



**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 : Woodlands Farm

Date:

Time:

Year:

Number pupils =

Number of adults =

Adult Pupil ratio= 1-4

Letter to Parents

Have you sent a letter to parents?

YES

Mentioned in weekly newsletter

Outline of planned Visit (Reason for trip)

To develop children's knowledge of a working farm- linking into all areas of learning and development both on site and when back in continuous provision.

Name of site contact (with number):

Bryony: +44 (0) 7797 854845
bryony.lb@gmail.com

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

School Uniform with the addition of yellow high visibility jackets.

Have staff duties been switched?

N/A

Individual pupils to be considered (Medical and EBD)	Likelihood	Harm Level	Risk Level	Action
EBD	Highly Likely	Harmful	Tolerable Risk	1-1 ratio with child, clear guidelines on behaviour/health and safety near roads and when out of school grounds. Adult to hold their hand / stand next to them at all times.

Adults supervising the External Visit			
Trip Leader		Car Driver (Emergency vehicle required)	Hired Coach

Class teacher:		Other accompanying adults with contact numbers:	Staff - with contact numbers:	Parents/carers with contact numbers:
First Aider:				

GENERAL RISKS TO BE CONSIDERED -

Activity and Risk	Likelihood	Harm Level	Risk Level	Actions
Pupils falling and being injured	Unlikely	Slightly harmful	Tolerable risk	<ul style="list-style-type: none"> • Clear rules about movement along public areas. • Strict road safety measures for Carpark area • Staff leader must take mobile phone and school number • Staff leader must take emergency contact numbers file
Pupil becoming lost / left behind	Unlikely	Slightly harmful	Moderate Risk	<ul style="list-style-type: none"> • Clear rules about behaviour in public place • Supervisors allocated groups • Check numbers in and out
Member of Public resulting in inappropriate contact with pupils	Unlikely	Harmful	Tolerable risk	<ul style="list-style-type: none"> • Clear rules about appropriate behaviour of pupils in a public place • Report any concerns to head teacher or deputy

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

Risk of injury from coach journey	Highly Unlikely	Extremely harmful	Moderate Risk	<ul style="list-style-type: none"> • Maximum adult / pupil ratio • Guidelines for behaviour of pupils on coach - <ul style="list-style-type: none"> ○ One pupil per seat ○ No standing ○ Correct use of seatbelts

Travel by coach - road traffic accident.	Highly Unlikely	Extremely harmful	Moderate Risk	Leader has overall control. Use approved transport provider. Seat children away from front seats and away from centre rear seat. Coats etc must not block aisle. Children always remain seated on coach.
Late departure/return - breakdown/accident/traffic delays.	Highly unlikely	Slightly harmful	Trivial Risk	Identify emergency exits. Head count on and off coach. Ascertain which pupils suffer from travel sickness. Ask parents to provide medication beforehand if necessary. Ensure susceptible children are placed towards front of coach. Advise with regard to behaviour on coach.
Travel sickness. Handling body fluids.	Unlikely	Slightly harmful	Moderate risk	Ensure school is aware of times for collection from school and from Woodlands Working Farm. Road accident/emergency: Check individuals/ Seek advice from police/ambulance. Inform school asap giving details of injured./place/hospital phone etc. School to contact parents to inform of injuries and names. also contact parents of uninjured. Rest of party follow to hospital for check-up/shock.

GENERAL RISKS TO BE CONSIDERED - WEATHER

Activity and Risk	Likelihood	Harm Level	Risk Level	Actions
Sunburn and Heatstroke	Highly unlikely	Extremely harmful	Moderate risk	Appropriate clothing/hats should be worn. Limit exposure. Advise teachers to bring sunblock to be used on their children and the need for regular drinking.
Hypothermia	Highly unlikely	Extremely harmful	Moderate risk	Advanced guidance on appropriate clothing/footwear. Restrict outdoor activities in extreme weather. Plan activities according to weather conditions

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
Pupil becoming lost / left behind	Unlikely	Slightly harmful	Tolerable	<ul style="list-style-type: none"> • Clear rules about remaining with the group
Pupils falling and being injured	Unlikely	Slightly harmful	Tolerable	<ul style="list-style-type: none"> • Remind children of need to walk and be aware of surroundings
Member of Public resulting in inappropriate contact with pupils	Unlikely	Harmful	Tolerable risk	<ul style="list-style-type: none"> • Clear rules about appropriate behaviour of pupils in a public place • Report any concerns to head teacher or deputy
Animal handling : Bitten by an animal or scratched/ risk of infection	Unlikely	Harmful	Low risk	<ul style="list-style-type: none"> • Brief children to exercise caution around animals and enclosures • Farm staff responsible for handling animals and instruction • Ensure hands are washed • Notify Woodlands Farm of any serious allergies verbally at start of session. Carry any appropriate medication. • First Aid kit taken • Following instructions given by Farm Staff • Close supervision

Planned Route:

11 min (5.6 km)

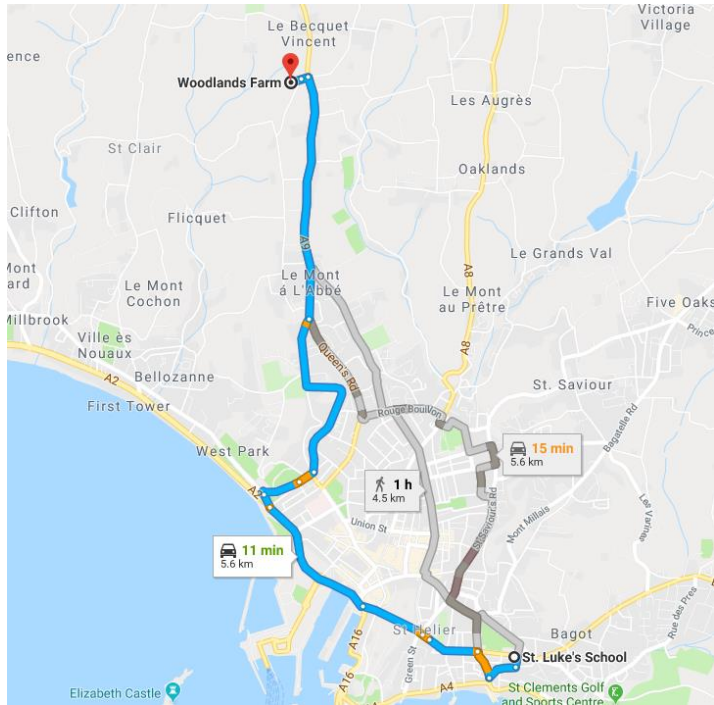
via La Grande Route de Saint-Jean/A9

St. Luke's School

Elizabeth St, Jersey JE2 7PD

- Take Dicq Rd to St Clement's Rd
- 51 s (260 m)
- Take La Route du Fort and A1 to St John's Rd in St Helier
- 5 min (2.4 km)

- Turn left onto St John's Rd
- 2 min (1.3 km)
- Turn left onto La Grande Route de Saint-Jean/A9
- 2 min (1.6 km)
- Drive to Woodlands Farm
- 35 s (120 m)
- Woodlands Farm Jersey



Copy will be given to the coach driver prior to the trip.

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:

Yes / No
