



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 : Recycle Centre

Date:

Time:

Year:

Number pupils =

Number of adults = 3

Adult Pupil ratio= 1:4

Letter to Parents

Have you sent a letter to parents?

Weekly letter

(Please attach)

Outline of planned Visit (Reason for trip)

Eco trip to visit the recycling centre as part of their work on Waste in school this term.

Name of site contact (with number)

Emma Richardson-Calladine | Recycling Manager

+44(0)01534 448589

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

School uniform and coat

High Visibility Jacket

Have staff duties been switched?

Individual pupils to be considered (Medical and EBD)	Likelihood	Harm Level	Risk Level	Action
asthmatic	Unlikely	Harmful	Moderate risk	Inhaler taken with first aid kit.
allergies	Unlikely	Harmful	Moderate risk	Take bottle of Piriton on the trip

Adults supervising the External Visit			
Trip Leader		Car Driver (Emergency vehicle required)	
Class teacher		Other accompanying adults with contact numbers:	
First Aider	First Aid Kit to be taken on Visit.		

GENERAL RISKS TO BE CONSIDERED

Activity and Risk	Likelihood	Harm Level	Risk Level	Actions
Risk of injury walking along the pavement.	Unlikely	Harmful	Tolerable Risk	One member of school staff to lead the children in single file lines along the pavement. A staff member to be at the back of the line to ensure full visibility of the class at all times. Other accompanying adults to be placed between the two school staff members. All adults to make clear expectations when walking next to a road/ along a pavement. (Single file, no overtaking, running, pushing etc. Be clear that there is no rush. High visibility jackets to be worn.
Risk of car mounting the pavement.	Unlikely	Harmful	Tolerable Risk	Children to walk on the pavement. Adult to be aware at all times of traffic around them. Cross with a designated adults only.
Risk when crossing the roads.	Unlikely	Harmful	Tolerable risk	Trained school staff member to be placed at the junctions we cross wearing the correct road crossing kit. Each lead class teacher to liaise with the crossing patrol staff member before crossing as we may have to let only a few classes cross at a time to reduce traffic build up at junctions.

Pupil becoming lost / left behind	Unlikely	Slightly Harmful	Tolerable risk	Class teachers to head count children regularly. Supporting adults to be clear about any designated children in their group. Children to be clear about where they can and cannot go on the beach.
Pupils falling and being injured	Unlikely	Slightly Harmful	Tolerable Risk	Make clear expectations when walking next to a road/ along a pavement. Clear that there is no rush.
Member of Public resulting in inappropriate contact with pupils	Unlikely	Harmful	Tolerable risk	Children never to be alone or away from an adults line of vision. All toilet breaks to be supervised.

GENERAL RISKS TO BE CONSIDERED - TRAVEL BY COACH OR MINI-BUS

Risk from cars while boarding or exiting the minibus.	Unlikely	Extremely Harmful	Substantial Risk	<ul style="list-style-type: none"> • Maximum adult/pupil ratio. • Adults appropriately placed to support children. • Adult helpers briefed in routine to board and exit minibus safely. • Children clear on rules for boarding and exiting minibus safely. • Tom Oxenham and Tony Clark to support appropriate boarding and exiting of minibus.
Risk of injury on minibus.	Unlikely	Slightly Harmful	Tolerable Risk	<ul style="list-style-type: none"> • Clear rules discussed with children and sitting with backs against seats. • All children and adults to be wearing seatbelts. Check all children are wearing seatbelts appropriately before departure.

GENERAL RISKS TO BE CONSIDERED - WEATHER

Activity and Risk	Likelihood	Harm Level	Risk Level	Actions
Stormy weather conditions e.g) rain, wind, thunder and lightning	Likely	Tolerable risk	Moderate Risk	Take raincoat Take cover when necessary Cancel trip if weather conditions are too bad for safe walking and a safe trip.

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
Tripping over waste or picking up something sharp.	Unlikely	Harmful	Moderate risk	All accompanying adults to take charge of their allocated group and monitor continuously. Children will be asked not to run or pick anything up without permission.

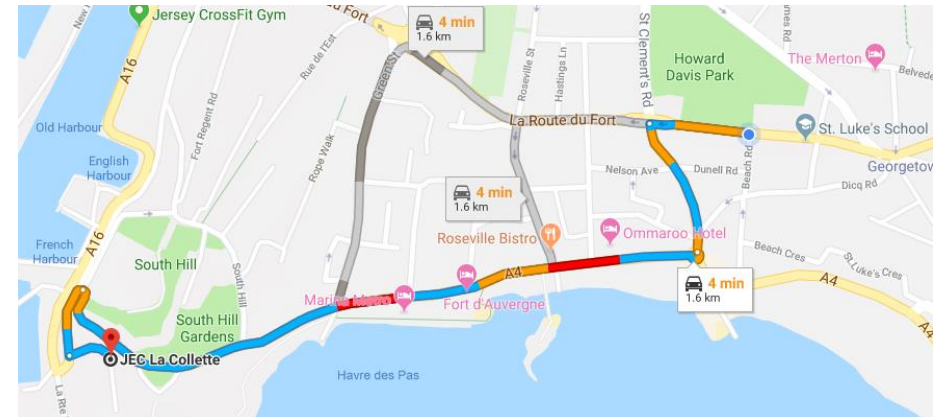
Planned Route:

St. Luke's School
Elizabeth St, JE2 7PD

Drive down beach road and at roundabout, follow coast past Harve Des Pas.

Continue along the A4 road until turning left towards La Collette and the recycling centre.

This form MUST be signed by both the group leader and the EVC at least 48 hours 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: