



EVENT SPECIFIC RISK ASSESSMENT

Establishment Queen Mary's School	Location/Purpose	Date(s)	
Group Leader & mobile phone	Other Staff & Adults & mobile phones	No. Young People	Age(s) / Year Group(s)

Benefits to the young people of this off-site visit or activity

Hazards and Risks Identify significant hazards and assess the risks	Control Measures Reasonable practicable precautions	Who needs to know
Group		
Transport		
Site(s) and the environment		
Activity Arrangements		

Alternative Plans (Plan B/Plan C)

Ongoing risk assessment – the most essential element – NOTE THE FOLLOWING:

1. *Apply the control measures*

2. *Monitor how effective they are*

3. *Change, adapt, revise as required*

Emergency contacts and procedures (Names and numbers of senior staff back at the establishment and delayed return and emergency procedures).

School Office	01845575000
DHW	01845575020 / 07477778480
Clint Smith	01845 575047

Nearest Hospital Information (name, address, telephone number)

GENERIC RISK ASSESSMENT	1. Generic Risk Assessment for all visits and activities
HAZARDS & RISKS (identify significant hazards and assess the risks)	<ul style="list-style-type: none"> • Road traffic accidents • Slips / trips / falls / strains etc. • Group Leader incapacitated • Objects falling from height • Equipment failure • Cold related conditions (hyperthermia, frostbite) • Heat related conditions (sunburn, dehydration, heat exhaustion, heat stroke) • Other adverse weather related conditions e.g. lightning, strong / gusting winds etc. • Getting lost / separated from group • Unplanned / inappropriate entry into water / drowning • Burns, fire / smoke injuries • Substance abuse, alcohol, drugs • Diseases, illness stings / bites etc. • Adverse contact with animals / plants: kicks, trampling, bites, stings • Abuse / inappropriate contact with strangers • Manual handling issues
LEADER COMPETENCE	<ul style="list-style-type: none"> • Group Leader must have completed Group leader check list prior to visit • Appropriate first aid qualification and access to immediate first aid.
CONTROL MEASURES (reasonable practicable precautions)	
<ul style="list-style-type: none"> • Appropriate and approved leadership, briefing, supervision and supervision ratio • Adventure activity leadership in line with Adventure Activity Matrix • Ability, qualification and previous experience of accompanying staff • Availability of prepared Plan B • All equipment checked and fit for purpose • Seasonal issues / daylight considered • Weather forecast / underfoot conditions / surface water conditions / depth and speed of water / tidal implications considered / impact of weather on activity e.g. strong winds – woodland activities, cycling • Near water apply controls described in “Safety at Water Margins” (Appendix I) and any other appropriate measures • Swimming ability and water confidence identified if activity is in, on or near to water • Relevant local knowledge • Previous experience, age, ability, fitness of young people • Warm up activities, as appropriate • Arrangements for pupils with special needs, medical conditions or requiring particular attention • Staff to pupil ratio, defined groups and regular head counts • Communications between staff and back to school or base • Appropriate personal protective equipment available to pupils and staff • Emergency procedures in place and equipment carried / available • Fire safety procedures in place • Application of strategies to prevent cold related conditions (hyperthermia / frostbite) • Application of strategies to prevent heat / sun related conditions (sunburn / dehydration / heat exhaustion / heat stroke) • Appropriate rests for re-hydration / food / shade / shelter / application of sunscreen etc. • Use of eye protection against sun damage 	
NOTES	
<ul style="list-style-type: none"> • Accidents to young people, including several fatalities, highlight the need for great care in or near water – refer to Group Safety at Water Margins. • Each excursion must be risk assessed on an individual basis and not to rely on “last visit’s” details. Recent accidents have occurred to parties led by staff that have run incident free activities for many years. • It is good practice to involve children in the risk assessment process and in the safety precautions to be followed 	

GENERIC RISK ASSESSMENT	2. Transportation of children on educational visits
HAZARDS & RISKS (identify significant hazards and assess the risks)	<ul style="list-style-type: none"> • Delay, cancellation or breakdown • Accident, illness or travel sickness • Missing child • Lack of knowledge of meeting place, contingency plans
DRIVER COMPETENCE	<ul style="list-style-type: none"> • Driver appropriately licensed. • Ability / knowledge of bus / route
CONTROL MEASURES (reasonable practicable precautions)	
<ul style="list-style-type: none"> • Emergency procedures and contacts in place • Contingency plans for delays, cancellations or breakdowns • Effective communication systems (where appropriate ensure coverage of mobile network, identify available landline access or use of radios) • Appropriate supervision and head counts and registers • Plan for appropriate comfort stops with effective supervision in service stations and rest areas • Children know their group Leader and Sub-Group Leader • Children briefed regarding purpose, expectations, appropriate behaviour, timings, supervision • Use of small groups or buddy systems etc. • Young people to be briefed on what to do if separated from the group • Appropriate safe sites for getting on and off transport • Consider use of identifiable clothing etc. (no name badges) • Prepare route or site specific risk assessment where appropriate • Procedure / equipment for biohazard cleaning etc. • Access to funds to deal with transport arrangement failure • Staff to be deployed throughout seating arrangement to provide appropriate supervision • Use of seatbelts to be monitored and enforced by staff in addition to any responsibility by carrier 	
SPECIFIC TYPES OF TRANSPORT	
<p>On foot</p> <ul style="list-style-type: none"> • On public roads / service stations etc. children to be supervised while crossing roads, agree and brief all participants regarding responsibilities at crossings and other hazardous locations • On public footpaths / bridleways / parks etc. brief all participants relating to other users e.g. walkers, cyclists, horse riders, dog walkers and apply appropriate codes or practice e.g. Country Code etc. <p>Private vehicles</p> <ul style="list-style-type: none"> • Driver to complete 'Validation for Voluntary Vehicle Use' • Parental permission obtained specifically for private vehicles • Booster seats used as appropriate <p>Minibus</p> <ul style="list-style-type: none"> • Driver appropriately licensed • Appropriate safety checks carried out and recorded • Determine additional supervision, other than driver, by risk assessment • Luggage appropriately and securely stored inside, clear of aisles / doors and driver <p>Hired coach/bus/taxi</p> <ul style="list-style-type: none"> • Coach hired from a reputable firm / correct license / appropriate D.B.S arrangements for drivers and escorts • All arrangements to be agreed with coach firm, if used • Coaches to be fitted with seatbelts • Buses without seatbelts not to be hired • Taxis used for school business, transporting children, MUST have appropriate child restraints / car seats / booster seats as in a private car 	