



Risk Assessment

Establishment/Team: RET	Date of Assessment:
Assessed by: Approved by and date:	Please note all those involved should sign up to this assessment. I/We have read and understand this risk assessment and our role in its implementation. Sign and print name:

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated?	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected?	What Precautions are in place to either eliminate or reduce the risk of an accident happening?	What Likelihood/Probability is there of an accident occurring?	What is The Risk Rating (See <i>Risk Rating Matrix</i> below)
Walking to bus station	Crossing the road Walking on the road and not the pavement	Adults and children	High	1:8 ratio of adult and children 1:1 children will have specified adult with them at all times Children to discuss safety before and during trip. Children to wear high vis. at all times. Children to walk in pairs with adults situated at the front and back of lines. Use only pedestrian crossings. Adults to stand on crossing whilst children cross.	Medium	Significant
Bus journey – see additional information below						
Weather	Rain / Hail – injury from slips trips and falls	Adults and children	High	First Aid Kit and a first aid trained member of staff to be available at all times outdoors for day care children First Aid Kit and first aider available to all group	Medium	Significant



Educate
Together
Academy
Trust

				attendees Staff to be vigilant at all times		
Asthma and medical conditions	Child requires medical attention	Children Child A, Child B and Child C	High	Staff Member A and Staff member B to carry inhalers on trip and medication. Tell children and volunteers who has the inhalers in case they are needed. All children to wash their hands after trip. Child A to be supported by Staff Member A, where needed. Child C to be in Staff Member B's group. Medical room by toilets on ground floor of museum.	Medium	Significant
Emotional dysregulation	Child requires calm down time	Children, Staff, volunteers, public	Medium	Staff Members B, C and parent volunteer to take child to a safe space – located on ground floor of museum next to toilets.	medium	

Action Plan



1. Any item that has a Risk Rating of Red or Amber in the risk assessment above must be addressed in this action plan. When you have completed this section, then decide and complete the box above to confirm when the risk assessment will be reviewed. When you review the assessment, state a clear and specific review date and move all the controls in the action plan section into the main section to show they are now incorporated into what you do. On review, the risk rating should be updated to reflect the new controls in place and should indicate a decrease in the Risk Rating.
2. When an item can be removed altogether (e.g. a dangerous staircase is removed), it can be deleted from the table above but there must be a historic evidence trail
3. Some items are so high hazard that they will never be reduced to a risk rating lower than Amber. These must be kept in the action plan but can be marked as addressed and all being done that is reasonably practicable.
4. The original document and any changes to the Risk Assessment, over time, need to be documented for record-keeping purposes. This is especially relevant in the event of any legal claims.

What is the hazard you need to control? (Red or amber from the Risk Rating in the table above)	What additional precautions do you need to either eliminate or reduce the risk to an acceptable level?	Who is responsible for implementing these controls?	When are these controls to be implemented (Specific date)?	When were these controls implemented (specific date)?
Walking to the bus station <ul style="list-style-type: none"> - Walking on the road - Walking by the road - Crossing the road 	Ratio – 1:8 Risk assessment with children discussing safety when walking Stop walking if children are not focused.			
Asthma Medical conditions	Class teachers to carry inhalers and let children/adults know who has them. First aid kits and medications All children to wash their hands after trip Bring mobile phone to contact A&E and school Ensure all adults have lead teachers' and school's phone numbers			

Activity/Element	Risk	Control Measures in place
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	Hazards? Potential to cause harm		Remove or reduce risks to the lowest levels reasonably practicable Delete/Add Information as appropriate
1	Bus Journeys Lost/Insufficient Tickets	ALL	Tickets to be pre-booked & held by Trip Leader Reserve seats where possible Ensure sufficient tickets booked for all Group members
2	Bus Seats Students separated from Group	ALL	Ensure Group seated together No student to sit separately from Group or alone with strangers
3	Travel	ALL	PRE-TRIP BRIEFING for Staff/Students/Parents Trip Itinerary Departure Time from School
4	Travel	ALL	PRE-TRIP BRIEFING for Staff & Students Bus Times & Changes of bus Code of Conduct/Behaviour
5	Students getting lost or separated from Group	ALL	REGULAR ROLL-CALLS Before Departure – All Journeys On changes of bus On Arrival at destination Students to Buddy Up in Groups of at least 4 Instructed to remain in Buddy Groups at all times inc. when visiting museum To contact Staff when Buddy goes missing Students joining trip after appointment – Staff member A to ring school office to register.
6	Stranger Danger	Assault etc.	Students to be advised on actions to be taken when approached by Strangers: Always be polite Do not talk to them alone Do not leave Group with strangers Do not accept offers of gifts, food, drink etc. If they feel threatened, raise alarm – Contact Staff/Contact Site Staff



RISK RATING MATRIX

(Notes To Aid Completion Of The Risk Assessment Format)

	High harm: <ul style="list-style-type: none"> • Death • Physical or mental impairment resulting in lifelong dependency on third party care for basic needs • Significantly reduced life expectancy 	Medium harm: <ul style="list-style-type: none"> • Physical or mental impairment amounting to Level A, which has a substantial and long-term effect on the sufferer's ability to carry out normal day-to-day activities or the ability to return to work • A progressive, permanent or irreversible condition 	Low harm: <ul style="list-style-type: none"> • All other cases not falling within High or Medium harm.
High likelihood of harm	Serious	Serious	Significant
Medium likelihood of harm	Serious	Significant	Not significant
Low likelihood of harm	Significant	Not significant	Not significant

Action Required : Key To Ranking	
High or Very High Risk	STOP ACTIVITY! Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue. Complete Action Plan and reassess
Medium Risk	Proceed with Caution! Implement all additional precautions that are not unreasonably costly or troublesome. Complete Action Plan and reassess
No Significant Risk	No further action required. The risk is no more than is to be encountered in normal everyday life & is, therefore, regarded as being acceptable.