



**CASTLEWARD
SPENCER ACADEMY**

RISK ASSESSMENT PACK 2021-2022 LOW RISK ACTIVITIES

**TO BE ISSUED TO ANY COLLEAGUE ON
PLANNING TO ORGANISE A VISIT**

PLACE OF TRIP	LOCAL AREA WALK
DATE OF TRIP	
TRIP LEADER	
TRIP LEADER CONTACT NUMBER	

TRIP DETAILS OVERVIEW/EMERGENCY CONTACT INFORMATION

To be completed before the visit. **Copies to be held by the phase risk assessor and Group Leader.**

Academy phase:	Primary	Class/Year Group:	
Name of Group Leader			
Departure:		Time:	
		Time:	
Total Number:	Adults:	Students:	
List of accompanying adults:			Identified First Aider:
List of emergency contact details for everyone in the group attached. (If not, obtain one. If yes, attach it to this sheet)			

Emergency Contact Information

During Academy hours:

General Office:

Out of hours:

Academy Contact:

Tel:

Academy Contact:

Tel:

Risk Assessor Primary phase: Tel:

Coach/Travel Company Contact	
Name:	
General Office Tel:	
Driver Contact Telephone:	

Insurance
HGA Public Liability Insurance –

RISK ASSESSMENT

The following are the 10 key points to consider when preparing a risk assessment. Please comment or tick.

<p>1. What are the main objectives of the visit?</p> <p>What is 'Plan B' if main objective cannot be achieved?</p>	<p>To explore our local area and explain different features.</p> <p>Use google earth to explore the local area.</p>
<p>2. What could go wrong? Does the risk assessment cover:</p> <ul style="list-style-type: none"> • The main activity • "Plan B" • Travel arrangements • Emergency procedures • Staff numbers, gender and skill mixes • Generic and site-specific hazards and risks (including for Plan B) • Variable hazards (including environmental and participants' personal abilities and the 'cut off' points). 	
<p>3. What information will be provided for clients? (attach copies of letters of correspondence)</p> <p>What consents will be sought?</p> <p>What opportunities will clients have to ask questions (including any arrangements for a parents' meeting)?</p>	<p>Route of the trip, know and understand the risks of the trip by going through the risk assessment, the objective of the trip, guidance on questions to ask the children.</p> <p>Permission to leave the school premises, photographic consent.</p> <p>Meeting with adults before start of trip.</p>
<p>4. What assurances are there of the leader(s) competencies? Give some examples of experiences of leading a trip.</p>	
<p>5. What are the arrangements for supervision, both during activities and 'free time' – is there a Code of Conduct?</p> <p>What are the arrangements for monitoring and reviewing the visit?</p>	<p>Children and adults will stay as a group for the duration of the walk. There will be no need to separate. Adults will have a small group of children to manage.</p> <p>Evaluation of trip on plan</p>

EDUCATIONAL VISIT RISK ASSESSMENT

(This form should be completed, in addition to any generic risk assessments that might be used, if there are any specific risks associated with the particular **activities** undertaken, the actual **locations** visited, or any **individuals** involved).

EDUCATIONAL VISIT TO:		DATE(S):
Academy phase: Primary	Leader's Name	Year group/s: 1

MEDICAL INFORMATION OF STUDENTS

Please list specific medical or SEN needs of individual pupils here:	

GENERIC RISK ASSESSMENTS TO BE FOLLOWED FOR THIS VISIT:

(e.g. Travel by Coach)

<p>SPECIFIC EVENT/ ACTIVITY (e.g. Visit to Flamborough Head and beach)</p>	<p>SIGNIFICANT HAZARDS (i.e. how might people foreseeably be harmed?) (e.g. Fast incoming tides <input type="checkbox"/> trapped <input type="checkbox"/> drowning or fall from cliff)</p>	<p>CONTROL MEASURES (i.e. what steps are being taken to reduce the risk of the hazard?) (e.g. Ring Coastguard – check tides and weather – inform of visit – depart from beach 2 hours before high tide)</p>	<p>COMMENTS or EXTRA ACTION REQUIRED BEFORE DEPARTURE (e.g. Check if “Spring Tides”, Add coastguard tel. no. to leader’s mobile phone)</p>	<p>OVERALL RESIDUAL RISK RATING (Low/Med/High) (Take into account both <u>seriousness</u> and <u>likelihood</u> of hazard)</p>
<p>Walking along the pavement near a main road.</p>	<p>Bumping into lampposts, telephone boxes and bus stops. Slips, trips or falls along the path.</p> <p>Getting lost or separated from the group.</p> <p>Member of the public approaches the group</p>	<ul style="list-style-type: none"> • Leader to model walking facing the front when walking. • Children to reminded on safely along the road. • Children to walk along the road. • Children to face the front to see where they are going. • Walk along the left-hand side of Yarnton Way- less obstacles on route. <ul style="list-style-type: none"> • Adults are wearing high visibility jackets. • One staff member is at the front of the group, one at the back, with the others positioning themselves alongside the group between the students and the road itself. • All adults to manage their group of children while leader oversees all groups. <p>Group leader to politely ask any member so of the public to move away from the group.</p>		<p>low</p>
<p>Crossing roads.</p>	<p>Student or adult injured by a moving vehicle.</p>	<ul style="list-style-type: none"> • The route is planned to provide for pavements of adequate width and to avoid fast or dangerous junctions or sections of road 		

