

RISK ASSESSMENT

ESTABLISHMENT: Select Childcare	ASSESSMENT DATE: July 2008
ACTIVITY / ENVIRONMENT: All External Visits	COMPLETED BY: Neil Ewins
EDUCATIONAL OBJECTIVES: As defined by Select Childcare	DATE REVIEWED: 13-7-09 Review due

1. Hazard <i>Traffic and road hazards.</i>	2. Who might be harmed <i>Pupils</i>	3. Is the risk adequately controlled? <i>Babies to be in push chair or carried Pupils to have their hand held by staff member whenever near roads. Pupils may be put on wrist strap id assessed as high risk</i>	4. What further action is needed to control the risk? List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more. This column can be used to record any site specific or event specific hazards and control measures.
All hazards	Pupils and staff	<ul style="list-style-type: none"> Use planning checklist in "Outdoor Education, Visits and Off-Site Activities Health and Safety Policy" January 2008, and supplementary information as published on DES web site.*to ensure all reasonable steps have been taken to manage risks 	Also see "Handbook for Group Leaders", DfES
Hazards associated with the location of the activity or visit	Pupils and staff	<ul style="list-style-type: none"> Carry out preliminary visit to the location to assess risks and plan the programme (or ensure the proposed locations for the visit are suitable for the activity and manageable for the group) Gain parental consent for the pupils to take part in the programme, specifying the nature of the activities which will be carried out. Brief pupils about appropriate conduct and specific risks about which they should be aware Brief staff about their roles, responsibilities and specific risks about which they should be aware. Ensure emergency arrangements in place, and PLAN B in case of adverse conditions. 	<p>Ensure any external provider completes form SOE5 available on DES web site.</p> <p>All visits to be notified via Evolve. Log on to www.devonvisits.org.uk</p>
Exposure to weather leading to cold injury, heat injury or over exposure to the sun	Pupils and staff	<ul style="list-style-type: none"> Consider possible weather conditions and plan appropriate programme, clothing and equipment Plan for pupils who may not bring suitable clothing Daily weather forecast obtained and plans adjusted accordingly 	
Pupils lost or separated from the group	Pupils and staff	<ul style="list-style-type: none"> Ensure supervising staff are competent and understand their roles Confirm that ratios are in line with DCC, Torbay Council policy Plan and use suitable group control measures (e.g. buddy systems, large groups split into small groups each with named leaders, coloured caps for identification) 	
Illness or injury	Pupils and staff	<ul style="list-style-type: none"> At least one leader with the party should be a competent first- 	

		<p>aider.</p> <ul style="list-style-type: none"> • First-aid kit carried • Leaders know how to call emergency services • Pupils and parents are asked to provide information about medication and medical conditions • Mobile phone carried if available • Emergency contacts with school /establishment and parents arranged 	
Special needs of specific pupils	Pupils	<ul style="list-style-type: none"> • Obtain information from parents about additional needs away from school • Take advice from SENCO if appropriate • Make necessary arrangements for individual pupils including individual risk assessment and additional staffing if necessary 	
Indirect /remote supervision (e.g. field work, historic sites, theme park visit)		<ul style="list-style-type: none"> • Check location and pupils are suited to this mode of supervision • Ensure pupils are sufficiently briefed and competent (any individual pupils for whom indirect supervision is not suitable must be directly supervised.) • 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 remain responsible for the pupils • Parents informed and consent given 	
Leaders' own children	Pupils, other children, staff	<ul style="list-style-type: none"> • If staff or volunteers family members join the group pupil supervision must not be compromised • Staff children are similar age to group and supervised with the pupils or separate supervision is arranged. 	

This is a generic risk assessment for use within Devon County Council, Torbay Council and associated schools and other establishments. Its purpose is to assist the planning and management of visits and activities. It identifies the common hazards and risks associated with this type of activity and the primary means by which risks are controlled. Before undertaking the activity group leaders must also make an assessment of any significant risks which are specific to their particular visit, venue or group. In order to avoid unnecessary duplication a record of the specific assessment may be made by adding to this generic assessment

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