

# Kent Wildlife Trust

## Health and Safety at Work

# Activity Risk Assessment for Group Visits

This form is a general Risk Assessment for all groups which may visit our site. You have a responsibility to assess the risks identified and this form is provided to help with this assessment and identifies the precautions which are taken by the Trust that will significantly reduce the identified risks.

Name of site SEVENOAKS WILDLIFE RESERVE AND VISITOR CENTRE including Oak Lodge (Education Cottage), Elemental Garden, Goat Paddock.

Date of assessment: 14 January 2014 Mary Blackwell

Date of latest review February 2020 LMB, March 2019 LMB, September 2020 LMB, January 2022 JM, May 2023 TW, March 2024 TW, February 2025 TW

### To be used in conjunction with the Emergency Site Information form.

Description of Hazard and Risk	Who is at risk and from what?	What action or precautions are needed?	Action Required	Further action required, by who and when to be completed?
1. <b>Vehicles movement including coaches</b> in car park where visitors and may be walking.	<b>Public including children, staff and volunteers</b> are at risk of injury if they are stuck by a moving vehicle.	<ul style="list-style-type: none"> <li>Where practical, arriving school groups should unload in the car park by the grass verge, where tutors will meet them and gather them by the benches.</li> <li>Coaches will be asked to leave the car park, as there is not space for them to stay.</li> <li>Adult supervision is required for crossing the track/road to access coaches</li> <li>Accompanying adults are encouraged to be vigilante in public car park</li> <li>'Slow' sign for entrance to public car park</li> </ul>	Schools contacted prior to visit to explain the parking system – <b>Checklist</b>	<p>Consider the need of a traffic cone to help reduce risk on school visit days.</p> <p>Use additional staff if available to man the carpark for larger groups</p>
2. <b>Trips, slips and falls</b>	<b>Public including children, staff and volunteers</b> are at risk of tripping over hazards or slipping on wet surfaces	<ul style="list-style-type: none"> <li>Encourage children to walk, not run when on site</li> <li>Maintain the paths and steps in a good state of repair</li> <li>Staff report potential hazards as part of the daily ground's inspection</li> <li>Walkways and group work areas kept clear</li> <li>Education equipment is kept clear of paths (pond set up in advance but kept clear of paths and walkways)</li> <li>Careful supervision of the children in the Garden areas</li> <li>WTQ part of school/group introduction</li> </ul>	<p><b>Daily check</b> completed by Education Team</p> <p>Visiting Adults to supervise the children during visit</p>	<p>Walk Together Quietly shared at start of group visit and emphasised throughout</p> <p><b>Education Team</b></p>

3. <b>Condition of signs, benches, barriers, steps and tables.</b>	<b>Public including children, staff and volunteers</b> are at risk of injury	<ul style="list-style-type: none"> <li>Check on a regular basis and repair or replace as necessary</li> </ul>	<b>Daily check</b> completed by Visitor Centre Team and/or Education Team	Daily Check list to be printed and available in Oak Lodge <b>Education Officer</b> and/or <b>Edu Admin</b>
4. <b>Electrical equipment and wiring</b>	<b>Public including children, staff and volunteers</b> are at risk of could get electrical shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires	<ul style="list-style-type: none"> <li>Defective equipment taken out of use safely</li> <li>Staff not to bring in their own appliances</li> <li>Fixed electrical installations inspected and tested on schedule</li> <li>High risk portable equipment tested on schedule</li> <li>Regular PAT and Electrical Installation tests as per KWT guidance</li> </ul>	Replace missing socket covers  <b>PAT test completed</b> September 2023	Ensure PAT and fixed electrical inspections are carried out on schedule
5. <b>Fire in buildings</b> and evacuation of site if fire in other buildings.	<b>Staff and visitors</b> are at risk of smoke inhalation and burns if trapped in a burning building	<ul style="list-style-type: none"> <li>Appropriate extinguishers in place – checked annually by KCC</li> <li>All visiting staff and groups are made aware of procedures during introduction</li> <li>Fire assembly point(s) clearly identified as part of introduction talk.</li> </ul>	<b>Fire Extinguisher</b> checked annually	Education Officer and Visitor Centre Manager to monitor qualifications and request training as needed.
6. <b>Full length glass door</b> at entry and fire escape to Centre/Cottage	<b>Public including children, staff and volunteers</b> are at risk of injury and lacerations from broken glass, the frame is also in poor condition	<ul style="list-style-type: none"> <li>Prop door open in appropriate weather</li> <li>Take care when moving in and out</li> <li>Encourage adult supervision when moving into and out of the centre</li> </ul>	Ask schools to bring appropriate number of adults – on <b>Visit checklist</b>	Consider the need to replace the glass with BS safety glass or a new door.
7. <b>Doors opening</b> into interior	<b>Public including children, staff and volunteers</b> are at risk of being hit by the door being opened	<ul style="list-style-type: none"> <li>Open door when open to the public</li> <li>Oak Lodge front door to be kept closed when school groups visiting, as may impede access to toilets. Groups to enter and leave via sliding patio doors.</li> </ul>		
8. <b>Condition and storage</b> of centre furniture-falling tables and chairs if stacked too high.	<b>Public including children, staff and volunteers</b> are at risk of injury by falling furniture or poorly stored equipment	<ul style="list-style-type: none"> <li>Storage – keep access to doorways and fire exits clear</li> <li>Checked as part of daily H&amp;S check by Education staff.</li> <li>Chairs and tables stored in Oak Lodge to be secured with cord</li> </ul>	<b>Daily check</b> completed by Visitor Centre and Education Teams	
9. <b>Accidents or illness</b> requiring first aid treatment.	<b>Public including children, staff and volunteers</b>	<ul style="list-style-type: none"> <li>Education Manager Education Officer, Lead tutor and some other tutors have first aid training</li> <li>Schools to nominate a dedicated first aid person for their visit.</li> <li>First aid kits available in all sections including the classroom</li> </ul>	First aid training to be booked for new tutors on induction.	Education Officer to monitor qualifications and request training as needed.

		<ul style="list-style-type: none"> <li>• Accident form to be completed online, if no online access available a photocopy of an accident form should be present for completion and available on site (reception and Oak Lodge). This needs to be transferred to an online form or sent to the office ASAP.</li> <li>• Emergency site information form available to direct emergency services to the centre</li> </ul>		
10. <b>Poisonous/stinging plants</b> and bites and stings – including algae blooms	<b>Public including children, staff and volunteers</b> are at risk of ingestion or stings	<ul style="list-style-type: none"> <li>• Teaching Staff able to identify them – training where necessary.</li> <li>• Make adults aware when and where necessary.</li> </ul>	Make visiting groups aware of nettles etc	Awareness training as part of staff and volunteer induction.
11. <b>Allergens and allergic reactions</b>	<ul style="list-style-type: none"> <li>• <b>Public, including children, staff and volunteers</b> are at risk of allergic reactions and anaphylaxis</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers to inform us via booking form of any attendees' allergies and bring with them relevant medication (including epipen where relevant)</li> <li>• Education tutors to talk with teacher to make them aware of the children with allergies</li> <li>• Tutors to advise on potential allergens on site (such as tree nuts)</li> <li>• No nuts to be used in bird feeders in areas accessible to children and all bird food to be stored in areas not used for school visits.</li> </ul>	Tutors to be made aware of all allergies raised to KWT via school booking form	Awareness training as part of staff and volunteer induction.
12. <b>Presence of snakes</b>	<b>Public including children, staff and volunteers</b> are at risk of disturbance leading to bite.	<ul style="list-style-type: none"> <li>• Teachers informed if snakes have been seen.</li> <li>• Be aware of nervousness of some children.</li> <li>• Appropriate level of instruction for groups</li> <li>• Encourage appropriate supervision by accompanying school staff</li> </ul>	<b>Daily check</b> completed by Education Teams	Awareness training as part of staff and volunteer induction.
13. <b>Pond or river work</b>	<b>Public including children, staff and volunteers</b> are at risk of falling in or being contaminated by 'dirty water' – Weil's disease	<ul style="list-style-type: none"> <li>• Pond or river area in general inspected prior to the visiting group.</li> <li>• Safety equipment noted as being in position beside the pond or river in daily check.</li> <li>• Appropriate Trust instruction for the group</li> <li>• Encourage appropriate supervision by visiting adults</li> <li>• Ensure hands are washed after working with pond water – especially before eating and drinking (or smoking)</li> <li>• Cover any cuts or grazes</li> <li>• Work to Pond and River RA</li> </ul>	<b>Daily check</b> completed by Education Teams <b>See River or pond RA</b>	Awareness training as part of staff and volunteer induction.
14. <b>Habitat investigations</b> or mini beast hunting	<b>Public including children, staff and volunteers</b> are at risk	<ul style="list-style-type: none"> <li>• Appropriate Trust instruction for adults and children in use of equipment (sweep-nets, lifting logs and compost)</li> </ul>	<b>Daily check</b> completed by Education Teams	Awareness training as part of staff and volunteer induction.

