

**RISK ASSESSMENT – ALL EDUCATIONAL VISITS Walking Groups**
**Whitley Abbey Primary School**
**Date of trip: 3.12.2015**  
**Assessor: J Harrison**
**Location: Birmingham**  
**Checked by Headteacher:**
**Departure time from school: 13:00**  
**Arrival at Destination: 14:00**  
**Departure from trip venue: 17.15**  
**Arrival back at school: 18.15 – 18:30**

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Exposure to weather.	Cold injury, heat injury, over-exposure to sun.	Pupils and staff.	Consider possible weather conditions and plan appropriate programme, clothing and equipment. Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. Daily weather forecast obtained and plans adjusted accordingly.	Provide clear information about suitable clothing and equipment to pupils and parents.	Low
Pupil lost or separated from group, inadequate supervision.	Injury, death.	Pupils.	<ul style="list-style-type: none"> <li>• Ensure supervising staff competent and understand their roles.</li> <li>• Ratios in line with statutory guidance.</li> <li>• Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).</li> <li>• Discuss itinerary and arrangements with pupils.</li> <li>• Briefing to all on what to do if separated from group.</li> <li>• Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</li> </ul>	Plan supervision before visit and brief staff and pupils. Adults to wear high vis vests Children in pairs	Low
Illness or injury.	Illness, injury.	Pupils, staff.	<ul style="list-style-type: none"> <li>• At least one leader with each group first aid trained. – HS/DW</li> <li>• Leaders know how to call emergency services.</li> <li>• Pupils and parents are reminded to bring individual medication and this is securely kept.</li> <li>• First aid and travel sickness equipment carried.</li> <li>• Mobile phones carried if available by each group leader.</li> <li>• Emergency contacts with school/headteacher and parents arranged.</li> </ul>	Check first aid certificates current. Medication brought by pupils – inhalers	Low
Special needs of specific pupils – medical, behavioural, educational.	Illness, injury.	Pupils	<ul style="list-style-type: none"> <li>• Obtain information from parents</li> <li>• Take advice from SENCO if appropriate</li> <li>• Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary.</li> </ul>	Used recommended parental consent form.	Low

Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites, etc)	Injury, death.	Pupils	<ul style="list-style-type: none"> <li>• Check location as suitable for this mode of supervision.</li> <li>• Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised).</li> <li>• Clear guidelines and emergency procedures set and understood.</li> <li>• Pupils remain in pairs or groups (buddy system – each responsible for named other).</li> <li>• Rendez-vous points and times set.</li> <li>• Pupils know how to contact staff.</li> <li>• Staff understand they are still responsible.</li> <li>• Parents informed and consent given.</li> </ul>	Included in information to parents.	Medium
Walking activities	Un-even paths, pavements, no pavements, obstacles on pavements, stinging plants on roadside, interface with public, trips, falls, traffic hazards, road traffic accidents, injury, death. Steps	Pupils and staff	<ul style="list-style-type: none"> <li>• Check the route thoroughly and plan safest route.</li> <li>• Brief pupils and staff on potential hazards.</li> <li>• Pupils to walk in pairs holding hands</li> <li>• Pupils to be directed on safe conduct as they proceed.</li> <li>• Adult to check crossings are working properly and to inform pupils when to cross and stop.</li> <li>• Leader to check weather forecast and postpone for exceptional weather</li> <li>• Pupils and staff to wear weather appropriate clothing and footwear and staff to check this prior to leaving school.</li> <li>• Pupils with mobility problems to have a separate plan.</li> <li>• Pupils who have difficulty with steps will be accompanied</li> </ul>	Children briefed about walking carefully	Low
Leader's own children.	Injury or death.	Pupils, other children, staff.	<p>If staff (teachers' or volunteers') families join group, pupil supervision must not be compromised.</p> <ul style="list-style-type: none"> <li>• Staff children are similar age to group and supervised with pupils or separate supervision arranged.</li> </ul>	Consider before staffing agreed.	Low
All threats/alerts	Injury or death.	Pupils, other children, staff.	Follow guidance on serious incident protocol.	Brief all group leaders prior to event.	Medium

## RISK ASSESSMENT – TRAVEL ON EDUCATIONAL VISITS

Whitley Abbey Primary School

Date of trip: 2.12.2015  
Assessor: J Frodsham

Location: Birmingham  
Checked by Headteacher:

Departure time from school: 13:00  
Arrival at Destination: 14:00  
Departure from trip venue: 17.15  
Arrival back at school: 18:15 – 18:30

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Traffic accident, coach.	Injury, death, separated from group.	Pupils, staff.	<ul style="list-style-type: none"> <li>Coach meets Education Service's / authority's recommendations– hired from accredited coach company.</li> <li>Coaches have seat belts that staff ensure are used.</li> <li>Buses without seatbelts are avoided whenever possible and never used on high speed roads.</li> <li>Supervision within statutory ratios.</li> <li>Suitable embarkation points used (for example, coach park, onto wide pavement).</li> <li>Close supervision and head counts during any breaks in journey and getting on and off coach.</li> </ul>	Adult to stand at coach door Adult waiting as chn disembark – they line up behind	Low
Service station and other breaks in journey	Injury, death, left behind/ separated from group.	Pupils	<ul style="list-style-type: none"> <li>Brief pupils on:                             <ul style="list-style-type: none"> <li>purpose and timings of stop.</li> <li>how and where to contact staff.</li> </ul> </li> <li>Remain in pairs or threes (buddy system – each responsible for named other)</li> <li>Remind about moving traffic (driving on right abroad).</li> <li>Careful head count before departure.</li> </ul>	No stops planned – to be discussed with staff if necessary	Low
On foot.	Injury, death.	Pupils and staff.	<ul style="list-style-type: none"> <li>Walking on foot planned to avoid fast roads wherever possible.</li> <li>Supervision on pavements, roads and especially crossing of any fast roads is pre-planned.</li> <li>Pupils are briefed about hazards and behaviour required.</li> </ul>	Planning Adult to chn ratio 1:8 to ensure CAREFUL MONITORING	Medium

WAPS Staff: SB, JP, Julie, JF, DW, JP & parents of JM, RD, BG