



Science: Health & Safety
Risk Assessment format

Risk Assess Tool	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

Trip to: Highlands College

Date:

Time: **To be completed/made class specific**

Year: 5

Number pupils =

Adult Pupil ratio= 1:13

(additional trained staff at venue)

Letter to Parents

Have you sent a letter to parents?

Included in Weekly Newsletter + Emailed

Outline of planned Visit (Reason for trip)

Travel to Year 5 Safety in Action Day at Highlands college

Name of site contact (with number)

Coordinator for Safety in Action:

Martin Priesig

01534 448167

Clothing requirement for trip (include what children **MUST** wear for them to go on the trip):

School PE Kit to be worn. All children advised to bring a refillable water bottle with them. Lunch to be eaten before.

Have staff duties been switched?

Individual pupils to be considered	Likelihood	Harm Level	Risk Level	Action
Medical (allergies)	Unlikely	Harmful	Tolerable risk	Plasters (micropore) to be taken on trip (in a named envelope). First aider to be aware of allergy.
Medical (asthma)	Unlikely	Harmful	Tolerable risk	Inhalers to be taken on trip.
Medical (toileting)	Unlikely	Slightly harmful	Tolerable risk	Spare clothes in bag if needed. Encourage/reminder of use of toilets throughout day.
Medical (allergy - requires Epi-Pen)	Unlikely	Harmful	Tolerable Risk	Epi-pen to be taken with teacher.

Adults supervising the External Visit			
Trip Leader		Car Driver (Emergency vehicle required)	Coach booked
Class teacher		Other accompanying adults:	Staff with contact numbers:
First Aider			Parents/carers:

GENERAL RISKS TO BE CONSIDERED -Coaching

Activity and Risk	Likelihood	Harm Level	Risk Level	Actions
Walking along public roads - injury from traffic	Highly Unlikely	Extremely harmful	Moderate	NOTE - This risk could be considered to be LIKELY - HARMFUL therefore a SUBSTANTIAL risk -activities will NOT be carried out unless precautions are being followed which are part of the school's overall safety policy, and which reduce the risk level to MODERATE or less- see next entries Children to be carefully led onto coaches there and back, ensuring any movement out into roads is done carefully and safely.
Injury from being struck by motor vehicle (when either crossing a road or by stepping out into a road)	Highly Unlikely	Extremely harmful	Moderate	Staff will review proposed route of any coach; identify best places to cross roads/be dropped off. Pupils will walk in a compact group, depending on the width of the pavement/path this might be in single file. Adult will lead and adult will be a back of group. Other adults will be placed within walking group as necessary. Pupils will be reminded about road safety before starting the activity. Adults will be aware of danger of vehicles exiting from driveways.

GENERAL RISKS TO BE CONSIDERED - WEATHER

Activity and Risk	Likelihood	Harm Level	Risk Level	Actions
Risk of sun burn and dehydration	Unlikely	Harmful	Tolerable risk	Hats recommended to be worn. Water bottles to be carried. Sunscreen to applied if needed. Reapply at regular intervals during the morning if necessary.