	of injury from tree branches, logs or nets	<ul style="list-style-type: none"> <li>Sweep nets, group working to maintain safety of all</li> <li>Tree shaking to be done by adults only</li> <li>Do not shake trees with children beneath</li> <li>Encourage appropriate supervision by visiting adults</li> <li>Ensure hands are washed after working with pond water – especially before eating and drinking (or smoking)</li> <li>Work to Habitat Investigation RA</li> </ul>	<b>See Mini beast hunting RA</b>	
<b>15. Forest School area (Goat Paddock)</b>	<b>Public including children, staff and volunteers</b> are at risk of injury from tree branches, roots and other trip hazards, rabbit traps and unsafe equipment.	<ul style="list-style-type: none"> <li>Daily check to include checking paths for brambles, nettles and roots</li> <li>Grounds team to regularly inspect paths and clear as and when appropriate</li> <li>Daily check to ensure area is free of vandalism/litter</li> <li>Daily check to check for evidence of rabbit traps – if found, area to be sealed off and reported to VC staff who may escalate report to police</li> <li>Check mud kitchen and FS equipment is sturdy and secure and in good condition</li> </ul>	<b>Daily check</b> completed by Education Teams  <b>Forest School specific Risk Assessments for Forest School activities</b>	Awareness training as part of staff and volunteer induction.
<b>16. Oak Lodge Garden</b>	<b>Public including children, staff and volunteers</b> are at risk of injury from tree branches, roots and other trip hazards and unsafe equipment.	<ul style="list-style-type: none"> <li>Grounds team to manage garden and respond to hazards identified</li> <li>Education team to raise hazards using near miss forms</li> <li>Play equipment in Oak Lodge garden to be inspected as part of daily checklist, ensuring balance beams, stepping stones etc are safe to use</li> <li>Oak Lodge pond to be checked as part of daily checklist</li> </ul>	<b>Daily check</b> completed by Education Team	Awareness training as part of staff and volunteer induction.
<b>17. Dog/cat faeces</b>	<b>Public including children, staff and volunteers</b> are at risk of diseases (toxoplasmosis)	<ul style="list-style-type: none"> <li>Signs to indicate no dogs except guide dogs allowed in grounds.</li> <li>Trust staff to be vigilante around picnic area around Barn entrance.</li> <li>Regular inspection of the ground as part of daily check.</li> <li>Any obvious deposits are bagged and removed</li> </ul>	<b>Daily check</b> completed by Visitor Centre and Education Teams	Awareness training as part of staff and volunteer induction.
<b>18. Adverse weather</b> Heat or cold effects	<b>Public including children, staff and volunteers</b> are at risk of hyper or hypothermia and	<ul style="list-style-type: none"> <li>Visiting Groups are encouraged to bring the right clothing and footwear</li> <li>Make use of natural shade area in hot sun</li> </ul>	<b>See severe weather policy.</b>	Awareness training as part of staff and volunteer induction.


Heavy rain High winds	sunburn or dehydration, falling branches and trees which could cause injury	<ul style="list-style-type: none"> <li>• Take water with you on very hot days</li> <li>• Sun cream applied and hats worn</li> <li>• Consideration should be given to cancelling trip if forecast is severe – see severe weather policy</li> <li>• Make use of the Visitor Centre in extreme conditions</li> </ul>		
<b>19. Safety whilst maintenance team is working</b>	<b>Public including children, staff and volunteers</b> are at risk of injury and slip or trip	<ul style="list-style-type: none"> <li>• Have sign available to block path or mark area where the work is taking place.</li> <li>• Tools and logs stored in fenced and locked area</li> <li>• Gates to non-public areas closed and locked at all times</li> </ul>	Maintenance team to work to Garden Team Risk Assessment	Awareness training as part of staff and volunteer induction.

