

Risk Assessment Advice for Visitors to Barnard Fields.



WYMONDHAM COMMUNITY RUGBY TRUST

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The following information is to help prospective visitor(s) prepare for a visit to Barnard Fields home of Wymondham RFC (The Club).

The Club strongly recommends that a planning visit be made before any group arranges to visit, so that any potential hazards may be assessed and minimised, both in our buildings and on the journey to the Club.

Would prospective visitors please note that Barnard Fields is a dog free area (see WCRT - Policy Regarding Dogs on Barnard Fields)

The visit is free and the facility is available from 10am–6pm seven days a week by appointment only – please email Facilities Manager on facilities@wymondhamrfc.co.uk for further details.

1 RISK ASSESSMENT ADVICE FOR FAMILIES

Barnard Fields - Our Club house and open areas

All the Club's public areas have been designed and are maintained to ensure that they are safe for visiting families. These spaces are continuously checked on a daily basis to remove or minimise hazards.

Our activities for families

All the Club's activities are designed and managed to remove or minimise hazards and the Club carries out a risk assessment for every activity. For example, any materials, equipment or objects used are checked to make sure they are safe and any trip/slip hazards are removed. Risk assessments are reviewed and updated on a regular basis to ensure that they reflect any changes to the activities or spaces in which they take place. Some activities may have specific hazards (e.g. relating to allergies) and a small number of activities have strict age restrictions for health and safety reasons.

If you are attending a particular activity, please check the details on our website for any additional information to avoid disappointment.

Our people

All the Club's staff have undergone a basic disclosure (police check) and the Club carries out a DBS enhanced disclosure for anyone involved in regulated activity (e.g. regular contact with the same children). All the Club's staff are fully trained on and comply with our Safeguarding Policy and Procedure.

Fire and evacuation

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The Club has fully tested evacuation procedures in place in case of fire or other emergencies.

In the case of an evacuation, please lead your group calmly to the nearest exit and follow the instructions of the Club Staff who will assist your group in exiting the Club and following the appropriate procedure.

If your group visit was booked through the Facilities Manager club staff will direct you to our muster point.

If your visit was not pre-booked you will be asked to leave the facility with the general public.

The Club's buildings are fitted with alarm systems and emergency exits are clearly marked.

First aid

The Club has members of staff who are trained in providing first aid.

Please inform the Club's staff or your own activity leader immediately if anyone in your family requires assistance due to illness or injury.

Insurance

The Club has public liability insurance providing cover up to £10 million through Howden Insurance Brokers Ltd.

Health and safety

The Club has a written health and safety policy and all staff receive health and safety training.

Lost family members

Please inform the Club's Staff immediately if any family members become separated from you and you are unable to find them.

The Club has established procedures in place to deal with these situations efficiently.

Supervision

Please note that parents, guardians or carers are responsible for the health and safety of their family group.

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The Club recommends that visiting family members under the age of 14 are accompanied by a responsible adult at all times while on the Club's premises and during any emergency evacuations.

Further advice

If you need more information to help you prepare your risk assessment, or would like to meet a member of staff when you make a planning visit, please email the Facilities Manager on facilities@wymondhamrfc.co.uk for further details.

2 RISK ASSESSMENT ADVICE FOR COMMUNITY GROUPS

Barnard Fields - Our Club house and open areas

All the Club's public areas have been designed and maintained to ensure that they are safe for visiting groups. These spaces are continuously checked on a daily basis to remove or minimise hazards.

Our activities for groups

All the Club's activities are designed and managed to remove or minimise hazards and the Club carries out a risk assessment for every activity. For example, any materials, equipment or objects to be used are checked to make sure they are safe and any trip/slip hazards are removed.

Risk assessments are reviewed and updated on a regular basis to ensure that they reflect any changes to the activities or spaces in which they take place.

Our people

All the Club's staff have undergone a basic disclosure (police check) and the Club carries out a DBS enhanced disclosure for anyone involved in regulated activity (e.g. regular contact with the same children). Everyone in the Club is fully trained on and complies with our Safeguarding Policy and Procedure.

Fire and evacuation

The Club has fully tested evacuation procedures in place in case of fire or other emergencies.

