



Risk Assessment: Pond Dipping

Assessment to be agreed and signed for by:

Position:

Date:

What task, activity or environment is being assessed?	What hazards or dangers?	Degree to potential injury?	Controls to either eliminate or reduce the risk of an accident happening.	Probability of an accident happening?	What is the risk factor?
POND DIPPING (SMALL PONDS, WATER MARGINS & SHALLOW, SLOW MOVING STREAMS)	1. Supervision	Serious Injury	<ul style="list-style-type: none"> • Group leader has responsibility at all times. • Group leader appoints a deputy in case of emergencies. • All helpers on the visit are briefed thoroughly before the visit. • Leaders do not join in play activities at the same time. • Ensure surveillance at all times, consider staff split into Land & Water. • Staff should not swim unless helping a child. • Regular head counts are made of the pupils. • The lead teacher will assess the ages and maturity of the pupils in deciding the ratio of adults to pupils on the visit. The recommended ratio of adults – children is 1:4 for ages 3-5, 1:8 for ages 5-8, 1:10 for ages 9- 10 and 1;15/20 for older pupils. • Avoid crowded area if at all possible. 	Possible	Medium Risk

			<ul style="list-style-type: none"> • Very young pupils should only be allowed to paddle up to their knees with supervision 		
	2. Clothing	Minor Injury	<ul style="list-style-type: none"> • Ensure pupils have appropriate access to clothing and footwear (Wellington Boots & non-slip shoes etc) and changing facilities if deemed appropriate. Pre-Plan. • Staff, helpers and children should be briefed as to what clothing should be worn during the duration of the visit. • The weather should be a contributing factor as to what clothing will be needed for the visit; hot weather, windy conditions and possible rain should all be taken into consideration. 	Remote	Low Risk
	3. Illness, Shock, Cramp & hypothermia	Minor Injury	<ul style="list-style-type: none"> • Each adult should be aware of the emergency telephone numbers, medical information and have access to contact the emergency services. • The party leader to have first aid knowledge. • A first aid box must accompany staff on the visit. • Any cuts or wounds are dressed with a waterproof plaster. • Ensure all students are aware of sudden immersion in cold water and the resulting effects that can follow. • Supervising staff keep closely observe pupils, and each other at all times to ensure no-one is in difficulties 	Possible	Low Risk
	Dangerous Location.	Serious Injury	<ul style="list-style-type: none"> • Areas like jetties, lock gates and weirs should be avoided because of the risk of falling in and the possibility of the presence of boats. • Party leader to assess the water margins to be accessed by pupils before 	Low	Low Risk

			<ul style="list-style-type: none"> • they enter the water ensuring there are no hidden danger, i.e. rocks and old bikes, prams and car parts etc. • Party Leader should be aware of these dangers and explain to group. • Party leader ensures pupils do not enter water that is above their knees and the water flow, if any, is not too strong. • For further guidance see “Group Safety at Water Margins” from http://www.teachernet.gov.uk/visits 		
	5. Drowning due to someone getting into difficulties	Serious Injury	<ul style="list-style-type: none"> • Be aware that rivers and streams are prone to sudden increase of flow, if in doubt do not proceed with the activity - seek local information and check the weather forecast reports for possible heavy rain. • Pupils should not access water from a steep, unstable or rocky bank. • Explain to all on the visit the signals for distress and recall, and be aware that it is not always possible to tell when someone is in difficulties. • Avoid water, which is rushing, deep or where full information is unknown. • No jumping or diving into the water is permitted. • Party leader to be aware of possible surges of water from locks etc. • All party members should be aware of warning signs and notices and other potential dangers. 	Possible	Medium Risk
	6. Unclean Water (Weil’s disease)	Infection & illness	<ul style="list-style-type: none"> • Lead staff should designate a “safe” paddling or wading area and brief • the group on the limits as the where they can and cannot wade out to. 	Possible	Low Risk

			<ul style="list-style-type: none"> • All on the visit must be told not to drink water from the pond or stream. • Party leader ensures the water is clean and no sources of pollution or • dead animals are present. 		
	7.Sunburn, dehydration & other medication	Minor Injury	<ul style="list-style-type: none"> • Younger children should wear close knit long-sleeved clothing in warm weather conditions. Sun hats should be worn if available • Staff should not apply Sun creams or Sun blocs, pupil's should self administer unless written permission from parents/carers give • permission for staff to assist pupils only to apply Sun Blocs etc. • Staff should not administer any medication unless qualified to do so. • Medication and Sun Bloc etc should be clearly labelled with the pupils • name and dosage on the cover and carried by the Party Leader • Plenty of drinking water or drinks (NOT FIZZY) should be made available to protect children from dehydrating. 	Possible	Low Risk
	8. Local Marine Life	Minor Injury	<ul style="list-style-type: none"> • Information should be sought from local information sources to determine the extent of local marine life. • Pupils should be told not to attempt to pick-up any crabs etc in case they receive a bite or nasty nip. • Possible Low Risk 	Possible	Low Risk
	9.Abuse, Bullying or Harassment	Minor Injury	<ul style="list-style-type: none"> • Pupils should report any unwanted attention from members of the public immediately to the leader of the group. 	Possible	Low Risk

			<ul style="list-style-type: none"> • All adult helpers having unsupervised access to participants during changing times or swimming must be CRB checked 		
	10. Bad or Unacceptable Behaviour	Minor Injury	<ul style="list-style-type: none"> • Extra supervision maybe necessary for pupils with special needs or for those that may abscond. • Pupils are warned about the dangers of pushing other people into water. • Anyone exhibiting bad behaviour will be closely supervised by an accompanying adult. Staff/Pupil ratios will be adjusted accordingly. • A code of conduct to be drawn up before the activity so pupils know and understand the level of behaviour required for the visit. 	Low	Low Risk
	11.Using net poles	Minor Injury	<ul style="list-style-type: none"> • Pupils are briefed about using net poles safely. They should take care when they are being carried and used, they must be careful about hitting someone in the eye. • Pupils must not stretch to use the net poles and take turns. • A level, sound surface must be used by pupils that use net poles. • (Net poles maybe used as reaching poles to reach someone in difficulty) 	Remote	Low Risk

All risk assessments are reviewed annually in September