**Additional hazards/risks associated with Sevenoaks Visitor Centre building works in 2025**

Description of Hazard and Risk	Who is at risk and from what?	What action or precautions are needed?	Action Required	Further action required, by who and when to be completed?
Construction Work – Restricted Access and Moving Machinery	Public, including children, staff, and volunteers, are at risk of injury from construction vehicles, restricted access areas, and moving machinery.	<ul style="list-style-type: none"> <li>• Clearly mark areas under construction with signage and barriers.</li> <li>• Limit visitor access and create alternative safe routes.</li> <li>• Ensure staff and volunteers are briefed on restricted areas.</li> <li>• Supervise school groups closely to avoid access to construction zones.</li> <li>• Display site manager contact details in case of emergencies.</li> </ul>	Update risk assessment and actions/precautions as construction progresses.	<b>Visitor Centre Manager and Education Team</b> to ensure actions and precautions updated as construction progresses.
Increased Vehicle Movement – Construction Deliveries and Machinery	Public, including children, staff, and volunteers, are at risk of injury due to increased construction vehicle movement.	<ul style="list-style-type: none"> <li>• Implement a temporary one-way system or designated pedestrian pathways.</li> <li>• Restrict construction vehicle movements to off-peak visitor times where possible.</li> <li>• Use high-visibility barriers or cones to separate vehicle and pedestrian routes.</li> <li>• Designate a drop-off area for school groups away from construction zones.</li> <li>• Ensure contractors are aware of visiting group schedules</li> </ul>	Arrange safe pedestrian pathways and schedule deliveries outside peak hours.	<b>Visitor Centre Manager and Education Team</b> to ensure actions and precautions updated as construction progresses.
Increased Noise and Dust Levels	Public, including children, staff, and volunteers, may experience discomfort or health issues from construction noise and dust.	<ul style="list-style-type: none"> <li>• Inform visiting groups of potential noise disruptions in advance.</li> <li>• Advise those with respiratory conditions to take precautions (e.g., bring masks).</li> <li>• Ensure contractors follow dust suppression measures (e.g., damping down dusty areas).</li> </ul>	Add advisory note to school visit information and public notices.	<b>Visitor Centre Manager and Education Team</b> to ensure actions and precautions updated as construction progresses.
Obstructed Emergency Access Routes	Emergency access may be restricted due to construction work, delaying emergency response.	<ul style="list-style-type: none"> <li>• Keep emergency access routes clear at all times.</li> <li>• Update emergency site maps and evacuation plans.</li> <li>• Provide updated emergency procedure briefings for staff and volunteers.</li> </ul>	Review emergency procedures and update signage if necessary.	<b>Visitor Centre Manager and Education Team</b> to ensure actions and precautions updated as construction progresses.
Trip and Fall Hazards from Construction Materials	Public, including children, staff, and volunteers, are at risk of tripping over materials left by contractors.	<ul style="list-style-type: none"> <li>• Ensure construction materials and tools are stored safely away from visitor areas.</li> <li>• Conduct regular inspections of walkways and pathways to remove hazards.</li> </ul>	Implement daily inspections of walkways.	<b>Visitor Centre Manager and Education Team</b> to ensure actions and

				precautions updated as construction progresses.
Temporary Changes to Fire Assembly Points	Public, including children, staff, and volunteers may be unaware of updated fire assembly points if existing locations are affected.	<ul style="list-style-type: none"> <li>Review and update fire evacuation plans to reflect changes.</li> <li>Brief all staff and visiting groups on any temporary assembly points.</li> <li>Display updated fire safety signage as needed.</li> </ul>	Amend fire evacuation plans and advise visitors of new assembly points.	<b>Visitor Centre Manager</b> and <b>Education Team</b> to ensure actions and precautions updated as construction progresses.

This Risk Assessment forms part of a package of documents that need to be kept together for each centre. These are reviewed annually and the original and signed off versions this will be filed. A working copy will be issued to each team along with all other relevant materials. Comments can be added to the paper form which can then be brought to the review meeting.

Post/s responsible for this Assessment: <b>Head of Education and Lifelong Learning</b>  	Date Assessed: December 2013 Date Reviewed: January 2014 Date Reviewed: March 2015 Date Reviewed: January 2015 Date reviewed: January 2017 Date Reviewed February 2018 Date Reviewed: March 2019 LMB – updated to include new building Date Reviewed: February 2020 LMB Date Reviewed: September 2020 LMB Date Reviewed: January 2022 – updated online accident reporting and PAT testing JM Date Reviewed: May 2023 TW – updated to reflect recent changes in areas (Forest School & Oak Lodge Garden) Date Reviewed March 2024 – TW Date Reviewed February 2025 – TW – updated to reflect construction work to Sevenoaks VC in 2025.
Frequency of review: <b>Annually</b>	Next due for review in:  February 2026