

Stanhope Barrington CofE Primary School General Residential Educational Visit Risk Assessment	
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Task/Activity:	General
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Author:	Amy Green – Educational Visit Lead	Date:	8th June 2022
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Quality Assurance Check by Manager / Line Manager (Print Name)	Deb Cross – Head Teacher	Date:	8th June 2022
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control the risk?	Action by who?	Action by when?	Done
Meeting at school / Late arrival	Pupils miss informed	Pupils will meet at school 30 minutes before departure time. Upon arrival at school pupils will report to a member of staff to be 'checked in'. Staff will have access to contact numbers to follow up any late arrivals.	Text message sent the night before to remind parents of departure and meeting time.	Mrs Wilson School Secretary	Wed 5pm	
Slips and trips	Pupils falling	Two staff will have first aid pack on them at all times. If trip to hospital is necessary AG to take pupil. All members of staff also carry a pupil's medical information pack with them.		All	Ongoing	

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Getting Lost	Children	<p>Pupils must all stay together.</p> <p>Staff intergraded with pupils</p> <p>1- Mrs Green to remain to the front 1- Mr Storey at the back Rest mixed in the middle.</p> <p>No pupil to cross any roads until instructed to do so by a member of staff.</p> <p>Pupil LR to cross the Roadh with a designated adult (Mrs Green) at all times.</p> <p>At each location the lead teacher will allocate a meeting point in the event of anyone getting lost.</p>	<p>Refer to terrorist risk assessment.</p> <p>Each child to be allocated a buddy so that no child will be on their own at any time.</p>	<p>All</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p>	
Medication – dispensing	Pupils, staff	<p>Educational Visits Lead (AG) in charge of administrating medication (need to confirm numbers and who)</p> <p>Several on inhalers (group leaders to have extra inhalers)</p>	<p>AG will keep medication on her at all times</p> <p>Senior Lead (Mr Storey) also trained in Administration of Medication.</p> <p>All staff to be made aware of school’s policy of Supporting Children with Medical Conditions.</p>	<p>All</p>	<p>Ongoing</p>	

Keep the assessment under review:

Throughout the event/visit there will be hazards that require a dynamic risk assessment – An assessment of unforeseen or emergency hazards. The

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<p>risk will be assessed by the staff at the time of the event. Staff will assess the risk in pairs and disseminate information and actions required by adults and children in order for all to remain safe.</p> <p>For a new procedure, review in the first 6 weeks.</p> <p>You should review your risk assessment if you think it might no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)</p>						
Review 1 by Author (Print Name)		Amy Green	Date: 8.7.22	Any Action Necessary: Hold Staff Briefing meeting		
Review 1 Quality Assurance Check by Manager / Line Manager (Print Name)			Deb Cross Head Teacher	Date: 8.7.22		
Review 2 by Author (Print Name)		Chris Storey	Date: 8.7.22	Any Action Necessary:		
Review 2 Quality Assurance Check by Manager / Line Manager (Print Name)			Deb Cross – Head Teacher	Date: 8.7.22		