

# TOAT - RA016 - Tall Oaks Academy Trust - School Trips and Educational Visits : Risk Assessment



## Assigned to: All locations

Organisation: Tall Oaks Academy Trust  
Address: Castle Wood Academy  
The Avenue  
Gainsborough  
Lincolnshire  
DN21 1EH

## Risk Assessment Description

The Health and Safety at Work etc Act 1974 places overall responsibility for health and safety on educational visits with the employer (HOS at each Trust School) This Risk Assessment is to be used as a guide to support all educational Visits and school Trips to ensure appropriate control measures are in place to lower risk. Included are any activity or event where children are leaving a school site, such as but not exclusive to Swimming, Sporting Events and local area walks.

## Identified hazards

Hazard description	Who might be harmed and how	Control measures	Risk rating	Last amended
Untrained staff organising school trips and educational visits	Staff Children The public	<ol style="list-style-type: none"> <li>1. Each school must have a trained <b>External Visits Coordinator (EVC)</b> to assist or prepare a thorough Risk Assessment using the <b>Trust Teachers Simple Risk Assessment Form</b> whilst following the <b>EVC Procedures and Proposals for School Trips and Visits Flowchart</b>.</li> <li>2. <b>The EVC must</b> ensure all external visits are properly coordinated.</li> <li>3. In the absence of trained external visit coordinators the <b>HOS</b> is responsible for ensuring that all external visits are properly Risk Assessed.</li> <li>4. Staff organising trips and visits must ensure that the venue and activities are safe - A risk assessment must be obtained from the venue for any activities that are being performed during the visit.</li> <li>5. All educational visits must be planned organized and checked in accordance with the <b>Tall Oaks Academy Trust Educational Visits Policy</b>.</li> <li>6. All completed educational visits risk assessments must be signed by the HOS and forwarded to the Trust Premises Manager (Health and Safety Competent Person) at least <b>7 days</b> prior to any school educational visit for reviewing.</li> <li>7. Educational visits should be planned in accordance with Lincolnshire County Council <b>Guidance for Off-Site Visits and Related Activities with National Guidance &amp; EVOLVE - 2016</b>.</li> <li>8. Trust schools are required to be signed up to <b>EVOLVEvisits</b> for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.</li> <li>9. No children are permitted to attend educational visits without signed appropriate pupil consent forms being obtained.</li> </ol>	High	Paul Turner on: 09/06/2024

Hazard description	Who might be harmed and how	Control measures	Risk rating	Last amended
<p>Walking and Crossing Roads</p> <p>Coach Journey:</p> <p>Embarking / disembarking / in transit</p>	<p>Staff</p> <p>Pupils</p> <p>Public</p>	<p>Walking</p> <ol style="list-style-type: none"> <li>1. Children to walk in organized pairs with adults spaced between the children at regular intervals with an adult at the front and rear of the group.</li> <li>2. Children to cross the roads between two adult markers, in an organized and calm manner with an adult being maintained at the front and rear of the group.</li> <li>3. Adults and children should wear florescent vests.</li> <li>4. The correct ratio of adults must be obtained based on child ages and group sizes.</li> </ol> <p>Coaches/Mini Buses</p> <ol style="list-style-type: none"> <li>1. <b>Coach and bus companies must be from a reputable company.</b></li> <li>2. <b>You must request the Transport providers Liability Insurance before agreeing an arrangement.</b></li> <li>3. Self hire mini buses are only to be driven by a MIDAS trained driver with an in date D1 License.</li> <li>4. Children to be supervised stepping on and off the bus. In pairs whilst walking to the bus.</li> <li>5. Pupils to sit in pairs, seatbelts to be fastened at all times while travelling.</li> <li>6. Staff members to head count and check seat belts are fasten before departure.</li> <li>7. Staff to be at front, back and middle point of the coach.</li> <li>8. No food or drink to be consumed while on the coach.</li> <li>9. Travel sickness resources and First kit on hand as required.</li> <li>10. All staff to be on hand to supervise children if become ill or require first aid.</li> </ol>	<p>Medium</p>	<p>Paul Turner</p> <p>on: 09/06/2024</p>

Hazard description	Who might be harmed and how	Control measures	Risk rating	Last amended
<p>Medical - Accidents Slip and Trip Injuries</p> <p>Health issues: Accessibility of inhalers and other Medication:</p> <p>Name of children .....</p>	<p>Pupils Staff</p>	<p>1. All Educational trips and visits must have a trained pediatric first aider available at all times</p> <p>2. A suitable First Aid kit must be available during transit and on site.</p> <p>Considerations</p> <ul style="list-style-type: none"> <li>• Staff to explain need for sensible, calm behavior whilst walking on coaches during transit. Children to follow directions and instructions from staff in order to prevent accidents and to safely complete the visit.</li> <li>• Staff should check the areas and routes being used for foreign objects and trip hazards.</li> <li>• Children may trip, fall or slip whilst on the visit. First Aid to be administered by group leaders as required.</li> <li>• All health issues must recorded and carried with the Group Leader.</li> <li>• Inhalers and other medication to be kept by group leaders and be available with them at all times.</li> </ul> <p>1. Group leader to be fully aware of any Health Care Plans (HCP) and have a copy of the HCP to ensure full compliance with any health requirements for each pupil.</p>	<p>Medium</p>	<p>Paul Turner on: 09/06/2024</p>
<p>Safeguarding Venue Staff Contact with members of the public. On route and at the venue (there may be members of public)</p> <p>Fire</p>	<p>Pupils</p>	<p>1. Children to be supervised by a trust adult DBS checked at all times.</p> <p>2. Children to be warned that they must stay with adults and areas specified at all times.</p> <p>3. Children to be supervised by the correct ratio of adults to ensure contact with the public is minimal and always under supervision.</p> <p>4. Children to be warned about approaching members of the public.</p> <p>5. Children are to remain in their group.</p> <p>6. Adult to routinely do head count to ensure all children are accounted for.</p> <p>Fire Protection</p> <ul style="list-style-type: none"> <li>• In the event of a Fire activities must cease and all staff and children will proceed to the Fire Evacuation Point/Safe Area</li> <li>• Staff/ Teachers to check and register children</li> <li>• Further instructions to be given dependent on the situation by Leadership.</li> </ul>	<p>Medium</p>	<p>Paul Turner on: 09/06/2024</p>

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Loss of Child	Pupil	<ol style="list-style-type: none"> <li>Children are to be regularly head counted/kept in small groups and checked before entering/leaving areas.</li> <li>If any child is lost, they should meet at a predetermined designated area set at the start of the trip.</li> <li>Children will be made aware of the meeting point.</li> </ol>	Medium	Paul Turner on: 09/06/2024
Behaviour	Pupils Staff Pupic	<ol style="list-style-type: none"> <li>Individual children to be monitored by group leader.</li> <li>Expectations to be clearly relayed to all children.</li> <li>Code of conduct has been signed by parents prior to visit.</li> </ol>	Low	Paul Turner on: 09/06/2024
Toileting	Pupils	<ol style="list-style-type: none"> <li>Children to go to the toilet as required.</li> <li>Ensure thorough hand washing hands.</li> <li>Children to go to the toilet in groups - supervised by a member of school staff.</li> <li>School staff to ensure that only adults with DBS certificates are responsible for taking children to the toilet / supervising children.</li> <li>Any adults without Trust DBS certificates to be accompanied by school staff when with groups of children.</li> </ol>	Medium	Paul Turner on: 09/06/2024
Weather	Pupils Staff	<ol style="list-style-type: none"> <li>In the event of extreme weather conditions Hot or Cold and Wet the EVC will assess and decide if the event should continue</li> <li>All Staff/children should wear sunhats and apply sun cream if the weather dictates</li> <li>All Staff/children should have access to fluids to prevent dehydration</li> <li>Suitable clothing and footwear should be advised prior to the event.</li> <li>Staff should ensure that children have the appropriate equipment and clothing to prevent injury or discomfort</li> </ol>	Low	Paul Turner on: 09/06/2024

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Plan B	All attending	<ol style="list-style-type: none"> <li>1. Things may change due to unforeseen circumstances - consider your alternative plan</li> </ol>	N/A	Paul Turner
Inclusion - Attendance on Educational Visits		<ol style="list-style-type: none"> <li>2. Children to be made aware of need for safety and behavior requirements before and throughout the visit.</li> <li>3. Inhalers Medication and a first aid kit will be kept with group leader/ first aider.</li> <li>4. In the event of an emergency, the party leader will contact the Head of School immediately for further instructions.</li> </ol> <p>Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. You are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage.</p> <p>However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.</p> <p>Every individual has the right to be treated equally and fairly and not be discriminated against regardless of any 'protected characteristics'.</p> <p><b>The protected characteristics listed in the Act are:</b></p> <ol style="list-style-type: none"> <li>1. Age.</li> <li>2. Disability.</li> <li>3. Sexual orientation.</li> <li>4. Sex.</li> <li>5. Gender reassignment.</li> <li>6. Marriage and civil partnership.</li> <li>7. Pregnancy and maternity.</li> <li>8. Race.</li> <li>9. Religion and belief.</li> </ol> <p><b>Every individual has the right to be treated with respect and dignity</b></p>		on: 09/06/2024