



# Risk Assessment for School Visits

Last updated 20th February 2024 by Nicola Stone

SEVERITY OF HARM	LOW 1 MINORY INJURY OR ILLNESS	MEDIUM 2 INJURY OR ILLNESS CAUSING SHORT-TERM DISABILITY	HIGH 3 FATALITY OR MAJOR INJURY CAUSING LONG-TERM DISABILITY
LIKELIHOOD OF HARM	LOW 1 VERY SELDOM OR NEVER OCCURS	MEDIUM 2 REASONABLY LIKELY TO OCCUR	HIGH 3 CERTAIN OR NEAR CERTAIN TO OCCUR

**RISK FACTOR = SEVERITY OF HARM x LIKELIHOOD OF HARM**

**1-3 = CONTROL OR MINIMISE RISK**  
**4-6 = AVOID OR STRICTLY MANAGE RISK**  
**>6 = AVOID AND SEEK ALTERNATIVE**

Activity	Who might be harmed and how?	Control measures	Assessment of risk with control measures in place (Severity 1-3 x likelihood 1-3)		
			Likelihood 1-3	Severity 1-3	Risk rating
<b>Seaton Station</b>					
<b>Entering Seaton Station</b>	<b>Pupils and supervising adults</b> Risk of tripping/falling on block paving and steps on approaching station entrance	The concrete floor slab is inspected on a regular basis and any defects are dealt with immediately to prevent any trip hazard. This area is cleaned on a regular basis by Seaton Station caretakers, and any defects found are reported and addressed immediately. School staff to remind children not to run and take care climbing the steps.	1	1	1
<b>Moving around Seaton station</b>	<b>Pupils</b> Pupil becomes separated from group and is lost	Schools should arrange for pupils to be in small groups with a nominated supervising adult who should do regular headcounts. Schools must adhere to the adult:pupil ratio as set out in the booking terms and conditions	1	3	3
<b>Moving around Seaton station</b>	<b>Pupils and supervising adults</b> Risk of slipping on wet floor	The concrete floor slab is inspected on a regular basis and any defects are dealt with immediately to prevent any trip hazard. This area is cleaned and checked on a regular basis by Seaton Station caretakers and staff, and any defects found are reported and addressed immediately.	1	1	1
<b>Moving around Seaton station</b>	<b>Pupils</b> Negative or inappropriate interaction with members of the public	Tramway staff will talk to the children about safety as part of their welcome/introduction. Where possible Tramway staff will keep the group separate from other visitors to the station so that interaction will be limited. Schools should arrange for pupils to be in small groups with a nominated supervising adult who should do regular headcounts.	1	2	2
<b>Seaton Station Toilets</b>	<b>Pupils</b> Risk of getting locked in toilet cubicle	A member of school staff to accompany pupils to toilets and wait outside cubicles. No pupil should visit the toilets without a member of school staff accompanying. Toilets are inspected at regular intervals during the day by the station caretaker. Any faults found are reported to maintenance personnel immediately.	1	1	1

<b>Seaton Station Toilets</b>	<b>Pupils</b> Inappropriate interaction with members of the public	Tramway staff will talk to the children about safety as part of their welcome/introduction. A member of school staff to accompany pupils to toilets and wait outside cubicles. No pupil should visit the toilets without a member of school staff accompanying.	1	2	2
<b>Seaton Station Toilets</b>	<b>Pupils and supervising adults</b> Risk of slipping on wet floor	This area is cleaned on a regular basis by Seaton Station caretakers, and any defects found are reported and addressed immediately.	1	1	1
<b>Waiting to board trams</b>	<b>Pupil</b> Pupil becomes separated from group and is lost	School groups will be directed to an appropriate safe waiting area. Schools should arrange for pupils to be in small groups with a nominated supervising adult who should do regular headcounts. Schools must adhere to the adult:pupil ratio as set out in the booking terms and conditions	1	3	3
<b>Waiting to board trams</b>	<b>Pupils and supervising adults</b> Risk of injury from moving trams	School groups will be directed to an appropriate safe waiting area. The Tram Inspector will supervise the entry and exit of trams. Schools should arrange for pupils to be in small groups with a nominated supervising adult who should do regular headcounts.	1	3	3
<b>Visiting Claude's café and gift shop</b>	<b>Pupils and supervising adults</b> Risk of tripping over display units or other obstacles. Risk of burns from hot drinks split by members of the public	The shop layout is kept under constant review in order to maximize room and reduce trip hazards and obstacles caused by stock and display units. Floors are cleaned and vacuumed on a daily basis, and all lighting is kept in working order. Any defects are dealt with at the first opportunity. It is recommended that pupils avoid visiting the café/gift shop area especially when the station is busy.	1	1	1
<b>Fire alarm activated</b>	<b>Pupils and supervising adults</b> Risk of injury from fire	School groups will be given clear instructions at the start of their visit as to what to do in the event of the fire alarm being activated. If the fire alarm is activated the group will be lead by Tramway staff to the muster point to the front of the station between the station and the public conveniences. Fire alarm call points are located beside all doors. Fire extinguishers are located within the building and are all maintained on a regular basis by contractors. All electrical equipment within the toilets are PAT tested on an annual basis by our appointed electrical contractors Safety Management UK. See also separate fire risk assessment.	1	3	3
<b>Boarding the trams</b>	<b>Pupils and supervising adults</b>	Tramway staff will supervise the boarding of the tram. A portable step will be available for younger pupils or pupils will mobility problems.	1	1	1

	Risk of tripping/falling up step onto tram				
<b>Climbing the stairs</b>	<b>Pupils and supervising adults</b> Difficulty/inability to climb stairs to top deck Risk of tripping/falling	Schools are required to inform the Tramway learning team of any additional needs or access issues. Pupils will be given sufficient time to board the tram to avoid the need to rush. A member of school staff will climb the stairs first and be waiting for pupils at the top.	1	2	2
<b>Sitting on the open top deck</b>	<b>Pupils and supervising adults</b> Risk of falling from tram Risk of harm from electrocution Risk of harm from track-side vegetation	Tramway staff, including learning staff and tram driver, to insist on remaining seated at all times Tramway staff will travel with the group and reinforce the need to remain seated Tram driver will give a safety talk before the journey commences. School staff and tramway staff will supervise during journey. The company's aim is to keep all vegetation at least 6ft from the track edge. Cutting back is done on a regular basis to achieve this.	1	3	3
<b>Sitting on open sided lower deck</b>	<b>Pupils and supervising adults</b> Risk of falling from tram	Tram driver and learning staff will ensure that retaining bars are in place before journey commences Tramway staff will travel with the group	1	3	3
<b>Travelling on trams</b>					
<b>Tram stops at station or level crossing</b>	<b>Pupils and supervising adults</b> Risk of pupils standing up and falling when tram restarts Risk of pupils attempting to disembark	Tram driver will inform passengers when the tram is stopping and will remind them to remain seated. This will be reinforced by learning staff if necessary.	1	1	1
<b>Disembarking from trams</b>	<b>Pupils and supervising adults</b> Risk of falling down stairs or down step	Tramway staff to direct passengers on arriving at final destination.  A member of school staff to leave the tram before the pupils and wait at the exit point to assist them as they disembark.  A member of school staff to remain on the top deck until all pupils have disembarked.	1	1	1
<b>Riverside Depot</b>					
<b>Platform area</b>	<b>Pupils and supervising adults</b> Risk of tripping or slipping	The platform area is inspected daily by the caretakers, and also by all members of staff who are asked to be vigilant and look for hazards/litter etc. The platform areas are brushed clean when required and are occasionally treated with detergent to prevent the formation of algae/moss.	1	1	1

		Brick paving and slabs are inspected on a regular basis and any 'rising slabs' are dealt with immediately to prevent a trip hazard. Tramway staff to lead group straight from tram to decked area and avoid lingering beside stationary tram. Tramway staff will remind pupils to be vigilant, walk carefully and not to run. School staff to walk with allocated groups.			
<b>Decked area</b>	<b>Pupils and supervising adults</b> Proximity to water	The decked area has a barrier at the top to be opened only by the tram driver or by a member of the Learning and Activity team. The halt is fully fenced along the full length and also has a fence line to segregate members of the public on the decked area from the track. The whole perimeter of the decked area, save two entrance/exit points, is fenced. The exit towards the tram tracks has been 'dog-legged' to stop children running out in front of a tram. Access to the depot is prevented by means of a tram. During school visits, pupils to remain with allocated adult supervisor at all times. Tramway staff will remind pupils to be vigilant, walk carefully and not to run. Pupils are not be allowed to lean over railings towards the water. 2 buoyancy aids are located on the decked area.	2	3	6
<b>Moving around Riverside Depot (internal area)</b>	<b>Pupils and supervising adults</b> Risk of tripping, falling, injury from tools, moving trams	Pupils and supervising adults will be issued with high visibility jackets to wear whilst in the Depot A safety talk will be carried out on arrival to point out hazards Trams will not be moved whilst visitors are in the Depot. The pit will only be opened under supervision by engineering staff and if specifically required for the visit	1	3	3
<b>Riverside Depot toilets</b>	<b>Pupils</b> Risk of pupil becoming separated from group and being lost	A member of school staff to accompany pupils to toilets and wait outside cubicles. No pupil should visit the toilets without a member of school staff accompanying.	1	3	3
<b>Riverside Depot toilets</b>	<b>Pupils</b> Risk of getting locked in toilet cubicle	A member of school staff to accompany pupils to toilets and wait outside cubicles. No pupil should visit the toilets without a member of school staff accompanying. The toilets are cleaned and sanitised on a daily basis by caretaker staff and are inspected at regular intervals during the day. Any faults found are reported to maintenance personal immediately.	1	1	1
<b>Seaton Wetlands Halt</b>					
<b>Platform area</b>	<b>Pupils and supervising adults</b> Risk of slipping or tripping	The platform is inspected on a daily basis by the Caretakers, and also by all members of staff who are asked to be vigilant and look for hazards/litter etc. The platform areas are brushed clean when required and are occasionally treated with detergent to prevent the formation of algae/moss. Brick paving and slabs are inspected on a regular basis and any 'rising slabs' are dealt with immediately to prevent a trip hazard.	1	3	3

		The track is set into block paving flush to avoid any trip hazards.			
<b>Waiting area</b>	<b>Pupils and supervising adults</b> Risk of being struck by a moving tram	The raised access ramp is to be used as a waiting area, and will have a barrier at the top only to be opened by the tram driver. Tram drivers are instructed to observe additional caution in this area should anyone access the track without authorisation. The halt is fully fenced along its full length. The halt also has a fence line to segregate members of the public on the access boardwalk from the track.	2	3	6
<b>Accessing the Wetlands from Seaton Wetlands Halt via boardwalk</b>	<b>Pupils and supervising adults</b> Risk of slipping or falling from boardwalk	Board walk is only slightly raised above the level of the ground therefore it does not pose a significant fall threat. Children to be reminded to stay on the board walk as the ground below can be muddy and wet. The surface of the boardwalk is covered in wire mesh netting to increase grip.	1	3	3
<b>Accessing the Wetlands from Seaton Wetlands Halt via boardwalk</b>	<b>Pupils and supervising adults</b> Risk of flooding	The halt and boardwalk are closed to the public in the event of the area being flooded.	1	3	3
<b>Arriving at Colyton Station</b>	<b>Pupils and supervising adults</b> Risk of collision with moving tram Risk of tripping or falling on track	Tramway staff to lead group quickly from tram to station platform and avoid lingering beside stationary tram.  Tramway staff will remind pupils to be vigilant, walk carefully and not to run.  School staff to walk with allocated groups	1	3	3
<b>Moving around Colyton station</b>	<b>Pupils and supervising adults</b> Risk of tripping or falling	Tramway staff will remind pupils about safety on arrival at Colyton.  The platform area is inspected on a daily basis by the Colyton station caretakers, and also by all members of staff who are asked to be vigilant and look for hazards/litter etc.  The platform areas are brushed clean daily and are frequently hosed down to prevent the formation of algae/moss.  Brick paving and slabs are inspected on a regular basis and any 'rising slabs' are dealt with immediately to prevent and trip hazard.  Where possible Tramway staff will keep the group separate from other visitors to the station so that interaction will be limited.  Schools should arrange for pupils to be in small groups with a nominated supervising adult who should do regular headcounts.	1	1	1

