

Risk Assessment:		
Establishment/Team: Abbey Farm Educate Together	Date of Assessment:	Review Date: After trip with any reflections
Assessed by:	Please note all those involved should sign up to this assessment.	
Approved by and date:		

The risk assessment below feeds into the one created and provided by *Trip Location*

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated?	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected?	What Precautions are in place to either eliminate or reduce the risk of an accident happening?	What Likelihood/Probability is there of an accident occurring?	What is The Risk Rating (See Risk Rating Matrix below)
Collection of children from parents	Safeguarding	Children	Low	Children will be coming in to school and leaving school at normal times – so all procedures are as normal	Low	Medium
Arrival	Car park	Children; staff	Medium	Coach will park in allocated area and children remain seated until the vehicle stops. Children will dismount and walk in pairs, with staff throughout. Move over to the edge of the car park where there are no vehicles	Low	Low
Groupings	Lost children Stranger danger	Children; staff	Low	Children to stay together throughout the day – no break off groups – minimising risk of lost children and not allowing them to speak to strangers Frequent group opportunities to use the toilets (emergency change of clothes carried) Staff allocated children in order to head count frequently Always Emma at front of the group, Lorna at the back Children wearing high viz jackets to easily locate them at all times – these remain on Ratio is low – 1:6 Groups have been well thought out looking at children's behaviours	Medium	Medium
Surface areas	Injuries	Children; staff	Medium	Make children aware that the land changes – gravel paths, grass areas, ditches, anything with a fence does NOT have fingers put through and at no point do they run off We are not using the playground	Medium	Medium
Lost child	Lost children Stranger danger	Children	Medium	Children told what to do if they become lost Show them how to identify venue employee Stand still – do not run around as we will retrace our steps	Low	Low
First Aid	Safeguarding; delay in medical treatment; inadequate First Aid cover; details of accidents not recorded; further injury due to moving injured person	Pupils; staff	Medium	First aid kit with staff members. Venue has full first aid facilities if required.	Low	Low

Safeguarding

1 child with EHCP - 1:1

Named staff member will have a range of tools with her to ensure that Child A is engaged and happy. If she/he becomes distressed the only option is for the named staff member and Child A to return to the coach to allow her/him to settle and watch an ipad until regulated. Ideally they need to remain with the group throughout.

When on the train she/he needs to be in a carriage with 2 adults and not seated on the outside.

Walkie talkies can be taken for use around the venue if she/he is needing to return to the coach.

Allergies/Medical

Inhaler - Child B - to be given by named staff member

Inhaler - Child C - to be given by named staff member

Children will have packed lunch so not eating food from café

Child D - strawberry allergy

Child E - gluten free

Spare clothes

Coach timings - leave school at 09:15, leave venue 2pm

Find somewhere for lunch at normal time - 11:45ish

One workshop booked

Train tickets to be used after 12 - so do immediately after lunch

To be carried on the trip:

Inhalers, 3x first aid backpacks, hand wash, tissues, sick bag for coach travel, spare clothes, trip documents, money, additional all child snack

All staff to have mobile phones for emergency contact

Weather currently due to be light rain showers - so parentmail to go out regarding raincoats and appropriate footwear on Monday

High viz jackets - to be worn all day alongside sun hats if needed - can be left on the coach as it is staying throughout the day

Additional risk assessment from venue to go here: