

Site Risk Assessment

Site: Chateau Beaumont
Les Courges
53420 Chailland

Risks: Visitor/child getting lost
Unauthorised person(s) on site
Fire
Activities
Visitor/child being run over
Falling over / tripping around the site.

Preventative

Measures: <i>Lost child:</i> Easily identified boundaries; rarely unsupervised.
<i>Unauthorised persons:</i> staff & visitor badges in use, doors locked & checked every night.
<i>Fire:</i> fire alarm system maintained by specialist company; annual check by independent inspection authority of alarm, extinguishers and fire exits; staff training for correct procedure; inspection by fire chief and authority. Strict adherence to their guidelines. Push-bar doors allow children to exit when doors are locked.
<i>Activities:</i> see assessments specific to each activity.
<i>Visitor run over:</i> children not allowed unsupervised in car park/entrance.
<i>Falling over:</i> regular site tidy; checking of paths and activity areas for tripping hazards; removal of any sharp objects; regular maintenance checks.

Miscellaneous: Staff are First Aid trained and familiar with French Doctors and Fire Service

Signed: _____

Date: 19th August 2010

Review Date: 18th August 2011

Excursion Site Risk Assessment

Site: **Cheese Farm**

Risks:

Visitor/child getting lost
Visitor/child suffering allergic reaction to cheese/goats
Visitor/child falling on steps
Visitor/child slipping in cold room/cheese-making area

Preventative

Measures:

Group Leader to liaise with visiting Party Leader
Group Leader given training, experience and familiarity with excursion
Visitors given pre-planned meeting points and timings
Visitors/children never unsupervised
Visiting Party Leader advised that cheese is made from unpasteurised milk; handwash facilities available; liaison between Group Leader and visiting Party Leader; Group Leader carries mobile phone
Visitors warned to not touch male goats; warned to only walk; warned of slippery floor.

Miscellaneous:

Coach Park is next to entrance.
Toilets are next to Meeting Hall.
Group Leaders carry mobile phones and First Aid kits at all times

Signed: _____

Date: 19th August 2010

Review Date: 18th August 2011

Excursion Site Risk Assessment

Site: **Cider Museum**

Risks:

Visitor/child getting lost
Visitor/child drinking alcohol to excess
Visitor/child falling on steps
Visitor/child being run over while crossing road

Preventative

Measures:

Group Leader to liaise with visiting Party Leader
Group Leader given training, experience and familiarity with excursion
Visitors given pre-planned meeting points and timings
Visitors/children never unsupervised
Visitors reminded to walk
Visitors escorted from car park to entrance; supervised by Group Leader and teachers when crossing the road
First Aid pack carried by groupleaders

Miscellaneous:

Coach Park is next to museum entrance.
Toilets are in the seated area.
Group Leaders carry mobile phones and First Aid kits at all times.

Signed: _____

Date: 19th August 2010

Review Date: 18th August 2011

Excursion Site Risk Assessment

Site: **Fougerés Castle**

Risks:	Visitor/child getting lost
	Visitor/child falling from battlements/over walls
	Visitor/child falling on steps
	Visitor/child hit by falling rocks
	Visitor/child falling from rocks

Preventative

Measures:	Group Leader to Liaise with visiting Party Leader
	Group Leader given training, experience and familiarity with excursion
	Visitors given pre-planned meeting points and timings; visitors shown information point
	Visitors/children never unsupervised
	Battlements and walls only toured under Group Leader and teacher supervision
	Visitors warned to walk only
	First Aid pack carried by Group Leaders
	All unsafe areas are fenced off
	Visitors escorted from car park to entrance
	Climbing rocks is forbidden

Miscellaneous:	Coach Park is a short walk from castle entrance
	Toilets are in the car park
	Group Leaders carry mobile phones and First Aid kits at all times

Signed: _____

Date: 19th August 2010

Review Date: 18th August 2011

Excursion Site Risk Assessment

Site:

Laval Market

Risks:

Visitor/child getting lost
Visitor/child being run over
Visitor/child tripping

Preventative

Measures:

Group Leader to liaise with visiting Party Leader
Group Leader given training, experience and familiarity with excursion
Visitors given pre-planned meeting points and timings; children given defined boundaries around market place
Visitors/children made aware of where to go if lost (Castle); told to remain in groups of minimum 4 people
Visitors/children escorted from coach to market
Visitors reminded to walk

Miscellaneous:

Coach Park is a short walk from the market
Toilets are in various places
Group Leaders carry mobile phones and First Aid kits at all times

Signed: _____

Date: 19th August 2010

Review Date: 18th August 2011

Excursion Site Risk Assessment

Site:

Hypermarket (Carrefour, Laval)

Risks:

Visitor/child getting lost
Visitor/child being run over
Visitor/child tripping

Preventative

Measures:

Group Leader to liaise with visiting Party Leader
Group Leader given training, experience and familiarity with excursion
Visitors given pre-planned meeting points and timings; children given defined boundaries (not to leave confines of Carrefour centre)
Visitors/children made aware of where to go if lost (entrance); told to remain in groups of minimum 4 people
Visitors/children escorted from coach to entrance
Visitors reminded to walk

Miscellaneous:

Coach Park is short walk from entrance
Toilets are in various places
Group Leaders carry mobile phones and First Aid Kits at all times

Signed: _____

Date: 19th August 2010

Beaumont Chateau Ltd
Les Courges
53420 Chailland

Review Date: 18th August 2011

Hypermarket (Carrefour, Laval)

Excursion Site Risk Assessment

Site: **Le Mont-Saint-Michel**

Risks:	Visitor/child getting lost
	Visitor/child straying onto quicksand
	Visitor/child falling from rocks at designated picnic area
	Visitor/child falling on steps
	Visitor/child drowning

Preventative

Measures:	Group Leader to liaise with visiting Party Leader
	Group Leader given training, experience and familiarity with excursion
	Visitors given pre-planned meeting points and timings; visitors shown the emergency First Aid point at bottom of hill, opposite Post Office
	Visitors warned about quicksand and escorted from car park to entrance
	Designated picnic area only used under Group Leader and teacher supervision; visitors warned about rocks
	Visitors reminded to walk
	Visitors escorted from car park to entrance
	Visitors informed that swimming/paddling is forbidden

Miscellaneous:	Coach park is next to entrance to Le Mont
	The First Aid point is constantly manned with PVA system for entire site
	Toilets are at the entrance, plus cash machine and information point
	Group Leaders carry mobile phones and First Aid kits at all times

Signed: _____

Date: 19th August 2010

Review Date: 18th August 2011

Site Risk Assessment

Site: **Refuge de l'Arche: Chateau-Gontier**

Risks: Visitor/child getting lost
Visitor/child drowning in lake
Visitor/child being injured by animals
Visitor/child being run over in car park
Visitor/child being injured on apparatus in playground
Visitor/child falling over / tripping around the site

Preventative

Measures: Children always under supervision / in enclosed area
Group Leader to liaise with Party Leader
Group Leader given training, experience and familiarity with the excursion
Visitors given pre-planned meeting points and timings; children given defined boundaries
Visitors/children made aware of where to go if lost; told to remain in groups of minimum of 4 people
Visitors/children escorted from car park to entrance
Visitors/children reminded to walk
Visitors/children warned of danger around lake
Animals all in cages; barriers prevent contact
Use of playground discouraged; First Aider on hand

Miscellaneous: Staff are First Aid trained and familiar with French Doctors and Fire Service
Toilets are next to the shop
There is a safe, enclosed and roofed area for packed lunches.
Coach Park is a short walk from the entrance
Group Leaders carry mobile phones and first Aid kits at all times

Signed: _____

Date: 19th August 2010

Review Date: 18th August 2011

Excursion Site Risk Assessment

Site: **Chocolate Shop: Chateau Gontier**

Risks:	Visitor/child getting lost
	Visitor/child being run over
	Visitor/child tripping
	Visitor/child having severe nut allergy

Preventative

Measures:	Group Leader to liaise with visiting Party Leader
	Group Leader given training, experience and familiarity with excursion
	Visitors given pre-planned meeting points and timings; children given defined boundaries (not to leave confines of shop)
	Visitors/children made aware of where to go if lost (entrance)
	Visitors/children escorted from coach to entrance
	Visitors reminded to walk
	Group Leader to inform children if they have a nut allergy not to eat chocolate

Miscellaneous:	Coach Park is short walk from entrance
	Group Leaders carry mobile phones and First Aid kits at all times

Signed: _____

Date: 19th August 2010

Review Date: 18th August 2011

Excursion Site Risk Assessment

Site: **St. Hilaire-du-Harcouet Market**

Risks: Visitor/child getting lost
Visitor/child run over
Visitor/child falling on steps

Preventative

Measures: Group Leader liaison with visiting Party Leader
Group Leader given training, experience and familiarity with excursion
Visitors given pre-planned meeting points and timings; children given defined boundaries around market place
Visitors/children made aware of where to go if lost (fountain); told to remain in groups of minimum 4 people
Visitors/children escorted from coach to market
Visitors reminded to walk

Miscellaneous: Coach Park is a short walk from the market.
Toilets are in various places.
Group Leaders carry mobile phones and First Aid kits at all times

Signed: _____

Date: 19th August 2010

Review Date: 18th August 2011

Excursion Site Risk Assessment

Site: **Saint Malo**

Risks:	Visitor/child getting lost
	Visitor/child falling on steps
	Visitor/child being run over
	Visitor/child drowning
	Visitor/child falling over walls/battlements.

Preventative

<u>Measures:</u>	Group Leader to liaise with visiting Party Leader
	Group Leader given training, experience and familiarity with excursion
	Visitors given preplanned meeting points and timings; children forbidden to leave boundaries of walled town
	Visitors/children made aware of where to go if lost; told to remain in groups of minimum 4 people
	Visitors/children escorted from coach to walled town
	Visitors reminded to walk
	Visitors are escorted across all roads; if teachers release children in groups they are reminded of traffic driving on the right hand side of the road
	Visitors are escorted past docks and to the beach. Lifeguards are present on beach; swimming will be discouraged by Group Leader to visiting Party Leader
	Visitors reminded to walk

<u>Miscellaneous:</u>	Coach Park is a short walk from walled town
	Toilets are in various places
	Group Leaders carry mobile phones and First Aid kits at all times

Signed: _____

Date: 19th August 2010

Review Date: 18th August 2011

Excursion Site Risk Assessment

Site: **Vitré Castle**

Risks:	Visitor/child getting lost
	Visitor/child falling from battlements/over walls
	Visitor/child falling on steps
	Visitor/child tripping
	Visitor/child getting run over

Preventative

Measures:	Group Leader to Liaise with visiting Party Leader and teachers
	Group Leader given training, experience and familiarity with excursion
	Visitors given pre-planned meeting points and timings; visitors shown information point
	Visitors/children never unsupervised
	Battlements and walls only toured under Group Leader and teacher supervision
	Visitors warned to walk only
	Visitors/children are advised in the correct procedure when walking on walls
	Visitors/children escorted from coach to castle using pavements, and only cross roads under supervision
	Tour from an official guide from the castle
	Group Leaders carry mobile phones and First Aid kits at all times
	All unsafe areas are fenced off/locked
	Visitors escorted from car park to entrance

Miscellaneous:	Coach Park is a short walk from castle entrance
	Toilets are easily accessible - coach park and inside castle beside the steps up to the Hotel de Ville
	Tours can be provided In French or English

Signed: _____

Date: 19th August 2010

Review Date: 18th August 2011

Excursion Site Risk Assessment

Site: **EuroDisney Paris**

Risks: Visitor/child getting lost
Visitor/child being injured
Visitor/child tripping

Preventative

Measures: Party Leader to liaise with accompanying staff
Party Leader to give meeting points and timings; and give children defined boundaries
Visitors/children made aware of where to go if lost (suitable meeting point or lost child/first aid point) told to remain in groups of minimum 4 people
Visitors/children escorted from coach to entrance
Visitors reminded to walk

Miscellaneous: Coach Park is short walk from entrance
Toilets are in various places

Signed: _____

Date: 19th August 2010

Review Date: 18th August 2011

Excursion Site Risk Assessment

Site:

Eiffel Tower

Risks:

Visitor/child getting lost
Visitor/child being injured
Visitor/child tripping

Preventative

Measures:

Party Leader to liaise with accompanying staff
Party Leader to give meeting points and timings; and give children defined boundaries
Visitors/children made aware of where to go if lost (suitable meeting point) told to remain in groups of minimum 4 people
Visitors/Children under 12 must use lift
Visitors/children escorted from coach to entrance
Visitors reminded to walk

Miscellaneous:

Coach Park is short walk from entrance.
Toilets are in various places.

Signed: _____

Date: 19th August 2010

Review Date: 18th August 2011

Excursion Site Risk Assessment

Site: **Bateaux Parisiens**

Risks:	Visitor/child getting lost
	Visitor/child being injured
	Visitor/child drowning
	Visitor/child tripping

Preventative

<u>Measures:</u>	Party Leader to liaise with accompanying staff
	Party Leader to give meeting points and timings; and give children defined boundaries
	Visitors/children told not to lean over barriers on boat
	Visitors/children escorted from coach to boat
	Visitors reminded to walk

<u>Miscellaneous:</u>	Coach Park is short walk from entrance.
	Toilets are in various places.

Signed: _____

Date: 19th August 2010

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Excursion Site Risk Assessment

Site: **Bayeux Tapestry**

Risks:

Visitor/child getting lost
Visitor/child being injured
Visitor/child tripping

Preventative

Measures:

Party Leader to liaise with accompanying staff
Party Leader to give meeting points and timings; and give children defined boundaries
Visitors/children made aware of where to go if lost (suitable meeting point), and told to remain in groups of minimum 4 people
Visitors/children escorted from coach to entrance
Visitors reminded to walk

Miscellaneous:

Coach Park is short walk from entrance.
Toilets are in various places.

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Date: 19th August 2010

Review Date: 18th August 2011

Excursion Site Risk Assessment

Site: **Pegasus Bridge**

Risks: Visitor/child getting lost
Visitor/child being injured
Visitor/child tripping

Preventative

Measures: Party Leader to liaise with accompanying staff
Party Leader to give meeting points and timings; and give children defined boundaries
Visitors/children made aware of where to go if lost (suitable meeting point) and told to remain in groups of minimum 4 people
Visitors/children escorted from coach to entrance
Visitors reminded to walk

Miscellaneous: Coach Park is short walk from entrance
Toilets are in various places

Signed: _____

Date: 19th August 2010

Review Date: 18th August 2011