

Select Childcare

RISK ASSESSMENT SHEET FOR EDUCATIONAL VISITS AND OFF SITE ACTIVITIES

Select Child Care

Visit/Venue:

Leader:

Other Staff:

Class:

Group size:

Ratio [staff/pupils]:

Date:

Risks	Who might be harmed?	Precautions	<u>Important actions/requirements for all visits.</u> <u>Please also write in any comments/hazards/risks for future visits</u>
<p>Transport: By Company car</p> <p>Breakdown/accident/traffic delays</p>	<p>Group members</p>	<p>Transport:</p> <p>Leader has overall control Use seat belts and check used by children. Check child seat is in place and correctly fastened Children always remain seated while in car Always have head counts in and out of the car If Staff using own car must have insurance cover and fulfil all legal requirements have other adult in car to help supervise Reverse into car spaces where possible (open doors block path to road)</p> <p>Keep Setting updated on time developments If there is a break down the main consideration is the children. Contact setting or phone for a taxi.</p> <p>Road Accident/Emergency:</p> <p>Check individuals Seek advice from police/ambulance Competent member of staff goes with injured party with details Shock victims must be taken to hospital Phone Setting/Head Teacher a.s.a.p giving details of injured/place/ hospital phone etc. Setting to contact parents to inform of injuries and names- also contact parents of uninjured Rest of party follow to hospital for check up- shock Write down details/facts/witnesses a.s.a.p. Do not talk to media- issues names for e.g./ or discuss liability.</p>	<ul style="list-style-type: none"> • Must have nominated team leader • Do a previsit or make risk assessment for future visits • Read generic risk assessment • Ensure Insurance in place • Take Mobile Phone • Take First Aid Kit • Have a list of Names and Addresses of children usually in phone • List all medical/ medicines/ needs of SEN children/ leader to be responsible for medicines or delegate • All Adults aware of aims of visits/ H&S issues /expectations of behaviour • Children aware of expectations of behaviour/ aims /safety issues • Do an evaluation/risk assessment of the site/venue for future use • Carry grab bag containing nappies, wet wipes, clothes change. • Ensure sun screen or appropriate clothing taken
<p>Car Park: Vehicle movements Injury fatality Slips and trips due to uneven surfaces</p>		<p>Car Park:</p> <p>Leader warns every body of risks in car park before visit and on the car just before embarkation Adult off bus first- groups get off together with leader -stay in group - have meeting points. Do not walk between parked cars Adults stop any moving cars to allow children to cross???</p>	

<p><u>Walking near roads & Road Crossing:</u> Severe injury/fatality</p>		<p style="text-align: center;"><u>Walking</u></p> <p>Always make adults and children aware of the risks. Children/ adults aware of names of those in their care/supervising Regular head counts by group leaders Children to hold hands where necessary. Where needed wrist leads may be used. Adults anticipate potential risks, by arriving, where necessary, before children Do not allow walking near kerb.</p>	

Staff Signature:
Date:

Party Leader Signature:
Date:

Date: