**Day Visit Risk Assessment**

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| **Title/Venue:** Enter details | **Departure date:** Select a date | **Visit wholly within school hours?:** Yes/No |
| **Visit Leader:** Enter name | **Number of adults (incl. leader):** Number | **Number of young people:** Number |

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| **Section of**  **Visit** | **Significant and Foreseeable Hazards** | **Initial**  **risk rating** | **Who is at risk?** | **Appropriate Control Measures** | **Result risk**  **rating** |
| **Transport** | Road Traffic Accident  Public service bus | High | All | Close supervision and management of group whilst walking to/from bus stop and make use of pavements utilising pre-planned route.  Suitable bus stop chosen with sufficient space for all group to wait away from road edge safely.  All staff know bus route being used and stops being utilised.  Staff spread out throughout vehicle  If moving from top deck of vehicle, group to do so when vehicle has stopped.  Sufficient seats/ standing area on vehicle to accommodate all group.  Awareness of general public on vehicle by school staff.  Bus timetables carried by group leader  Supervision of group whilst disembarking and boarding vehicle  If crossing roads, safe and appropriate points used along with appropriate methods. | Low |
| **Safeguarding / Supervision** | Lost or separated participant  Parent/Carer helpers  General public | Medium | Young person | Safeguarding procedures followed at all times.  Appropriate group size and ratios in line with guidance and all adults aware of their roles and responsibilities and have the competence and experience to fulfil them.  Smaller manageable sub-groups each with a competent adult.  Briefing of group at start of visit and reminders during visit.  Supervision and vigilance by adults, awareness of the general public, dogs etc. and confidence to challenge as appropriate.  Group control such as 'buddy system' in place, minimum group of 4, coloured caps.  Participants aware of what to do if separated and i.d. carried by participants.  Regular head counts taken during visit and before all departure points.  All staff have mobile contact numbers of all other staff on visit  Head count taken before departure.  Appropriate supervision and checking of public toilets if used.  Appropriate usage of electronic devices by participants. | Low |
| **Incident / Illness** | Emergency  Party member taken ill or injured | High | All | First aid trained member of staff.  Follow protocols when dealing with first aid.  Mobile phone with numbers 'programmed'.  Up to date medical information.  Location of nearest A&E known for destination.  Sufficient participant:staff ratio to ensure sufficient safeguarding of party if staff member or participant taken ill.  Emergency procedures taken by Group Leader on visit.  School has emergency plan in place.  Group Leader knows procedure to summon emergency assistance.  Follow directions given by emergency services if in attendance. | Low |
| **Environment / Weather** | Extremes of weather | Medium | All | Check of weather forecast and plans adjusted accordingly.  Appropriate clothing/footwear for weather conditions.  Wet/cold - warm waterproof clothing  Hot - liquids and sun protection. | Low |
| **Venue / Provider / Site** | Unsuitable provision | Medium | All | Provider holds LOtC Quality Badge or PAF completed. | Low |
| **Activity Arrangements** | Enter details | Rating | Who? | Enter details | Rating |
| **The Group** | Enter details | Rating | Who? | Enter details | Rating |

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| **What is your plan ’B’ and any other relevant contingency information?**  Enter details |

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| **Additional information:**  Enter details |

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| **Ongoing risk assessment – the most essential element:** 1. **Apply** the control measures - 2. **Monitor** their effectiveness - 3. **Amend** & **adapt** as required | | | |
| **Risk assessment completed by:** Enter name | **This risk assessment will be shared with**  **the relevant adults on the visit.** |  | **Date:** Select a date |