**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** | Inadequate vehicle  Driver  Road Traffic Accident | High | All | Roadworthy vehicle used with appropriate insurance and MOT (MOT where applicable).  Driver has appropriate licence and completed relevant minibus test with current experience.  Driver deemed fit to drive vehicle.  Thorough check of vehicle by driver prior to each part of journey to ensure roadworthiness.  Knowledge of route to be taken and alternative routes as required.  Supervision during boarding/disembarking from vehicle. Suitable place chosen for disembarkation.  Follow instructions given by driver, use of seatbelts by all members of party.  Supervision of group whilst walking from drop-off/pick-up point using footpaths.  Plans/preparation for travel sickness  Ensure vehicle does not exceed max load permitted (people & luggage). See DfT/DfE guidance.  Close supervision and head counts during any breaks in journey and getting in and out of bus.  Driver to have sufficient break from supervision of group during day and to drive no more than 2 hours before a 30 minute break.  Luggage in vehicle securely fastened and clear of aisles.  At least two members of staff on vehicle including driver  If it is necessary to exit the minibus due to breakdown or RTA then this will be done with adult supervision. Adults and participants will exit the minibus in a safe manner and will be kept safely away from the road. Breakdown cover for vehicle in place. | 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  Supervision during any rest breaks in journey with a time limit and meeting point. 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 | Suitable first aid kit and first aid trained member of staff.  Follow protocols when dealing with first aid.  Fully operational mobile phone with key 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 and access to contingency funds on visit.  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 and checked before departure  Wet/cold - warm waterproof clothing  Hot - liquids and sun protection. | Low |
| **Venue / Provider / Site** | Enter details | Rating | Who? | Does the provider hold a LOtC Quality Badge or has a PAF been completed?  Is there clear communication between the provider and visit leader so that all parties are aware of their responsibilities wih regards fulfilling duty of care? | Rating |
| **Activity Arrangements** | Enter details | Rating | Who? | Enter details | Rating |
| **The Group**  (medical/anxieties/behaviour) | 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  **Date:** Select a date | **All staff will be appropriately experienced and qualified to competently fulfil their leadership roles and responsibilities.**  **This risk assessment will be shared with the relevant adults on the visit.** |  |