

Appendix 1 RISK ASSESSMENT FORM

Health and Safety “H&S” Code of Practice

EXCURSION RISK ASSESSMENT

Description of situation/issue/activity to be assessed:

Date and time length of Trip:

Nº of students attending:

Age range of children attending:

Department:

Person(s) carrying out risk assessment:

Date of assessment:

Teachers & Staff attending:

Volunteers 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:	
(Step 6) Do the students have access to shade and water:	
(Step 7) Fire Drill procedures of the visiting venue have been noted and students advised:	
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: August 2022