

**Teachers** = Any visiting School Staff to include Teachers, Teaching Assistants and school Volunteers    **LEO**= Lear

RISK ASS

Customer Name/Station			
Aspect of Work	School Group Workshop	Location	
Who Affected	E=Employee	C = Contractors	

Risk No'	Hazard	Hazard effect	Initial Assessment			
			Who affected/How many	Severity	Likelihood	Assessed Risk
SGW1	<b>Safeguarding Children</b>	Care of Children with additional needs	Ex1 Vx3  Px up to 90	4	3	12
		Proximity to general public, shared public spaces (toilets, gift shop, boat)				
		Supervision				
		Working with young people				
		Missing Child				
SGW2	<b>Workshop activities (crafts)</b>	Cutting/ breakage to the skin from scissors or other sharp objects	Ex1 Vx3  Px up to 90	2	2	4
		Poisoning (Ingestion of substances not meant for consumption;				
		Choking on small objects				

		Small objects				
SGW3	<b>Workshop activities (handling heavy objects)</b>	Crushing, pinching, bone breakage, bruising	Ex1 Vx3 Px up to 90	2	3	6
SGW4	<b>Workshop activities (Sagitta visit and pulling activity)</b>	Boarding and Disembarking	Ex1 Vx3 Px up to 90	3	3	9
		Safeguarding				
		Slips and Trips				
		Sprains and injuries				
		Water safety				
SGW5	<b>Workshop activities (outside spaces incl. nature garden)</b>	Falling branches/ Uneven ground	Ex1 Vx3 Px up to 90	3	3	9
		Stings/ bites				
		Poisonous plants/ fungi / allergens				
		Contamination from soil and water				
		Inclement Weather				
SGW6	<b>Illness</b>	WL unable to continue with workshop	Ex1 Vx3	2	2	4

		<div>Unable to continue with workshop</div> <div>Child unable to continue workshop</div>				
SGW7	Movement Around Site	<div>Fall, broken bones, trauma, head injury, sprain</div> <div>Arrival and departure / accessing the car park</div> <div>Canal-Side Areas /Open Water</div>	<div>Ex1 Vx3</div> <div>Px up to 90</div>	3	3	9
SGW8	Fire and Evacuation	<div>Panic and confusion</div> <div>Group separation/ missing child</div> <div>Accident and Injury</div> <div>Fire</div>	<div>Ex1 Vx3</div> <div>Px up to 90</div>	<div>3</div> <div>5</div>	<div>2</div> <div>1</div>	<div>6</div> <div>5</div>
SGW9	Hygiene	Use of same room throughout day. Contamination from workshop activities and crafts into lunchtime.	Ex1 Vx3	3	3	9
SGW10	Use of Electrical Equipment	<div>Combustion</div> <div>Electrocution</div>	<div>Ex1 Vx3</div> <div>Px up to 90</div>	3	2	6

		Wire trip hazard				
SGW11	<b>Children accessing staff laptops/ computers</b>	GDPR breach	Ex1 Vx3	4	2	8
		Safeguarding; pop ups, accessing	Px up to 90			
SGW12	<b>45 minute underground experience boat trip</b>	*See separate RA	Ex1 Vx3  Px up to 90			

Severity		
1 = Negligible - No first aid injury, no loss of time		
2 = Minor - Minor first aid injury - less than 7 days lost time		
3 = Lost time - injury or illness causing more than 7 days lost time		
4 = Major - Severe injury with extreme lost time		
5 = Fatal = Fatality or major disruption		
Acceptability of assessed risks	16-25 = Intolerable risk/action required	9-15 = Tolerable risk with permission of CEO

