

Clevedon Pier Risk Assessment

Young Person's Group Safety Planning



Clevedon Pier is a Grade 1 listed historic site set in an outdoor marine location. The following information will help you prepare to visit the Pier.

This safety information covers Clevedon Pier only and group Leaders should follow your organisation, Local Authority, HSE & DCSF guidelines when writing their own group risk assessment for a visit. We offer free familiarisation visits to assist Group Leaders in planning for trips, please contact Joe Novell (Events & Bookings) joenovell@clevedonPier.com if you would like to arrange a planning visit before you bring a group to the Pier.

Risk Assessment: 2019

What	Who might be harmed?	What are the risks?	Control measures in place to mitigate the risk.	What should group leaders be doing?	Action by who?	Action by when?
Outdoor Marine Environment. Pier at Height.	Staff, Visitors, & Groups	Opepe planks can be wet, slips trip and falls. Uneven surface, wood warps on seats and Deck. Deck gaps (footing) and visual below (response).	Staff will advise Visitors of wet planks. Signage to make public aware. Regular maintenance of Pier Deck. Young People (especially younger children) advised that Pier is safe and about height of deck positively.	Brief group and ensure all wear appropriate footwear are aware of Pier height. The less slippery side is the right when looking up the deck.	Volunteers, Staff & Group Leaders	On Going
Other Pier Users General Public Fisherman.	Staff, Visitors, & Groups	Fisherman's rods, casting out from the Pier Deck or Head, being caught on a hook or hit by a weight. Bait and knives on the floor. Contact with member of the public.	Staff to advise Visitors and day Fishermen of the risks. Fishermen numbers limited each day. Fishermen to read the rules of the Pier to keep their workspace clean store equipment properly. Avoid booking groups during planned fishing or other events.	Beware of Fishermen on deck when on the Pier. Group Leaders to be responsible for their group at all times.	Volunteers, Staff & Group Leaders	On Going
Access To Landing Stage (Pier Head).	Staff, Visitors, & Groups	Stairs are open sided, steep and can be slippery. Minimal barriers. Lower floor access is limited.	Restricted to members of the public. Locked at all times when unused for specific events. Supervised by Pier Staff when used. Weather conditions checked.	Groups to beware that access to the locked Landing Stage is not permitted.	Volunteers, Staff & Group Leaders	On Going

Inappropriate Clothing / Footwear. Exposure in Weather.	Staff, Visitors, & Groups	Visitors may be injured if they wear shoes with a heel (may go between the gaps in the planks). Exposure to weather, inadequate clothing. Exposure to sun in hot weather, glare.	Staff to advise Visitors of the hazard of spacing in between the planks. Group Leaders briefed as to suggested clothing footwear including sun cream and hat in hot weather.	Group Leader to brief group before visiting the Pier. Group Leader to ensure group are appropriately prepared.	Volunteers, Staff & Group Leaders	On Going
Weather Conditions (Wind)	Staff, Visitors, & Groups	No barrier to the wind in the Estuary (Pier is ¼ mile out into the channel. Wind can vary considerably between Pier Deck and Head. Wind gusts can be dangerously strong in exposed areas (Pier Head, Pagoda balcony).	Pier Staff measure wind speed and monitor conditions carefully in line with guidelines and other Estuary structures. Public access will not be permitted on the Pier in high winds. Anemometer used to check m/s. Wind condition is also tide dependent which is noted in this assessment.	Group Leaders to beware that valuables should be stored away as items such as glasses, hats, pencils, paper etc. can be removed in strong winds. Group Leaders to follow advice issued by Pier Staff.	Volunteers, Staff & Group Leaders	On Going
Sea Conditions (Tide)	Staff, Visitors, & Groups	The Severn Estuary has the second highest tidal range in the world (maximum rise 47 foot). High and low tide can create a different environment around the Pier, this can dramatically affect the location. This also can be exacerbated by storms and wind.	Pier Staff monitor tide times and are aware of significant changes in height, weather conditions with regards to planning and delivering to groups. Scheduling takes into account high tide and Pier Staff shift delivery locations around presence and ferocity of tide.	Group Leaders to be flexible with arrangements to accommodate tidal flow. Appropriate supervision and briefing from group Leaders in a changing marine environment.	Volunteers, Staff & Group Leaders	On Going
Climbing/Standing on the Seats	Staff, Visitors, & Groups	Low sided aspect of Pier (Grade 1 listed). Falls from Pier at height (injury, fatality). Visitors may be injured or fall over the side of Pier if they climb or stand on the seats	All Visitors with children to beware of the hazard of standing on the seats. Briefing for groups. Particular precaution in high or gusting winds.	Appropriate supervision and briefing from Group Leaders when working on the Pier in groups remotely.	Volunteers, Staff & Group Leaders	On Going
Equipment, Trolleys	Staff, Visitors, & Groups	Pier transport trolleys and equipment present a trip and fall hazard if not stored appropriately.	Pier Staff to ensure equipment etc. is stored safely. Staff to conduct dynamic assessment of the Pier site when delivering to groups. Limit group size.	Group Leaders to be aware that the Pier is a working location. Supervision and appropriate briefing.	Volunteers, Staff & Group Leaders	On Going
Other Public Events (Sailings, Public Hire and Fishing Events)	Staff, Visitors, & Groups	Issue with losing the group due to general public or other scheduled groups on the Pier. Reduced Visitor experience.	Schedule group planning to ensure full positive experience. Groups to be supervised by appropriate Staff supervision and ratios. 1:10 Primary, 1:15 secondary. Groups accompanied by Pier Staff.	Group Leaders to ensure adequate supervision and appropriate briefing. Leaders to always remain present with the group.	Volunteers, Staff & Group Leaders	On Going
Access To First Aid	Staff, Visitors, & Groups	Emergency medical situation, accident, complication from pre-existing condition.	First aid trained members of Staff available on the Pier. First aid kit available in the Toll Booth / House checked on a monthly basis. Defibrillator machine available at Toll Booth / House.	Group Leaders should bring first aid provision and kit appropriate to the needs of their group.	Volunteers, Staff & Group Leaders	On Going

