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| **Risk Assessment for School Trip** | | | | | |
| **Organisation:** | *Insert School name* | | **Date of Trip:** | *Insert date* | |
| **Trip Venue** | *Insert location* | | **Date Assessment Completed:** | 20/04/2021 | |
| **Description of Activities:** | *i.e. Pond Dipping and tour of Manor House* | | **Educational Visit Leader:** | *Insert name* | |
| **Risk Assessment completed by:** | *Insert name* | | **Risk Assessment checked by:** | *Insert name* | |
| **Identify WHAT could cause an injury or ill health (The Hazard)**  In order of seriousness | **WHO could be harmed and HOW (The Risk)** | **All risk CONTROL MEASURES required**  Put each control on a separate line  Be as clear and specific as possible | **HOW control measures will be checked**  How will each control be checked – e.g. checklists, health surveillance, monitoring, inspections | | **DATE confirmed done or further action by when & WHOM** |
| *i.e. Lack of Security Screen at reception* | *Identify the category of those who may be injured i.e. public facing staff, contractors etc.*  *How could they be injured i.e. Stabbed, punched, spat at, verbally abused* | *Control measures must be listed individually in the order shown in the treatment triangle [[1]](#endnote-1) shown in the top left corner i.e.*   1. *elimination* 2. *substitution* 3. *engineering* 4. *administrative* 5. *PPE* | *Provide further details of how the control measures identified in the previous column will be assessed for effectiveness i.e. All members of public to be kept in holding area* | | *Who has completed all the actions or who needs to complete further actions i.e. EVL to complete training by September 2021* |
| Travel to and from the trip venue | Pupils and adults on the trip – road traffic collision and resultant injuries. | Ensure that a reputable travel company is used.  Ensure that insurance is in place to cover lateness and any damages or loss to those on the trip | Post-trip review by Head/SBM | |  |
| Children with specific needs | Pupils on the trip. Illness due to lack of correct medication. | Ensure that all medical and medication needs are considered for all those on the trip - medical information for pupils must be provided in in advance of the trip.  Ensure that the needs of pupils choosing to present as transgender are considered and acted upon where this is possible and reasonably practicable. | Post-trip review by Head/SBM | |  |
| Proximity to Water and Roads | Pupils and adults on the trip – road traffic collision or drowning. | If the activity is largely based around water, then an appropriate number of accompanying adults should be strong swimmers and trained in water rescue.  If the activity involves walking near roads, then high visibility tabards must be worn. | Post-trip review by Head/SBM | |  |
| Equipment | All users of equipment. Failure of equipment causing all manner of injuries including death. | Ensure that any equipment that is used has been safety tested and checked by a competent person for suitability before the trip. | Equipment use to be signed off when the trip is agreed by the Head/BOG | |  |
| Slips trips and falls | Pupils and adults on the trip – break or fracture of limbs | Ensure that a suitable number of first aiders are present on the trip and that a first aid kit is carried | Post-trip review by Head/SBM | |  |
| Food safety | Pupils and adults on the trip – allergies or food poisoning | Consideration to packed lunches only to avoid the need to purchase take away/shop bought food | Post-trip review by Head/SBM | |  |
| A pupil getting lost | Pupils – injuries caused by a lack of appropriate supervision whilst the child is missing. | Ensure that an emergency RV point is informed to all pupils and that all pupils are easily identifiable from the named school.  All EVC’s VL’s must carry a pupil register, and that regular checks ensuring that all children are still present is undertaken. | Post-trip review by Head/SBM | |  |
| Terrorist attack or violent event | Pupils and adults on the trip – all manner of injuries including death. | Ensure that those on the trip are familiar with the Government guidance on Run, Hide and Tell. (see further information below) | Post-trip review by Head/SBM | |  |
| COVID 19 | Pupils and adults on the trip – COVID 19 related illnesses including potential death. | Social distanced activities wherever possible.  Face coverings to be worn on all transport used.  Hand sanitizer to be made available for pupils to use when boarding and leaving transport and venues visited.  Please see note below from World Health Organisation. | Post-trip review by Head/SBM | |  |
| Emergency Procedures and other considerations | Pupils and adults on the trip – all manner of injuries including death. | Ensure that all those on the trip are aware of the emergency procedures in the event of an emergency such as fire or flood.  Staff to pupil ratios are outlined below:  Abroad 1:10.  UK Residential 1:10.  UK Non-residential 1:15.  Any Volunteers on a trip must have a DBS, and if doing any driving duties, have the appropriate business insurance for the task. | Post-trip review by Head/SBM | |  |

**Notes for completion**

A risk assessment comprises a careful and thorough examination of what has the potential to cause harm in order that the trip leader can identify what needs to be done to prevent it. A school trip risk assessment helps you to comply with health and safety law and ensures that your school visits and activities are carefully planned, and the risks are adequately controlled. This means considering things like how many children will be present, the transport arrangements, the safety of the venue and the activities that the children will be doing.

Not all the risks can be eliminated completely: a risk assessment helps you to ensure children aren’t unnecessarily exposed to things that could cause them harm and proves you’ve done all that you can that is reasonably practicable to keep them safe.

[**The Health and Safety Executive**](https://www.hse.gov.uk/services/education/example-risk-assessments.htm) <https://www.hse.gov.uk/services/education/example-risk-assessments.htm> advises that schools take a common sense and proportionate approach to risk assessment.

**Further information**

The Health and Safety Executive has produced a guide which is available at <https://www.hse.gov.uk/services/education/school-trips.pdf>

Information on Run, Hide and Tell:

<https://www.npcc.police.uk/StaySafeAssets/FINAL%20MPS168715%20Run%20Tell%20Hide%20A5%20Lflt%20Blk%20Eng%20v3.pdf>

Example risk assessment for abseiling trip: <http://www.projectnatureed.com.au/web%20library/Risk%20Mgmt%20and%20OE.pdf>

How to complete a school trip risk assessment: <https://www.ukschooltrips.co.uk/resources/298-school-trip-risk-assessment>

World Health Organisation, Considerations for school related public health during COVID 19 Pandemic:

<https://www.who.int/publications/i/item/considerations-for-school-related-public-health-measures-in-the-context-of-covid-19>

The EVOLVE document from Surrey Council has copies of Risk Assessments for different scenarios on pages 28- 33 in Sections 5.12,5.13,5.14, and 5.15: <https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=surreyvisits.org.uk>

1. Please see <https://en.wikipedia.org/wiki/Hierarchy_of_hazard_controls> for further details on the Hierarchy of Risk control [↑](#endnote-ref-1)