Review	Author	Date	Signature	
	Jennie Wall	30/05/2025		Date
				Author

ning Engagement Officer

WL = Workshop Leader

V= DCTT Volunteer

ESMENT

Dudley Metropolitan Borough Council

Dudley Canal and Tunnel Trust

Dudley Canal and Caverns

P = Public

CS = Client/Staff

Risk Control Measures	Residual Risk		
	Severity	Likelihood	Assessed Risk
<p><b>Teachers</b> asked to advise <b>LEO</b> of any additional needs or support during booking.</p> <p><b>LEO</b> to disclose any relevant information to <b>WL, V, Opps Manager and Skippers</b>.</p> <p>Pre visits and conversations encouraged.</p> <p>Black Out tent /ear defenders are available for children as required.</p> <p>Appropriate ratio of free <b>Teacher</b> :Children offered.</p>	3	2	6
<p><b>LEO</b> to lock public access toilets next to Legger Suite, so accessible to school groups only.</p> <p>DCTT staff to wear layards/ID for visibility.</p> <p><b>LEO</b> or <b>WL</b> to show <b>Teachers</b> the public toilets next to the shop and explain that these can be used but will need to be monitored by their own staff.</p> <p><b>LEO</b> to liaise with <b>Opps Manager</b> to discuss appropriateness of withdrawing public from school trip boats.</p> <p><b>DCTT staff</b> to section off the outside lunch space (if being used) so it is unavailable to the general public.</p> <p>Learning Spaces are unavailable to the public, if being used by a school.</p> <p>From September to Easter, schools are offered exclusive use on Mondays and Tuesdays.</p>			
<p><b>Teacher</b> supervision is required in suitable ratios when on site.</p> <p>Appropriate ratio of free <b>Teacher</b> : Children offered.</p> <p><b>Teachers</b> are ultimately responsible for dealing with their children, as they are the experts on their children's individual needs.</p> <p>One <b>Teacher</b> to always be in attendance with any activities lead by <b>LEO, WL or V</b>.</p> <p><b>DCTT staff</b> and <b>V</b> to receive Safeguarding training during induction, with yearly refreshers.</p> <p>Reporting methods in place and <b>DSL</b> on site during visits.</p> <p><b>DCTT staff</b> and <b>V</b>, who are in contact with children, receive enhanced DBS.</p>			
<p>Missing child policy to be enforced upon notification of a missing child.</p> <p>Head counting in and out of each teaching space.</p> <p>Visiting school to follow recommended teacher to student ratios.</p>			
<p>Appropriate children's scissors available.</p> <p>Ensure <b>children</b> are supervised, at all times, by <b>teachers</b> and <b>WL</b> when using any equipment during craft sessions.</p> <p><b>WL</b> to ensure all scissors are collected in at the end of each session.</p> <p>Safety talk given by <b>WL</b> on how to responsibly use equipment.</p> <p><b>Teacher</b> and <b>WL</b> to supervise use of paint/glue etc.</p> <p>Non toxic substances used during workshops.</p> <p>All <b>children</b> are over the age of 3.</p>	2	1	2

Expected

SEN

Primary

Secondary

Teaching Spa

<p><b>Teacher</b> and <b>WL</b> to supervise use of craft materials.</p>			
<p>Safety talk given by <b>WL</b> on how to responsibly handle items.</p> <p><b>WL</b> and <b>V</b> to move larger, heavier items.</p> <p>Ensure <b>children</b> are supervised at all times when handling objects.</p>	2	2	4
<p><b>Children</b> to walk in line with the wall as they move towards <i>Sagitta</i>.</p> <p><b>WL</b> to demonstrate specific boarding style (backwards holding the white rails)</p> <p><b>WL</b> to enter <i>Sagitta</i> first, followed by a <b>teacher</b>. One <b>teacher</b> inside the boat and one to manage children on the tow path.</p> <p>Maximum 15 <b>children</b> aboard at once.</p> <p><i>Sagitta</i> inspected prior to boarding and weekly checks.</p> <p>First Aid kit onboard.</p> <p>All staff working in close proximity to vulnerable persons are suitably trained in safeguarding.</p> <p>Visitors counted off and on boat.</p> <p>Visitors only access the vessel when in a moored position.</p> <p>Maximum 5 <b>children</b> in the cabin at once. <b>WL</b> to be in eyesight of <b>teacher</b> when in the cabin.</p> <p>Hatches must remain open on-board and lights must be on.</p> <p>Walkways kept clear and tidy.</p> <p>Lighting to always be on inside when boat is in use</p> <p>First aid kit carried on board.</p> <p>Mooring ropes must be tidy, clearly visible and not cross pathways</p> <p>Staff to carry personal mobile phone to call for help if needed.</p> <p><b>Children</b> watching the 'pulling' activity to remain next to the wall on the bridge.</p> <p>Check towpath is dry enough for 'pulling' activity.</p> <p>Experienced member of <b>DCTT boating team</b> to manage the activity.</p> <p>Careful instructions given by WL to Children on how to use body weight to move the boat.</p> <p>Methodical approach to be taken which is outlined in the method statement.</p> <p>Gloves given to <b>children</b> to prevent rope burn.</p> <p>Man over board procedure in place.</p> <p>Means of rescue in place (ladders).</p> <p>Staff trained in water safety.</p> <p>Children pulling the boat remain behind the canal barrier at all times.</p>	2	2	4
<p>Site survey taken out before each outdoor session.</p> <p>Loose branches removed.</p> <p>First Aiders on site and First Aid box to be taken to outdoor space.</p> <p>Schools reminded about appropriate clothing before visit.</p> <p><b>Teacher</b> to collect Allergen information prior to visit and make <b>LEO</b> aware.</p> <p>Educate <b>children</b> on 'look but don't touch.</p> <p>Handwashing facilities provided.</p> <p>Educate <b>children</b> on 'no hands in mouth'</p> <p>Dress appropriately for weather.</p> <p>Cancel or relocate sessions indoor.</p>	3	1	3
<p>Sickness policy in place, including procedures on informing management.</p> <p>Alternative <b>DCTT staff</b> trained to carry out workshops</p> <p>Trained first aiders on site to assist in medical response if required.</p>	2	2	4