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		<ul style="list-style-type: none"> • Walking beside roads with no pavements is avoided. Otherwise, kept to a minimum, and only undertaken if the risk is considered reasonable, and there is no suitable alternative • Students are briefed to remain on pavements and not to cross roads, unless and until specifically instructed to do so by staff • Roads are crossed only at safe, predetermined locations where visibility is clear and sufficient time is available to cross. • The Visit Leader will choose the safest and most appropriate way for the group to cross the road. • Staff positioned at the front and back of the group will wear fluorescent tabard / jacket. 		
<p>Extreme weather conditions</p>	<p>Children or adults could develop hypothermia if too cold.</p>	<ul style="list-style-type: none"> • In letter to parents, state that children will need a waterproof jacket. • Check weather report before departure. • When walking in the cold- only for a short time. 		<p>Low</p>

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Children misbehaving	Children’s behaviour impact the safety of themselves and other children and adults.	<ul style="list-style-type: none"> • Staff-student ratios are adequate to provide proper supervision. • Children are reminded of the behaviour expectations of the Academy. • Adults model expected behaviour while out on the walk. 		Low
Staff or Student Illness	If a staff member or pupil becomes sick or injured.	<ul style="list-style-type: none"> • If this situation arises then one staff member will wait with the pupil. Someone will then be dispatched from school to collect the injured party as and when it is needed. 		low
Terror Attack	Development of a terrorist attack in and around London.	<ul style="list-style-type: none"> • Staff will be provided with the details of a plan B that will allow pupils to stay safe. Staying with adult until threat is over. • Staff will keep in regular contact via mobile phone to ensure they know where each other is. • Staff have a £50 back up if needed to use during this time. 		Low
Dog faeces along the pavement.	Student or adult steps in dog faeces.	<ul style="list-style-type: none"> • Leaders to be aware of any dog faeces on the pavement. 		Low

IMPORTANT: The Risk Assessment should be shared and discussed with **all** the leaders of the visit, and should **only** be approved once all significant hazards have been identified, the control measures are agreed and will be implemented, AND the overall risk ratings are considered acceptable. In most circumstances, if the Overall Residual Risk is considered "Med" or "High", the activity/event should be cancelled, or additional control measures put in place to reduce the risk to "Low".

Risk Assessment carried out by trip leader (Name):

(Position): Class Teacher

Risk Assessment approved by - Trip Group Leader's signature:

- Deputy Group Leader's signature:
- Other Staff attending the trip signature(s):

Date:

Date:

Date:

ACCIDENT AND EMERGENCY PROCEDURES FOR AN ACADEMY DAY VISIT

TAKE THIS PAGE WITH YOU ON YOUR VISIT

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all the group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them. Call an ambulance if necessary.
- Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures.
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- Notify the police if necessary.
- Inform the Academy contact. The Academy contact number should be accessible at all times.
- Details of the incident to pass on to the Academy should include nature, date and time of the incident, names of the casualties and details of their injuries, name of others involved so that parents/carers can be reassured, action taken so far, action yet to be taken (and by whom).
- Notify the insurers, especially if medical assistance is required (this may be done by the Academy contact).
- Notify the provider/tour operator (this may be done by the Academy contact).
- Ascertain the telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace the usual communication procedures.
- Write down accurately and as soon as possible all relevant facts/witness details and preserve any vital evidence. Keep a written account of all events, times and contacts after the incident.
- Keep an accident report form as soon as possible.
- No one in the group should speak to the media.
- Names of those involved in the incident should not be given to the media as this could cause distress to their families, media enquiries should be referred to a designated media contact in the home area.
- No one in the group should discuss legal liabilities with other parties.

EMERGENCY PROCEDURES – ACADEMY BASE

Prior to the visit, the name and Academy home and telephone numbers of an Academy contact should be identified. It is advisable to arrange a second Academy contact as a reserve.

- Ensuring that the group Leader is in control of the emergency and establishing if any assistance is required from the Academy base.
- Contacting parents/Carers. Details of the Parents'/Carers' need to be available at all times while the group is on the visit. The Academy contact should act as a link between the group and Parents/Carers. Parents/Carers should be kept as well informed as possible at all stages of the emergency.

- Liaison with Principal and/or Governing body. The Academy contact should act as a link between the group and Principal and/or Chair of Governors and arrange for the group to receive assistance, if necessary.
- Liaison with media contact. If a serious incident occurs, the Academy contact should liaise with the Principal who will decide on how to deal with the designated media contact as soon as possible.

YOU WILL NOT be able to take the trip unless all documentation is in place and signed off by the Principal.

Task	Timing prior to visit	Comment
Pre-Approval Form completed with outline cost details	6 weeks	
Cover and Duties form completed	4 weeks	
Draft a letter given to Academy Secretary and signed off (attach copy)	3.5 weeks	
Risk Assessment completed (from page 4)	4 weeks	
Ensure safety preparations have been made, including briefing students on what is required of them and what to do in an emergency (COMMENT PLEASE)	1 week	
Emergency contact of all pupils attending (attach copy)	1 week	
All consent forms copied and given to risk assessor.	1 week	
Have free school meals been organised? (copy of list of FSM students given to canteen in advance of trip)	1 week	
Has Attendance Officer been informed of students that will be attending in advance? (List circulated to staff)	2 days	
Actual register left in reception on the day of students that are on the trip.	On the day	

I request your approval for the proposed visit, details of which are outlined or attached.

Signature: _____

Date: _____

I give my approval to the proposed visit.

Signed:
(Risk Assessor)

Date:

Signed:
(Principal)

Date: