

Risk Assessment for Educational Visits

It is assumed the trip leader and preferably at least one other accompanying staff member will have visited the site and be familiar with the facilities, the layout, the location of phones, toilets, first aid equipment etc. and that all adults accompanying the trip will be briefed before the visit. The party will include a qualified first aider, and carry at least one first aid kit during the visit.

Recommended staff/ pupil ratios: - early years/reception: 1 adult to 4 pupils, KS1: 1 adult to 5 pupils, KS2 : 1 adult to 6 pupils, KS3 1 adult to 8-10 pupils.

Hazard	Risk level	Action to reduce/prevent risk
Transportation to/from school	Low	• Use of reputable coach company. • Children to remain seated at <i>all</i> times • Seat belts to be worn at <i>all</i> times
Uneven paths – slippery when wet	High	• Appropriate footwear – trainers or shoes with good grip • Children to walk at all times • Danger of tripping
Steep drops	Moderate	• Reiterate the importance of walking (not running) • Keep to the designated paths
Unforeseen incident with children	Low	• Activities managed in accordance with abilities of staff and children • Medical conditions and behavioural details of children known to staff • SEND children and those with medical conditions assigned to individual staff. Staff member to keep and administer medication if needed as per parents' instructions
Major accident	Low	• Ensure mobile signal, or know location of nearest landline phone
Separation from group	Low	• Regular head counts. Establish procedure to follow if a child goes missing. • Children briefed on what to do if they become separated
Adverse weather conditions	High	• Children and adults all wear suitable protective clothing • Sun protection – hat and sunscreen, adequate drinking water in hot weather • In strong winds – beware of windfall (branches)
Child safety	Low	• Reminder of expected behaviour around unfamiliar adults and terrain • Regular headcounts in public places

General rules to minimize risks

Car Park	• Coaches to park on the gravelled area. • Beware of moving traffic in the car park area.
Wood	• Everyone MUST stay on the paths at ALL times. • No running. • Children must stay with adults and adults must ensure this. • Some steps and paths are uneven so care should be taken at all times. • Use hand rails on the steps (where available). Some of the steps are steep. Take care. • Some plants in the wood are prickly e.g. holly, or sting (nettles) • In wet weather the paths and steps can become slippery; take additional care. • Be aware of low branches. • Walk slowly over the bridges. Be aware that some people can be apprehensive about heights.
Wood Puzzle	• No running. • Look out for some uneven surfaces, low ceilings and steps. • Children under 7 years should be accompanied by an adult.
Animals	• Read all the signs about the animals. • Animals can bite. • Do not enter fields or pens. • Always wash hands after touching the animals. Washing facilities are available in the toilet block. • Some children may be allergic to animals/hay/straw etc.
Play Area	• The equipment can get slippery in wet weather. • Ensure adult supervision of children in your care. • Check the suitability of the equipment for the children in your specific group.