Visitor Centre	Staff, Visitors, & Groups	Injury resulting from negotiating the spiral staircase. Beware of bunching, rushing and other Pier users.	Group supervision and briefing. Ramp and lift available. Group to be split into smaller sub groups to aid in managing staircase. Briefed on bunching on the staircase, advised to go one at a time. Disability / mobility issues discussed before visit. Groups always accompanied by Group Leader.	Group Leaders to be aware that the Pier is a working location. Supervision and appropriate briefing.	Volunteers, Staff & Group Leaders	On Going
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General Visit Guidance

We look forward to welcoming your group and hope that enjoy a positive and engaging visit to Clevedon Pier. To ensure your visit runs smoothly, please note the general visit guidance below. The supervision and behaviour of children and young people visiting Clevedon Pier on educational visits is, at all times, the responsibility of the leader in charge.

1. **In case of emergency** an alarm will be raised by the sounding of a horn followed by oral instructions given by a member of Pier Staff using a megaphone. If you hear the horn, listen carefully for instructions and comply.
2. **In the event of an evacuation** please assemble on the seafront (outside Scarlet's Café) directly across the road from the Pier entrance. If you are with a member of Pier Staff, please follow their instructions. Once there please take a register and account for your group, contact Pier Staff to feedback that your whole group is present.
3. **In the event of accident or injury involving one of your party** you should report it immediately to a member of Pier Staff who will provide a First Aid Box (kept in The Toll House shop at the landward end of the Pier) and will call for medical assistance as necessary.
4. **The nearest land line telephone is in The Toll House shop** at the landward end of the Pier - tel. No: 01275 878846. NOTE there is NO public telephone at the seaward end of the Pier although if the Pagoda Café is open you may be able to use the telephone inside the café. It is therefore recommended that an adult in your party carries a mobile phone for use in an emergency.
5. **If you encounter / witness an emergency** dial 999 and ask for, Police, Fire Brigade, Ambulance or Coastguard as appropriate, and at the first opportunity inform a member of Pier Staff of your actions and the reason for the emergency call.
6. **There are public toilets at the Pier in the new Visitor Centre at the landward end of the Pier.** The nearest public toilets away from the Pier are located across the road opposite the Pier entrance.

7. **Rubbish.** The Pier sits in the Severn Estuary which is a marine conservation site. Please take any rubbish away with you or use the rubbish bins provided.
8. **Shelter.** If the weather is wet, there is sheltered seating at the end of the Pier. Please be aware that this may affect your visit to the Pier in extreme inclement weather. In this case you will be contacted before the visit.
9. **Other Visitors.** The pier is a well beloved location and is open to the general public, when in public areas, please be aware of and considerate to the needs of other Visitors enjoying the Pier at the same time as you.
10. **Using the Shop:** Only groups of 8-10 pupils with an adult of the group in charge are allowed in the shop at once. Please discuss using the shop at the time of booking so that time can be allocated to you during your visit. Pre order forms are also available to ensure your visit runs smoothly