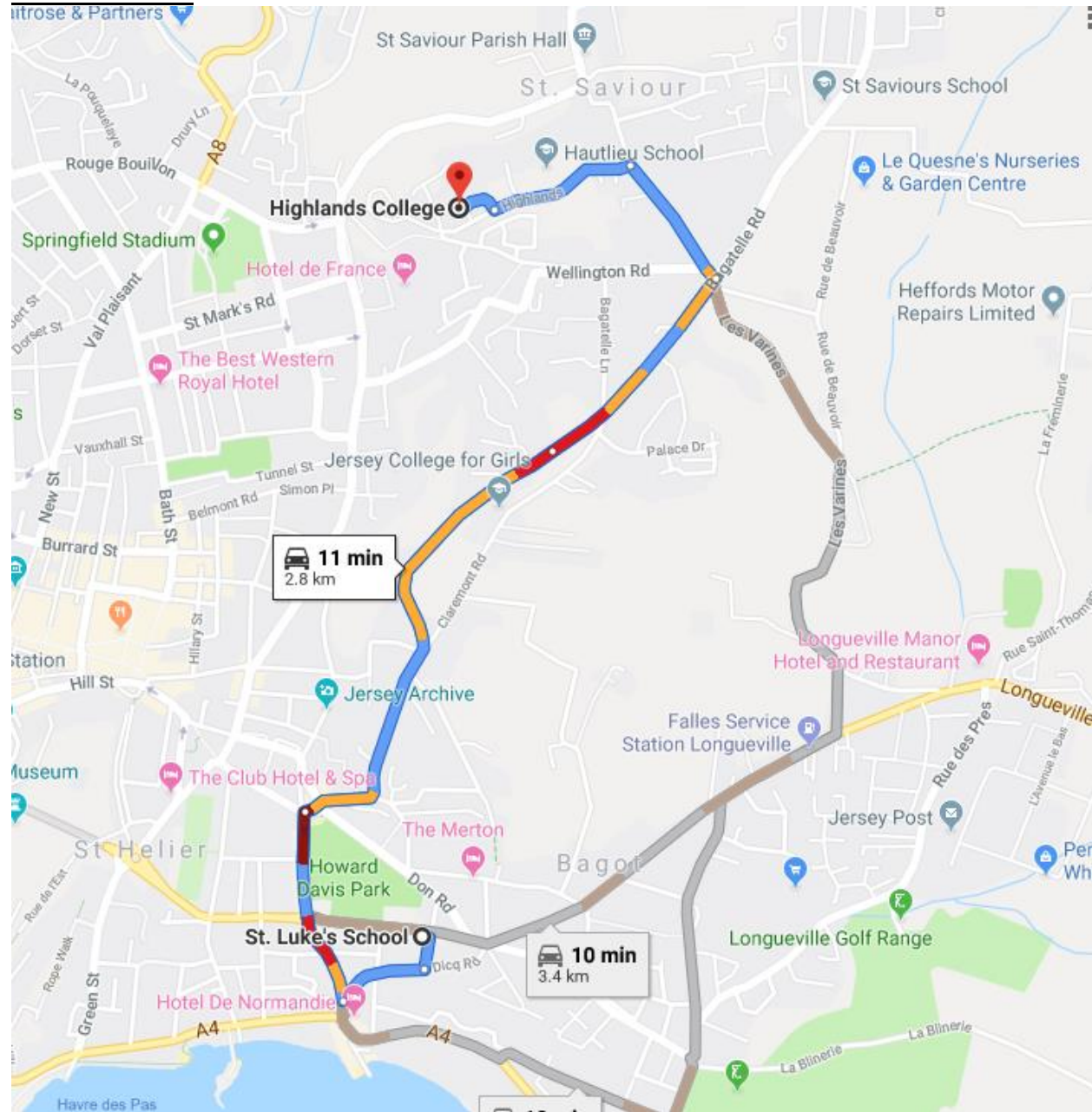
GENERAL RISKS TO BE CONSIDERED - at Highlands College

Activity and Risk	Likelihood	Harm Level	Risk Level	Actions
Pupils falling ill or hurting themselves.	Unlikely	Slightly harmful	Tolerable risk	<ul style="list-style-type: none"> • KH qualified first aider. Also qualified first aiders on site. • First aid kit readily available. • Further hospital visit for check up if deemed necessary by first aider.
Approached by stranger.	Unlikely	Slightly harmful	Tolerable risk	<ul style="list-style-type: none"> • Teacher and staff member to be present at all times. • Chn to always stay in a group. • Boys/girls to go to the toilet in pairs if needed.

SPECIFIC RISKS TO BE CONSIDERED FOR THIS PARTICULAR TRIP - OVER AND ABOVE THE GENERAL RISKS CONSIDERED

Activity and Risk	Likelihood	Harm Level	Risk Level	Actions
Fire and Kitchen safety activities.	Unlikely	Slightly harmful	Tolerable risk	Children will always be accompanied by trained professionals. Children will always be warned of risks of any activity they are undertaking. Children will be accompanied in groups by school staff member also.

Planned Route:



This form MUST be signed by both the group leader and the EVC BEFORE the trip can take place.

Signed by group leader:

Signed by EVC:.....

Date:

For EVC Use Only:

Date received:

Time received:

Copy of letter to parents attached:

N/A
