



WINGATE SCHOOL

H&S Code of Practice

RISK ASSESSMENT POLICY

Appendix 1 RISK ASSESSMENT FORM

Description of situation/issue/activity to be assessed:	
Date and time length of Trip:	No of students attending:
Department:	
Person(s) carrying out risk assessment:	
Date of assessment:	
Teachers & Staff attending:	
Parents or helpers attending:	
Do they have DBS or local Police checks?: YES NO If NO, the Trip Leader must take responsibility to ensure the parent/helpers are under constant supervision and never allowed to be alone with any students. Accepted YES	
(Step 1) Hazard(s): What are the hazard(s):	
(Step 2) Who may be harmed and how: Say how the hazard could cause harm and to whom:	
(Step 3) What are you already doing? List what is already in place to reduce the likelihood of harm or make harm any less serious:	

What Further action is necessary: Have the risks been reduced as low as reasonably practicable e.g. is there a need for additional training, increasing the ratio of staff to pupils, removing/repairing damaged equipment, closing a room, etc.

(Step 4) How will you put the assessment into action? You may have outstanding issues. If so prioritise; say what needs to be done, by when and by whom:

(Step 5) Monitor and Review: How did the activity, task, project etc go? Could it be improved, did an incident/situation occur? How did you deal with it? Add your note so that the activity, task, project can be improved next time:

If a repeat trip or excursion - Date of Review:

Signature of Trip Leader:

Date:

Risk assessment seen and accepted by Head or Bursar: Yes No

Sign/name if in cloud:

Date:

Date of Review: September 2021