paths	Low
Hovel	Zoonotic disease	All	Verbal warnings not to touch the artifacts which are likely to have mouse droppings on them. Hand washing before eating or drinking	Low
Apple Pressing Operation of scrapper and cider press	Slipping on crushed apples, trapping of fingers in the press	All	Close supervision and clear instructions given.	Low

**CLEEVE PRIOR
HERITAGE TRUST
FIRE RISK
ASSESSMENT**

Name of Group	Cleeve Prior Heritage Trust	Date of assessment 2018	
Name of Responsible Person	Kevin Mellor	Reviewed 21 September 2023	

General Scope

Cleeve Prior Heritage Trust (CPHT) is located principally within the Field Barn complex which comprises the single storey South Wing, the enclosed walled garden and the main barn with open sided wing attached. All buildings are small. A small car parking area is located at the front of the building with an overflow car parking area further along the Evesham Road and act as assembly areas in the event there is a fire. All buildings are of stone construction and are single storey. The area is enclosed by means of a stone constructed wall 3m high approximately to form the walled garden. Access is gained via the main entrance from the front car park and via a small pedestrian door from the pathway that leads from the overflow car park. See general plan.

FIRE DETECTION & WARNING

Premises are small and hence any fire will be quickly detected visually and any warning to evacuate will be by means of a loud hailer in cases where there is a public event being hosted and in all other cases by voice.


In the case of fire the Volunteer leading the visit will ensure that emergency services are called using 999 giving the postcode WR11 8JX

FIRE FIGHTING


Portable fire extinguishers are provided in each of the areas. Water extinguishers are located in the main barn and the meeting room in the South wing together with a fire blanket. Additional water is also available from the trough in the walled garden. The kitchen has a CO2 extinguisher and a fire blanket. A water extinguisher is also located at the main exit.

Fire extinguishers are subject to an annual inspection.


The main barn is also provided with a torch to assist evacuation in the event there is a power failure.

<p>Walled garden and open wing Main means of escape</p> 	<p>Walled garden encloses the South and open wings. It is used generally for social events in the Summer and often includes a BBQ. No significant risks in open wing</p>	<ul style="list-style-type: none"> • Numbers are restricted to a maximum of 60. • Also used by Schools and includes children with special needs 	<ul style="list-style-type: none"> • The walled garden has two entrances opposite each other, which act as the final means of escape in the unlikely event of a fire, and all persons will be required to assemble either in the front car park area or in the overflow car park. See plan. • Children with special needs are supervised with an appropriate number of teaching assistants as specified by their school.. Schools are required to submit their own risk assessment. • Wheelchair access is adequate as the width of the main entrance is 1.10m and the small doorway on the opposite side is 0.74m which is not therefore suitable for use by wheelchair users. Width should be 775mm. • All wheelchair users are briefed on the need to use the main access door if there is a need to evacuate. • Fire assembly points are designated as the main car park at the front and the overflow car park. • Occasional use of small marquee positioned to avoid obstructing the means of escape. 	<p>Low</p>
---	--	---	---	------------

FIRE ASSESSMENT -PREMISES

Area	Hazard and Risk	Persons at risk	Control measures	Risk Level
<p>Main Barn</p> 	<p>The main barn, which is stone walled with a clay tiled roof, houses all the machinery used by CPHT and includes a tractor, various mowers and other power tools. Some are</p>	<ul style="list-style-type: none"> • Barn used exclusively by trustees and volunteers only. 	<ul style="list-style-type: none"> • All petrol is stored in 5 litre containers which are kept in a metal cupboard in the corner. Maximum kept to <25 litres. Diesel is also used for tractors. • All refueling of mowers etc is carried out outside with good natural ventilation. • Small quantities of paint are also stored. • Small quantities of LPG are kept for use with the gas BBQ. Standard cylinders and max of 2 kept one full and one in use. • When in use the barn doors are kept open on both sides and hence ventilation is adequate. 	<p>Low</p>