<b>Moving around Colyton station</b>	<b>Pupils</b> Risk of pupil becoming separated from group and being lost	Schools should arrange for pupils to be in small groups with a nominated supervising adult who should do regular headcounts.	1	3	3
<b>Moving around Colyton station</b>	<b>Pupils</b> Risk of inappropriate or negative interaction with members of the public	Where possible Tramway staff will keep the group separate from other visitors to the station so that interaction will be limited.	1	2	2
<b>Moving around Colyton Station</b>	<b>Pupils and supervising adults</b> Risk of contracting Covid-19 through touch contamination	See separate risk assessment.	1	3	3
<b>Colyton Toilets</b>	<b>Pupils</b> Risk of pupils becoming separated from group and being lost	A member of school staff to accompany pupils to toilets and wait outside cubicles.  No pupil should visit the toilets without a member of school staff accompanying	1	3	3
<b>Colyton Toilets</b>	<b>Pupils</b> Risk of getting locked in toilet cubicle	A member of school staff to accompany pupils to toilets and wait outside cubicles.  No pupil should visit the toilets without a member of school staff accompanying.  The toilets are cleaned and sanitised on a daily basis by caretaker staff and are inspected at regular intervals during the day.  Any faults found are reported to maintenance personal immediately.	1	1	1
<b>Colyton Toilets</b>	<b>Pupils</b> Risk of inappropriate or negative interaction with members of the public	A member of school staff to accompany pupils to toilets and wait outside cubicles.  No pupil should visit the toilets without a member of school staff accompanying.	1	2	2
<b>Taking part in activities in Garden Room</b>	<b>Pupils and supervising adults</b> Risk of tripping or falling over tables and chairs	The café layout (including the Garden Room) is kept under constant review in order to maximize room, and reduce trip hazards and obstacles caused by tables, chairs and display units.  Floors are cleaned on a daily basis, and all lighting is kept in working order.  Any defects dealt with at the first opportunity.	1	1	1

<b>Fire alarm activated</b>	<b>Pupils and supervising adults</b> Risk of injury from fire	<p>School groups will be given clear instructions at the start of their visit as to what to do in the event of the fire alarm being activated.</p> <p>If the fire alarm is activated the group will be lead by Tramway staff to the muster point in the car park.</p> <p>Fire alarm call points are located beside all doors.</p> <p>Fire extinguishers are located within the building and are all maintained on a regular basis by contractors.</p> <p>All electrical equipment within the toilets are PAT tested on an annual basis by our appointed electrical contractors Safety Management UK.</p>	1	3	3
<b>Play area</b>	<b>Pupils and supervising adults</b> Risk of injury while using play equipment	<p>The play area was completed and inspected and signed off in February 2024.</p> <p>The play area is inspected on a regular basis by Colyton Caretakers, and also by all members of staff who are asked to be vigilant and look for hazards/litter etc.</p>	1	2	2
<b>Waiting to board tram for return journey</b>	<b>Pupils and supervising staff</b> Risk of straying onto track and collision with moving tram	<p>Trams load passengers at the south end of platform. School staff and pupils will queue on the south end of the platform as directed by Tramway staff.</p> <p>There is a barrier to prevent passengers moving off the platform onto the track.</p> <p>Tramway staff will direct pupils and staff to the waiting area and will accompany them on the return journey.</p>	1	3	3
<b>Walking to or from car park including overflow car park</b>	<b>Pupils and supervising staff</b> Risk of collision with moving vehicles	<p>School staff to accompany pupils across the road or car park.</p> <p>School staff to remind children to be extra vigilant by looking out for moving vehicles and not to run.</p> <p>It is recommended that pupils walk in pairs or single file to cross the road or car park.</p>	1	3	3
<b>Walking to or from car park including overflow car park</b>	<b>Pupils and supervising staff</b> Risk of tripping or falling	<p>The car park is inspected and cleaned as required on a daily basis.</p> <p>Any issues are reported and dealt with immediately. Special attention given to disabled facilities and access points.</p> <p>The tarmaced car-park is regularly hosed down to prevent the formation of algae/moss.</p>	1	1	1

Risk Assessment carried out by/updated by: Nicola Stone

Position: Learning and Activity Manager



Signature:

Date:

20<sup>th</sup> February 2024