

## River Habitat Safety Checklist

**It is the responsibility of the leader to be familiar with and take account of this checklist each time they undertake an activity.**

### General Information

- School should provide sufficient teachers/leaders to supervise children at all times and during an emergency, according to the ratios recommended by PCC. If ratios are exceeded NPA leaders have right to refuse to deliver session.
- Responsibility for behaviour of the group lies with school leaders. NPA leaders have the right to refuse to continue with an activity if the group is not supervised to their satisfaction.
- River Banks are exposed sites with a higher chance of slips and falls. Leaders should make themselves aware of the bank conditions and weather before leading children to the river bank. In adverse weather conditions the trip should be cancelled. This includes hot and sunny weather, as well as wet or windy weather.
- Despite the trip being a river study, children should not enter the river at any time.
- The group should be made aware of other members of the public and asked not to intrude on their enjoyment of the place.
- Group told to listen to instructions from NPA leaders - if they hear a whistle, stop immediately.

**The leader must be able to answer yes to all the following questions to ensure that the activity is undertaken safely.**

### Before the Event

- Have you checked the ratio for this activity?
- Have you contacted the school?
- Have you checked the weather forecast? Is the weather appropriate for the planned activities? If the weather is unsuitable, is there an alternative location?
- Do you have all the equipment needed for the event?
- Are you familiar with the location?
- Are your first aid qualifications up to date and do you have a first aid kit?
- Have you a fully charged mobile phone?
- Have you identified safe road crossing points?

Contacting the school should include briefing the teacher:

- About the activity.
- About the expected weather.
- About any clothing required.
- About ratios for the activity

It should also include an exchange of information about children who may have particular needs, e.g. medical, behaviour.

### During the Event

#### Before the school arrives

- Have you checked the site for specific hazards?
- Do you know where the nearest toilet/washing facilities are?
- Have you checked if you have a mobile phone signal?

- Are you aware of other users at the location today?
- Are you aware of any other events at the location today that may affect your activity?

### Before the activity starts

- Have you briefed the school staff e.g. tasks, specific hazards, emergency and mobile phones, additional safety instructions?
- Have you explained the activity to the group?
- Have you told the group to keep together and made clear to the group the boundaries of the activity?
- Have you given the group a specific safety briefing?
- Pupils must not cross the road until teachers / NPA leaders indicate it is safe to do so and should cross between two adults who have first stopped the flow of traffic. Pupils must keep to pavements where possible.
- Pupils must be instructed not to approach dogs. If dogs approach group, instruct group to remain calm and quiet. Pupils must be warned that dog fouling may be present in the area and to check the location carefully before sitting / lifting rocks etc. Ensure that hands are cleaned before consuming food.
- Pupils must be warned that the terrain will be uneven and slippery. Pupils must be instructed not to climb down river banks and to walk around the site slowly and carefully. Check that the group are wearing appropriate footwear.
- Pupils must be warned that overstretching with nets on the river bank may lead to falling and injury. Pupils should be shown the appropriate way to use nets.
- Pupils must be shown the appropriate way to handle river species to avoid injury.
- Pupils must be warned not to pick up litter due to danger of injury. Any injuries must be reported to the NPA leader.
- Pupils must be warned about any dangers with the current weather condition, e.g. exposure to sun, windchill. Pupils must be instructed to inform the NPA leader or their teachers if they feel any discomfort / illness.
- **See also Site Specific Information.**
- Have you explained what signal will stop the group in an emergency?
- Are the group appropriately dressed?

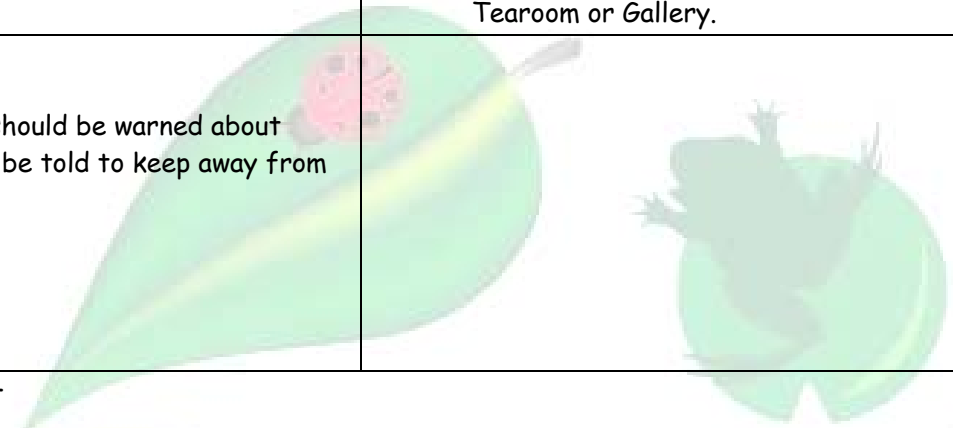
### During the Activity

- Are you monitoring the activity?
- Are you monitoring the weather?

### If something goes wrong

- Do you know where emergency telephones are located?
- Have you a central meeting point to gather if something does go wrong that is safe for all, e.g. the car park

### Site Specific Information

<p>Castell Henllys</p>	<p>Colby Woodland Garden</p> <ul style="list-style-type: none"> <li>• Use site map and avoid old mine workings.</li> <li>• Advise children on behaviour close to stream, which has steep sides and is fringed by vegetation.</li> <li>• Children should use footbridges to cross the stream, not stepping stones.</li> <li>• Emergency telephones are located at the NT Shop, Tearoom or Gallery.</li> </ul>
<p>Sychpant</p> <ul style="list-style-type: none"> <li>• Children should be warned about pond, and be told to keep away from it.</li> </ul>	
<p>After the Event</p>	
<p>Have you notified the office of any change to risk factors?</p>	