Medical requirements, allergies and emergency contact details of <b>DCTT staff and volunteers</b> held by <b>HR manager</b> .			
<b>LEO</b> to assess if replacement volunteer required to support ratios and delivery, then liaise with <b>Volunteer Coordinator</b> . Adaptations to be made to workshop, if required, to ensure safe ratios / practice.			
Trained first aiders on site to assist in medical response, if required.			
<b>Teachers</b> to follow recommended ratios, to ensure support can be offered/ parents/school called with minimal disruption to other students.			
Walk ways kept clear of obstacles, rubble and rubbish. Floors are cleaned in the morning, with enough time to dry to avoid causing slippery surfaces Safety briefing given by <b>WL</b> advising <b>children</b> not to run indoors or near waters' edge Assistance offered when using steps and boarding boats. First aid kit available and first aiders on site. Adults to top and tail groups walking around the site. <b>WL</b> or <b>V</b> to instruct <b>children</b> safe methods of walking up/down the stairs. <b>LEO</b> and/or <b>WL</b> to meet & greet coach/minibus on arrival and escort visitors into the building. <b>LEO</b> and/or <b>WL</b> to walk with school groups to the coach to help manage a safe exit around the car park. School visitors to walk along the footpath for as long as possible, before crossing to their coach/minibus.	2	2	4
Appropriate barriers and fencing used. Supervision by <b>DCTT staff</b> and <b>Teachers</b>			
Safety briefing delivered by <b>WL</b> on arrival; including whether or not to expect a fire drill, nearest exit and where fire assembly points are. Fire wardens on duty to sweep building and provide guidance and assistance Fire wardens on duty to sweep building and provide guidance and assistance Group advised to follow staff and exist in a calm and organised fashion Group advised to follow staff and exist in a calm and organised fashion Group directed to leave personal belongings when exiting building. First aiders on site to treat injury/ burns while awaiting 999 response if required.	2	2	4
Fire extinguishers and blankets available in Learning Spaces and around site to be used to tackle fire where appropriate. Fire Exit signage clearly displayed Flammable liquids not stored in building.	4	1	4
Table mats used to contain mess which are removed after workshop activities. Tables wiped down with Antibacterial solution before and after lunch use. Handwashing facilities provided. Hand sanitiser provided during workshops. Waste bins provided Individuals encouraged to exercise their own caution.	2	2	4
PAT testing Staff and volunteers encouraged to exercise caution and not use faulty or damaged equipment Staff and volunteers required to report electrical damages Equipment to be used by staff and volunteers only	2	1	2

No wires to be coiled or trailed across walkways or must be taped down with warning tape.			
Computers and laptops to be locked and password protected when not in use	3	1	3
Staff monitoring encouraged at all times of equipment and students			

Likelihood																															
1 = Very unlikely to occur	<div>DOCHILL</div> <div>5 x 5 Risk Matrix</div> <table><tr><td>5</td><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td></tr><tr><td>4</td><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr><tr><td>3</td><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr><tr><td>2</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr><tr><td>1</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>CONSEQUENCES</div> <div><div>Risk Rating</div><div>High</div><div>Medium</div><div>Low</div></div>	5	5	10	15	20	25	4	4	8	12	16	20	3	3	6	9	12	15	2	2	4	6	8	10	1	1	2	3	4	5
5		5	10	15	20	25																									
4		4	8	12	16	20																									
3		3	6	9	12	15																									
2		2	4	6	8	10																									
1	1	2	3	4	5																										
2 = Unlikely to occur																															
3 = Likely to occur																															
4 = Very likely to occur																															
5 = Almost certain to occur																															
1-8 = Tolerable risk																															
Previous review dates																															
	17/06/2023																														
	RP																														



Teacher: Student ratios

1:2

1:7

1:10

ces = Legger Suite, Biffa Gallery, Sagitta and Wildlife Garden

