

## Risk assessment

## All Educational visits

### St Thomas Becket Catholic Primary school

<b>Hazard/Activity</b>	<b>Persons at risk</b>	<b>How could be harmed</b>	<b>Control Measures</b>	<b>Yes No</b>	<b>Residual risk rating</b>	<b>Comments, actions</b>
Exposure to severe weather	Pupils, staff	Hypothermia, sunstroke, heat stroke	<ul style="list-style-type: none"><li>• Consider possible weather conditions and plan appropriate programme, clothing and equipment.</li><li>• Provide clear information re suitable clothing and equipment to pupils and parents.</li><li>• Plan for pupils who do not bring suitable clothing – check before departure and/or bring spares.</li><li>• Daily weather forecast obtained and plans adjusted accordingly.</li></ul> <p><i>Other:</i></p>			

Pupil lost or separated from group	Pupils	Injury, abduction	<p>Ensure supervising staff are competent and that they understand their roles.</p> <ul style="list-style-type: none"> <li>□ Ratios to be in line with school policy, age of group, location etc.</li> <li>□ Plan and use suitable group control measures (eg buddy systems, large groups split into small groups each with named leaders, coloured caps etc.</li> <li>□ Discuss itinerary and arrangements with pupils before departure.</li> <li>□ Inform all on what to do if separated from group, before departure.</li> <li>□ Head counts by leaders particularly at arrival/ departure points, and when splitting and reforming groups.</li> </ul> <p><i>Other:</i></p>			
Illness or injury	Pupils	Illness, injury	<ul style="list-style-type: none"> <li>□ Leaders to know how to contact emergency services.</li> <li>□ Pupils and parents reminded to bring individual medication and dosage instructions; this is to be securely kept.</li> <li>□ First aid and travel sickness</li> </ul>			

			<p>equipment to be carried.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mobile phones to be carried if available.</li> <li><input type="checkbox"/> Emergency contacts with school/head teacher and parents arranged.</li> </ul> <p><i>Other:</i></p>			
<p>Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites etc)</p>	Pupils	Injury, lost from group	<ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain information from parents.</li> <li><input type="checkbox"/> Take advice from Special Educational Needs Co-ordinator (SENCO) if appropriate.</li> <li><input type="checkbox"/> Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary.</li> </ul> <p><i>Other:</i></p>			
<p>Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites etc)</p>	Pupils	Injury, lost from group	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check location as suitable for this mode of supervision.</li> <li><input type="checkbox"/> Ensure pupils suitably briefed. Any pupil for whom indirect supervision not suitable must be directly supervised.</li> <li><input type="checkbox"/> Clear guidelines and emergency procedures set and understood.</li> <li><input type="checkbox"/> Pupils remain in pairs or groups (buddy system –each responsible for named other).</li> <li><input type="checkbox"/> Rendezvous points and times set.</li> <li><input type="checkbox"/> Pupils know how to contact</li> </ul>			

			<p>staff.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff understand that they are still responsible.</li> <li><input type="checkbox"/> Parents informed and consent given.</li> </ul>			
Pregnant staff and helpers	Pregnant person	Harm to self or unborn baby	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consider activities to be undertaken.</li> <li><input type="checkbox"/> Consider locations to be visited.</li> <li><input type="checkbox"/> Consider duration of visit.</li> <li><input type="checkbox"/> Consider rest breaks.</li> <li><input type="checkbox"/> Any activity or any of the above likely to cause problems for the mother or child should be avoided. It may be necessary to get someone else to accompany the visit / trip instead.</li> <li><input type="checkbox"/> Avoid farm visits, especially during the lambing season. (Small risk, but best avoided.)</li> </ul> <p><i>Other:</i></p>			
All staff, leaders, helpers	All on visit	Physical injury, mental anguish	<ul style="list-style-type: none"> <li><input type="checkbox"/> All staff and helpers on visit to be physically fit enough to adequately supervise / partake in the activities.</li> <li><input type="checkbox"/> Any injuries carried before the visit to be discussed with the visit leader prior to the visit.</li> <li><input type="checkbox"/> Ensure the activities and location environment will not</li> </ul>			

			<p>aggravate an existing medical condition.</p> <p><input type="checkbox"/> Leaders to have suitable “temperament” to cope with pressures of the visit, emergencies that may arise, as well as to enjoy the visit</p> <p>Other</p>			
Leaders’ own children	Pupils, other children and staff	Injury, lost from group	<p><input type="checkbox"/> If staff, teachers’ or volunteers’ families join group, pupil supervision ratios must not be compromised.</p> <p><input type="checkbox"/> Staff children are to be similar age to group and supervised with pupils, or separate supervision arranged.</p> <p><i>Other:</i></p>		1	

**Assessment carried out by:** .....

**Signed:**.....

**Date:** .....