	petrol driven and hence risk of fire is present from stored quantities. There are also small quantities of paints etc stored. No significant sources of Ignition		<ul style="list-style-type: none"> • Barn is used mainly for storage and occasional repairs and means of escape adequate. • No significant sources of ignition present and a no smoking policy applies throughout. • Trustees and volunteers instructed on fire emergency arrangements. • All electrical wiring has recently been replaced. 	
South Wing –single storey Indoor Classroom and kitchen	South wing has timber cladded facia with 6" insulation, consists of a small all electric kitchen and an indoor classroom. No major fire risk apart from use of log burning stove in Winter Occasional use of laptops and tv	Visiting Schools and Volunteers	<ul style="list-style-type: none"> • Kitchen means of escape is adequate with the single access door which leads directly into the walled garden. Maximum travel distance is 20m to a place of safety either via the main door or the small door on the opposite side. Same for Indoor classroom. • No significant sources of ignition present and a no smoking policy applies throughout. • Schools wishing to use the premises must prepare a risk assessment as part of their responsibility to their pupils which must include the fire evacuation arrangements and other H&S considerations. These are communicated to the hirer's appointed responsible person at the point of hiring and in any event when first arriving on the premises. Electrical system has recently been completely upgraded. PAB Testing for appliances. Log fire not in use for school visits. 	Low
Toilets	Electrical items include a light and hand dryers	<ul style="list-style-type: none"> • Visiting Schools and Volunteers 	<ul style="list-style-type: none"> • Power with the exception is switched off between visits. PAB Testing to ensure hand dryers are safe. 	Low

<p>Walled garden and open wing Main means of escape</p> 	<p>Walled garden encloses the South and open wing. No significant risks in open wing</p>	<ul style="list-style-type: none"> Used by Schools and includes children with special needs 	<ul style="list-style-type: none"> The walled garden has two entrances opposite each other, which act as the final means of escape in the unlikely event of a fire, and all persons will be required to assemble either in the front car park area or in the overflow car park. See plan. Children with special needs are supervised with an appropriate number of teaching assistants as specified by their school.. Schools are required to submit their own risk assessment. Wheelchair access is adequate as the width of the main entrance is 1.10m and the small doorway on the opposite side is 0.74m which is not therefore suitable for use by wheelchair users. Width should be 775mm. All wheelchair users are briefed on the need to use the main access door if there is a need to evacuate. Fire assembly points are designated as the main car park at the front and the overflow car park. 	<p>Low</p>
---	--	--	---	------------

<p>South Wing-Kitchen</p> 	<p>South Wing meeting Room</p> 	<p>Main barn</p> 	<p>Main types of portable extinguishers, their uses and colour coding.</p> <table border="1" data-bbox="1368 922 2033 1273"> <tr> <td data-bbox="1368 970 1529 1225"> <p>WATER For wood, paper, textile and solid material fires</p>  </td> <td data-bbox="1529 970 1704 1225"> <p>POWDER For liquid and electrical fires</p>  </td> <td data-bbox="1704 970 1868 1225"> <p>FOAM For use on liquid fires</p>  </td> <td data-bbox="1868 970 2033 1225"> <p>CARBON DIOXIDE (CO₂) For liquid and electrical fires</p>  </td> </tr> <tr> <td data-bbox="1368 1225 1529 1273"> <p>DO NOT USE on liquid, electrical or metal fires</p> </td> <td data-bbox="1529 1225 1704 1273"> <p>DO NOT USE on metal fires</p> </td> <td data-bbox="1704 1225 1868 1273"> <p>DO NOT USE on electrical or metal fires</p> </td> <td data-bbox="1868 1225 2033 1273"> <p>DO NOT USE on metal fires</p> </td> </tr> </table> <p>The contents of an extinguisher is indicated by a zone of colour on the red body. Halon extinguishers are not shown since no new Halon production is permitted in the UK.</p>	<p>WATER For wood, paper, textile and solid material fires</p> 	<p>POWDER For liquid and electrical fires</p> 	<p>FOAM For use on liquid fires</p> 	<p>CARBON DIOXIDE (CO₂) For liquid and electrical fires</p> 	<p>DO NOT USE on liquid, electrical or metal fires</p>	<p>DO NOT USE on metal fires</p>	<p>DO NOT USE on electrical or metal fires</p>	<p>DO NOT USE on metal fires</p>
<p>WATER For wood, paper, textile and solid material fires</p> 	<p>POWDER For liquid and electrical fires</p> 	<p>FOAM For use on liquid fires</p> 	<p>CARBON DIOXIDE (CO₂) For liquid and electrical fires</p> 								
<p>DO NOT USE on liquid, electrical or metal fires</p>	<p>DO NOT USE on metal fires</p>	<p>DO NOT USE on electrical or metal fires</p>	<p>DO NOT USE on metal fires</p>								

REVIEW
This fire assessment will be reviewed annually.