In the case of an evacuation, please lead your group calmly to the nearest exit and follow the instructions of the Club Staff who will assist your group in exiting the Club and following the appropriate procedure.

If your group visit was booked through the Facilities Manager club staff will direct you to our muster point.

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If your visit was not pre-booked you will be asked to leave the facility with the general public.

The Club's buildings are fitted with alarm systems and emergency exits are clearly marked.

First aid

The Club has members of staff who are trained in providing first aid.

Please inform the Club's staff or your own activity leader immediately if anyone in your group requires assistance due to illness or injury.

Insurance

The Club has public liability insurance providing cover up to £10 million through Howden Insurance Brokers Ltd.

Health and safety

The Club has a written health and safety policy and all staff receive health and safety training.

Lost group members

Please inform the Club's Staff or your own activity leader immediately if any group members become separated from the group and you are unable to find them.

The Club has established procedures in place to deal with these situations efficiently.

Supervision

Please note that group leaders are responsible for the health and safety of their group.

The Club recommends that visiting group members under the age of 14 are accompanied by a responsible adult at all times while on the Club's premises and during any emergency evacuations.

The Club recommends the following adult to child ratios:

- under 5s – 1:3
- ages 5–11 years – 1:6
- ages 12–16 years – 1:15.

Further advice

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If you need more information to help you prepare your risk assessment, or would like to meet a member of staff when you make a planning visit, please email the Facilities Manager on facilities@wymondhamrfc.co.uk for further details.

3 RISK ASSESSMENT ADVICE FOR TEACHERS

Barnard Fields - Our Club house and open areas

All the Club's public areas have been designed and maintained to ensure that they are safe for visiting groups. These spaces are continuously checked on a daily basis to remove or minimise hazards.

Our activities for schools

All the Club's workshops, study days, performances etc. are designed and managed to remove or minimise hazards and the Club carries out a risk assessment for every activity. For example, any materials, equipment or objects used are checked to make sure they are safe and any trip/slip hazards are removed.

Risk assessments are reviewed and updated on a regular basis to ensure that they reflect any changes to the activities or spaces in which they take place.

If a session involves a specific hazard that the Club feels teachers should know about, the Club will send this information to the school in advance of the visit and remind the group leader at the beginning of the activity.

Our people

All the Club's staff have undergone a basic disclosure (police check) and the Club carries out a DBS enhanced disclosure for anyone involved in regulated activity (e.g. regular contact with the same children). Everyone in the Club is fully trained on and complies with our Safeguarding Policy and Procedure.

Fire and evacuation

The Club has fully tested evacuation procedures in place in case of fire or other emergencies.

In the case of an evacuation, please lead your group calmly to the nearest exit and follow the instructions of the Club Staff who will assist your group in exiting the Club and following the appropriate procedure.

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If your group visit was booked through the Facilities Manager club staff will direct you to our muster point.

If your visit was not pre-booked you will be asked to leave the facility with the general public.

The Club's buildings are fitted with alarm systems and emergency exits are clearly marked.

First aid

The Club has members of staff who are trained in providing first aid.

Please inform the Club's staff or your own activity leader immediately if anyone in your group requires assistance due to illness or injury.

Insurance

The Club has public liability insurance providing cover up to £10 million through Howden Insurance Brokers Ltd.

Health and safety

The Club has a written health and safety policy and all staff receive health and safety training.

Lost Pupils

Please inform the Club's Staff or your own activity leader immediately if any group members become separated from the group and you are unable to find them.

The Club has established procedures in place to deal with these situations efficiently.

Supervision

Please note that teachers and accompanying adults are responsible for the health and safety of their group and should remain with pupils at all times while on the Club's premises and during any emergency evacuations.

The Club requires the following staff to pupil ratios:

- Foundation stage – 1:3
- Key stage 1 – 1:6
- Key stage 2 – 1:6
- Key stage 3 – 1:10
- Key stage 4 – 1:15
- Post-16 AS/A2 – 1:15

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- SEND – 1:5.

Further advice

If you need more information to help you prepare your risk assessment, or would like to meet a member of staff when you make a planning visit, please email Facilities Manager on facilities@wymondhamrfc.co.uk for further details.

We hope you have a safe and enjoyable visit to us.