

Off site activities Risk Assessment.

Risk Assessment completed 2/5/23. To be reviewed 2/5/24.

Name of assessor:  Iain Woodbridge, Director of The Ranch.

ALL EDUCATIONAL VISITS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Exposure to weather.	Cold injury, heat injury, over-exposure to sun.	Pupils and staff.	Consider possible weather conditions and plan appropriate programme, clothing and equipment. Plan for pupils who may not bring suitable clothing - check before departure and/or bring spares. Daily weather forecast obtained and plans adjusted accordingly.	Provide clear information about suitable clothing and equipment to pupils and parents.	Low
Pupil lost or separated from group, inadequate supervision.	Injury, death.	Pupils.	<ul style="list-style-type: none"> • Ensure supervising staff competent and understand their roles. • Sufficient supervision • Discuss itinerary and arrangements with pupils. • Briefing to all on what to do if separated from group. • Head counts by leaders particularly at arrival/ departure points, and when separating and reforming groups. 	Plan supervision before visit and brief staff and pupils. 2-1 pupil to staff ratio - Children supervised at all times.	Low
Illness or injury.	Illness, injury.	Pupils, staff.	<ul style="list-style-type: none"> • 1st aid cover accessible and appropriate • Leaders know how to call emergency services. • Pupils and parents are reminded to bring individual medication, and this is securely kept. • First aid and travel sickness equipment carried. • Mobile phones MUST be carried by all supervising adults. • Emergency contacts arranged 	Check first aid certificates current. Medication brought by pupils.	Low

Special needs of specific pupils - medical, behavioural, educational.	Illness, injury.	Pupils	<ul style="list-style-type: none"> • Obtain information from parents. • Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary. 	Use parental consent form.	Low
Indirect/remote supervision	Injury, death.	Pupils	<ul style="list-style-type: none"> • Check location as suitable for this mode of supervision. • Ensure pupils sufficiently briefed and competent (any individual 	Included in information to	Medium

(includes field work, souvenir shopping, theme parks, historic sites, etc)			<p>pupils for whom indirect supervision not suitable must be directly supervised).</p> <ul style="list-style-type: none"> • Clear guidelines and emergency procedures set and understood. • Pupils remain in pairs or groups (buddy system - each responsible for named other). • Rendezvous points and times set. • Pupils know how to contact staff. • Staff understand they are still responsible. • Parents informed and consent given. 	parents.	
Leader's own children.	Injury or death.	Pupils, other children, staff.	<p>If staff (teachers or volunteers') families join group, pupil supervision must not be compromised.</p> <ul style="list-style-type: none"> • Staff children are similar age to group and supervised with pupils or separate supervision arranged. 	Consider before staffing agreed.	Low

SCHOOL VISITS TO FARMS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Hazards on site including machinery, chemicals, slurry pits, animals, barbed wire, electric fences.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> • Site is pre-visited by Teacher in Charge and risk assessed. • Plan visit and supervision to minimise risks. <ul style="list-style-type: none"> ♦ Avoid moving machinery. ♦ Do not climb on bales, walls or fences. ♦ Keep away from slurry tanks. ♦ Do not touch barbed wire or electric fences. ♦ Do not touch or feed animals unless the farm personnel are supervising / give permission. • Note: arrangements at farms can change daily. Re-assess at start of visit. 	<p>Pre-visit, site risk assessment planning of visit briefing of staff and pupils.</p> <p>Ongoing assessment by Teacher in Charge at start and during activity.</p>	Low

Infection and illness including E-coli 0157.	Illness, death.	Pupils, staff.	<ul style="list-style-type: none"> Follow basic hygiene rules at all times. Avoid transmission of infection from hand to mouth. Check hand washing facilities on pre-visit. Wash hands thoroughly before eating. Change or clean footwear before leaving site, wash hands Pregnant women avoid contact with lambing ewes. 	Briefing of staff and pupils.	Medium
Group control.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> Close supervision, large groups split into small groups each with Teacher in Charge known to adults. Teacher in Charge of each group understands hazards and control measures. Team Leader in Charge remains in touch with all groups. 	Pre-planning of activities and supervision.	Medium

WALKS IN NORMAL COUNTRY

Normal country = parks, enclosed farmland and fields (NOT moorland, mountain and/or where possible to be more than 30 minutes from a road)

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Falls, drowning.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> Teacher in Charge experienced of walking in terrain and of leading groups. Route researched and pre-walked - significant hazards (cliffs, water hazards, quarries, etc) avoided or carefully assessed. Weather forecast obtained and conditions monitored; route changed if necessary. 	<p>Teacher in Charge competence approved (see above).</p> <p>Teacher in Charge completes specific risk assessment for each walk as necessary.</p> <p>Ongoing assessment by Teacher in Charge at start and during activity.</p>	Low

Getting lost.	Injury	Pupils, staff.	<ul style="list-style-type: none"> • Teacher in Charge has sufficient navigational skills. • Group size as low as possible and sufficient • Large groups are best split into small groups each with competent leader. • Head counts. • Briefing of pupils and staff. 	Leader competence approved (see above).	Low
Injury, illness or emergency away from immediate help.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> • One leader with each group first aid trained. • First aid kit. • Information about pre-existing medical conditions and medication carried. • Leaders are briefed and have planned emergency procedures. 	Pre-planning of emergency procedures and communications.	Low

TRAVEL ON EDUCATIONAL VISITS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Traffic accident, coach.	Injury, death, separated from group.	Pupils, staff.	<ul style="list-style-type: none"> • Coach from a reputable supplier. • Coaches have seat belts that staff ensure are used. • Buses without seatbelts are avoided if possible and never used on high speed roads. • Sufficient supervision • Suitable embarkation points used (for example, coach park, on to wide pavement). • Close supervision and head counts during any breaks in journey and getting on and off coach. 	Discuss with H&S Officer	Low
Use of private vehicles.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> • All use in compliance with Driving at Work Policy. • Seatbelts worn at all times. • Specific permission obtained from parents. 	Refer to Driving at Work Policy	Low
Minibus travel.	Injury, death, separated from group.	Pupils and staff.	<ul style="list-style-type: none"> • All use in compliance with Minibus Policy and legal requirements • Care always taken in parking in suitable place for disembarkation. • Close supervision and head counts during any breaks in journey and getting in and out of bus. 		Low

Service station and other breaks in journey	Injury, death, left behind/ separated from group.	Pupils	<ul style="list-style-type: none">• Brief pupils on:<ul style="list-style-type: none">♦ purpose and timings of stop.♦ how and where to contact staff.• Remain in pairs or threes (buddy system - each responsible for named other)• Remind about moving traffic (driving on right abroad).• Careful head count before departure.		Low
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			<ul style="list-style-type: none"> • Meeting point agreed throughout crossing and on docking (numbered stairway to coach deck). • Careful head count before disembarkation. • Planned procedure for missing pupils - for example, member of staff to leave as foot passenger. 		
On foot.	Injury, death.	Pupils and staff.	<ul style="list-style-type: none"> • Work on foot planned to avoid fast roads wherever possible. • Supervision on pavements, roads and especially crossing of any fast roads is pre-planned. • Pupils are briefed about hazards and behaviour required. 	Planning	Medium
Use of public transport: trains, trams, underground, bus, air travel.	Injury, death, separated from group.	Pupils and staff.	<ul style="list-style-type: none"> • Journey is planned and assessed - key risk points identified. • Careful supervision, particularly in crowded areas and entry, exit and change points with head counts. • Large groups divided into small groups each with leader(s). • Pupils know their group and leader(s). • Emergency plan in place - pupils briefed where they are going, what to do if separated from group. 	Planning	Low

			<ul style="list-style-type: none"> • Communications arranged. 		
Exposure to extreme weather - cold, wet, heat and sun.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> • Daily weather forecast obtained. • All participants have suitable footwear, clothing and equipment to match expected conditions. 	Parents and pupils given checklist - kit checked before departure.	Low