

RISK ASSESSMENT FOR EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES

Name of Group Leader _____ Deputy Leader (if applicable) _____ Place of Visit _____ Date of Visit _____

Year group _____ No: of pupils _____

<u>Tick if Hazard applies</u>	<u>Hazard</u>	<u>Harm or Risk Rating</u>	<u>Control Measures</u>	<u>Risk Rating with Control measures in place</u>
	Give details of significant hazards that may result in serious harm or affect several people.		What procedures will be in place to reduce the risk?	
<input type="checkbox"/>	Transport by coach	Medium/High	Instruct and check that all passengers wear seat belts. Use company approved by the school. Ensure pupils do not distract the driver.	Low
<input type="checkbox"/>	Other means of transport	Medium/High		
<input type="checkbox"/>	Crossing Roads	High	Brief pupils in advance. Supervision of crossing	Low/Medium
<input type="checkbox"/>	Risk of losing pupils/Child Protection Issues.	Medium/High	Pupils placed in groups with a supervisory adult. Group leader carries mobile telephone numbers. <i>If pupils are allowed to wander off without supervision parents should be informed in advance. They need to be given clear guidelines of where they are allowed to go.</i> <i>Instruct them to stay in groups and have regular meetings at a designated point.</i>	Low
<input type="checkbox"/>	Pupils with behavioural/learning support needs.			

<u>Tick if Hazard applies</u>	<u>Hazard</u>	<u>Harm or Risk Rating</u>	<u>Control Measures</u>	<u>Risk Rating with Control measures in place</u>
<input type="checkbox"/>	Medical issues, e.g. pupils with asthma, nut allergies etc.	Medium/High		
<input type="checkbox"/>	Adventure Activities Any activity involving water, including those near the water margins are deemed to be high risk and must be risk assessed such that risk can be reduced.	High		
<input type="checkbox"/>	Site and its Environment			
<input type="checkbox"/>	Other significant hazards:			

Signed _____

Date _____