



LONG SUTTON COUNTY PRIMARY SCHOOL DIPPING POND POLICY

Introduction

This policy outlines the teaching, organisation, management and the risk assessment of the use of the dipping pond at Long Sutton County Primary School. This policy relates to children in Foundation Stage, Key Stage 1 and 2. This document is intended for all teaching staff and non-teaching staff, the school Governors, parents, inspection teams and LEA.

We believe that creating outdoor learning environments for pupils creates enrichment experiences for young people. They also provide opportunities for educational activities centred around risk awareness. Health and safety must be considered at all stages during the use and maintenance of the school ponds. This is best achieved through risk assessment.

Legal Implications

The Health and Safety at Work Act 1974 places duties on employers to ensure the health, safety and welfare of its employees and others who could be affected by its undertakings. In a schools setting this includes pupils and curriculum activities. The Occupiers Liability Act specifically focuses on persons concerned with premises and their duties towards visitors. This duty extends to ensuring trespassers are not exposed to foreseeable risks.

School Pond Information

The dipping pond is located on the school field behind the Reception classes. There are three different ponds all of different depths and size. There is wheelchair access to the ponds. The ponds are fenced and padlocked shut. Only adults are to unlock the gate. There is also a chest with pond dipping equipment which is also kept locked.

Managing the risk

Supervision of pond-dipping

Nursery	Reception	KS1	KS2
<ul style="list-style-type: none">• 1 children per adult	<ul style="list-style-type: none">• 4 children per adult• With second adult visible in Reception outdoor area.	<ul style="list-style-type: none">• 4 children per adult	<ul style="list-style-type: none">• 6 children per adult

- No unsupervised use of the pond area.
- Ensure that pupils keep their hands out of the water, and keep hands from mouth. Wash hands after session.
- Ensure that children do not poke or try and handle animals in the pond-dip trays. Use bug pots or magnifiers for close study.

Please see appendix 1 Risk assessment.

Accessibility

The dipping pond has wheelchair access.

Resources

Identification key fobs, nets, white trays and magnifying glasses are available in the storage chest.

Review

The Headteacher, Subject Leader and Governing Body will review this policy every two years in consultation with staff.

Written – June 2017

Review – June 2019

Nikki Dowding

EVC and Outdoor Learning Leader

LEV 2a (Jan 2012 Vers)

RISK ASSESSMENT MATRIX

Select the score for the best fit comment under each heading and tick the box. Add up the score and tick the appropriate risk heading below.

Risk Assessment for:	Long Sutton Dipping Pond	
Risk Assessment Total Score:	19	
Signed by:	Nikki Dowding	EVC HT Chair of Govs

	The activity 1 2 3 4 5 □□□□□	The individual 1 2 3 4 5 □□□□□	The activity leader 1 2 3 4 5 □□□□□	The environment 1 2 3 4 5 □□□□□	Access to First Aid 1 2 3 4 5 □□□□□	External Factors 1 2 3 4 5 □□□□□
1	Within the every day experience of the individual.	Very experienced appropriate level of competency.	Experienced and qualified at the appropriate level.	Urban or rural with hazards that are predictable.	Access to qualified staff and first aid equipment.	Weather appropriate to the activity, any change will have no adverse effect on the group.
2	Outside the every day experience of the individual, but the tasks have familiar aspects.	Regular exposure to the activity. An adequate level of competency.	Minimal qualifications, regular participant.	Urban and rural with hazards that change quickly.	Access to basic qualified staff and first aid equipment.	Weather appropriate to the activity, any change will have minimal effect, but will not affect safety.
3	Outside the every day experience of the individual, but competency has been achieved in training.	Experience at a recreational level, some competency.	Minimal qualifications, recreational participant.	Industrial. Overnight stays.	Access to unqualified staff and first aid equipment.	Weather change could lead to problems if the group is not adequately prepared by training or equipment.
4	Outside the everyday experience of the individual but training has been given.	Some experience at an introductory level. No competency.	Some experience as a leader. Limited or recreational participant.	Close proximity to water, cliffs, or to other dangerous topographical feature, e.g. danger of drowning and of injury by falling debris.	No access to first aid staff and limited first aid equipment.	Weather change could lead to serious problems if the group has not achieved a level of competency in the activity or is not adequately equipped.
5	Outside the experience of the individual with no similar aspect training etc.	Absolute novice, no experience of the activity and/or has special needs.	No experience of the activity in a leader capacity, some experience as a participant.	Travel to other countries. Areas classified by NGBs as advanced, e.g. sea, wilderness areas etc.	No access to first aid staff and no equipment.	Weather change could have serious repercussions for the group.

ASSESSMENT	6-10 LOW RISK □	11-19 MEDIUM RISK □	20-25 HIGH RISK □	26-30 UNACCEPTABLE RISK □
DEFINITION	The possibility and nature of an accident occurring are not substantially different from those encountered in every day experience.	The hazards encountered are outside the groups' experience, but by adopting principles of safe practice should bring them to an acceptable level.	The hazards encountered are either extreme or very much beyond the every day experience of the group. The repercussions of an accident could lead to serious consequences.	The hazards encountered are far beyond the experience of the group and the Party Leader. The visit should not proceed.

SCHOOL/SETTING: Long Sutton Primary School		DATE: 1.6.15	COMPILED BY: Nikki Dowding
VISIT TO:	Long Sutton Pond dipping		

Significant Hazards Identified	How to manage them (Include responsibilities)
Water environment Children may fall in water	Pond must be locked when not in use to deter unsupervised entry. Children must be supervised at all times and should not run about the pond edge. When dipping all children must either lie on tummies or kneel with both knees on the platform. All pond dipping equipment must be placed away from the edge of the pond to prevent trips.
Wooden dipping platform may be slippery Danger of slipping	Children must not run by the pond and should walk on the side of the platform away from the water's edge
Weil's disease Risk of infection	A very rare disease spread by rats. Any cuts or areas of eczema must be covered either with waterproof plasters or vinyl gloves. No eating or drinking by the pond. Hands to be washed after pond dipping.
Injury from nets	Instruction to children regarding use and behaviour Good visibility for leaders to supervise and monitor whole area use. Children dipping are spaced well apart
Infection / disease Weils disease Poisoning (blue-green algae)	Adequate provision for hand washing readily available. Do not allow children to touch any part of their face with their hands before hands are washed. Younger pupils should be seen to wash their hands. Cuts / abrasions covered with waterproof plaster No eating in the pond area Prevent access to the area by cats/dogs, check always made of the area to remove (hygienically) any faeces before children enter the area. Any algal scum should be removed, avoiding skin contact. Pupils should be supervised carefully so that they have no opportunity to eat any parts of the plants growing in or around the pond.

ADDITIONAL NOTES: (Pupils to note, plan B etc)

REVIEW DATES:

Signed: _____ Head/EVC)