

# RISK ASSESSMENT AND RISK MANAGEMENT RECORD

FORM 2

**SCHOOL / YOUTH GROUP:** ST. MARGARET OF ANTIOCH CE PRIMARY      **LEARNING ACTIVITY:** ENVIRONMENTAL STUDY / OUTDOOR EDUCATION  
**GROUP LEADER:** J. R. CRAIG      **OTHER STAFF:** 13 ADULTS (ALL SCHOOL STAFF)  
**GROUP SIZE:** 65      **SUPERVISION RATIO:** 1:5

IDENTIFYING AND ASSESSING THE RISKS	RISK LEVEL	CONTROLS FOR MANAGING THE RISKS	REMAINING RISK
<b>SITE AND ENVIRONMENT</b>	LOW/MEDIUM/HIGH		
<ul style="list-style-type: none"> <li>▪ Suitability of the venue</li> </ul>	low	<ul style="list-style-type: none"> <li>▪ Venue has been visited previously by the school and has proven its suitability.</li> <li>▪ Leader has thorough knowledge of venue.</li> <li>▪ Venue has comprehensive health &amp; safety management system and risk assessments in place and procedures including:                             <ul style="list-style-type: none"> <li>▪ - Fire evacuation</li> <li>▪ - Animal escapes</li> <li>▪ - Mono rail break down and evacuation</li> <li>▪ - lost children</li> <li>▪ - first aid facilities</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>▪ Pre-visit arrangements</li> </ul>	low	<ul style="list-style-type: none"> <li>▪ Letter to inform parents of venue / location, times, suitable clothing and meal arrangements</li> <li>▪ Letter of consent to parents/guardians sent out and returned to school</li> <li>▪ First aid boxes checked and replenished</li> <li>▪ Ensure children requiring medication e.g. inhalers have necessary items</li> <li>▪ All transport and venue arrangements confirmed</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Security at venue</li> </ul>	low	<ul style="list-style-type: none"> <li>▪ Ensure adequate pupil/adult ratio used</li> <li>▪ All school staff used to supervise groups.</li> <li>▪ Children to wear school uniform for easy identification</li> <li>▪ Children to wear school identity badges showing school contact telephone number</li> <li>▪ Briefing on arrival</li> <li>▪ Children informed they must stay within their own group at all times</li> <li>▪ Inform children of meeting points and procedures if they should become detached from group</li> <li>▪ Regular head count</li> <li>▪ Follow Zoo rules and guidelines to ensure safety</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Behaviour</li> </ul>	low	<ul style="list-style-type: none"> <li>▪ High pupil/adult ratio.</li> <li>▪ Children aware of high standards of behaviour expected at all times.</li> <li>▪ Continuous staff supervision.</li> <li>▪ Parents / children fully informed of behaviour expectations prior to leaving and throughout visit.</li> </ul>	
<b>TRANSPORT</b>			
<ul style="list-style-type: none"> <li>▪ Injury resulting from vehicle failure/driver error</li> </ul>	low	<ul style="list-style-type: none"> <li>▪ Use reputable company ensuring seat belts are available</li> <li>▪ Children behave in a way that will not distract driver or other road users.</li> <li>▪ Ensure safe place is chosen for pupils to alight.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Safety on coach</li> </ul>	low	<ul style="list-style-type: none"> <li>▪ Children board and leave coach in an orderly way as and when instructed by staff.</li> <li>▪ Seat belts to be worn at all times.</li> <li>▪ Ensure children sit facing forward</li> <li>▪ Staff to sit behind pupils in order to supervise effectively.</li> </ul>	

# RISK ASSESSMENT AND RISK MANAGEMENT RECORD

FORM 2

<ul style="list-style-type: none"> <li>▪ Sickness</li> </ul>	<p>low</p>	<ul style="list-style-type: none"> <li>▪ Ensure children who need travel sickness tablets take them in good time.</li> <li>▪ Ensure sick box is available on coach</li> <li>▪ Ensure first aid boxes are available to group leaders.</li> </ul>
--	------------	---

Form Completion Date: 13<sup>th</sup> April 2005

Head of Establishment / EVC: J. R. Craig

Group Leader (Signature): \_\_\_\_\_

**Points the Group  
Leader or team to  
be aware of**

Medical consent forms to be carried by leader at all times in case of accident.

Emergency telephone contact lists to be carried by all group leaders

To be aware of all children requiring medication e.g. inhalers and ensure items to hand

Proforma, Health and Safety Unit 2003

J. R. Craig. St. Margaret of Antioch CE Primary School