



Off-Site Visits Risk Assessment

Educational visit to: Odds Farm Park	Date(s): Thursday 24 June 2016	
Name of leader(s): Mrs C Costello Miss E Keane	Ages/year group(s) of pupils: Prep 1 and Prep 2 aged 4-6 years	No of pupils: 38 Adult: Pupil ratio: P1 1:3 P2 1:5
Staff accompanying the visit: Mrs C Costello Miss E Keane Miss L Halton Miss J Corr Mrs P O'Connell Parents – SN, HI, MP, SU, SA		First Aider: Miss L Halton Mrs P O'Connell Miss J Corr (paediatric first aiders)
School Mobile(s): <div style="font-size: 24px; font-weight: bold; text-align: center;">07753496754</div>		School Office: 020 8997 2022 In the event of an emergency please ask to speak to the Deputy Head (EVC). If urgent and the EVC is not available please asked to be put through to another member of SLT. SLT Contact if out of hours: N/A Name: Number:

<p>In addition to complying with the procedures laid out in the Off- Sites Visit Policy the following school generic risk assessments will also be followed for this visit:</p> <p>Generic Risk Assessment : All Travel</p> <p>Generic Risk Assessment : All Educational Visits</p> <p>Generic Risk Assessment : Travel by coach – reputable firm employed as recommended by the school, wearing of seatbelts, careful supervision boarding/alighting coach, regular headcount, register prior to departure.</p> <p>Generic Risk Assessment Visits to theatres – seats booked in advance, block booked, adults sitting at both ends of row, location of fire exits, arrangements for visiting the toilets (age appropriate – teacher supervision/buddy system), how to respond if approached by stranger, rendezvous times/meeting points if appropriate.</p>	<p>Other site specific risk assessments followed for this visit (please attach) :</p> <p>Guidelines for school visits from Odds Farm</p> <p>Discuss with coach company the age of children and ensure that the seats and seatbelts are suitable for age range. Request coach driver's name in advance – Mark.</p>
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<p>Management of Health Concerns</p> <p>Please see a member of the School Health Centre staff to ensure you are familiar with the medical needs of the group you are taking with you. She will also provide you with pupils' medical information, or schoolbase generated essential & medical information report. This <u>must</u> be returned to the Health Centre on your return. You should also collect a first aid kit and any individual emergency medication with care plans, if appropriate.</p>	<p>Measures Appropriate to this Group of Pupils:</p> <p>Medical bag for Prep One child (MP) with medication First aid kit for trips from Health Centre</p> <p>Health Centre Staff Signed: J Roberts</p> <p style="text-align: right;">Date: 23-06-2016</p>
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SEVERITY	1. Negligible	2. Minor Injury	3. Major Injury	4. Single Death	5. Multiple Death	6. MD Off-site
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Probable Frequency	1. Improbably	2. Probable	3. Occasional	4. Fairly Frequent	5. Frequent	6. Certain
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Risk score of 9 or above – further immediate assessment needed

Assess the risk specific to your trip using the dynamic risk assessment template below:

Date	Time	Action	Potential Risks	Action taken to minimise risk	Severity x Probable Frequency	Risk Score	Further Assessment	Yes / No
Day Before 23.6.16		Remind appropriate parents to give children travel sickness bands/tablets	Travel sickness	Remind appropriate parents to give children travel sickness bands/tablets	1 x2	2	no	no
Day Before 23.6 .16		General safety talk to the class: stay with adult at all time, not running off, hand washing after coming into contact with animals, behaviour in the park, safety on the coach	As below	General safety talk to the class: stay with adult at all time, not running off, hand washing after, behaviour at Odds Farm Park, safety on the coach(stay in seat/keep belt fastened/ no kneeling on seats or turning around) .	3 x1	3	no	no

Date	Time	Action	Potential Risks	Action taken to minimise risk	Severity x Probable Frequency	Risk Score	Further Assessment	Yes / No
24.6.16	8.30 am	Register Discuss with class importance of staying with the adult in charge at all times, taking care getting on coach.	Losing a child Child being separated from group	Discuss with class importance of staying with the adult in charge at all times, taking care getting on coach.	1 x 1	1	no	no
24.6.16		All children go to the toilet before leaving School	Child wetting themselves on the coach	All children go to the toilet before leaving School. Changes of clothes with staff	1 x 1	1	no	no
24.6.16		Headcount and register on the coach before departure	Leaving a child behind	Headcount and register on the coach before departure	1 x 1	1	no	no
24.6.16		Allocate adult to small group (this has been discussed and pre-planned with all staff)	Losing a child Child being separated from group	Ratio of 1:5 Adult: child Adults and children reminded to stay together partners and allocate each adult a group Inform parents of school First Aiders	1 x 1	1	no	no
24.6.16		Collect packed lunches from Kitchen TAs and parents to assist.		Parent helpers to assist with carrying lunches on to coach.	1 x 1	1	no	no

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Date	Time	Action	Potential Risks	Action taken to minimise risk	Severity x Probable Frequency	Risk Score	Further Assessment	Yes / No
24.6.16	9.00	Boarding coach	Tripping	<p>Walk out through playground gate. Adults on outside, children stay close to fence. Remind child to board safely Adults to supervise</p> <p>One member of staff to board coach first and allocate seats- EK for Prep 1</p> <p>CC of staff to board coach first and allocate seat for Prep 2.</p> <p>Children who suffer from travel sickness to sit at the front of the coach.</p>	1x1	1	no	no
24.6.16		Ensure all seat belts are fastened	Child without seatbelt Missing child	<p>Staff to check all seatbelts are working and fastened before departure. Headcount and register all pupils.</p>	3x1	3	no	no
24.6.16	On the journey 9.15– 10.00	journey	Child vomiting on the coach	<p>First aid staff to carry sick bags. Children who suffer from travel sickness to sit at the front of the coach.</p>	1x2	2	no	no
24.6.16		journey	Pupil welfare	<p>Adults to spread out on the coach so that all pupils are able to speak to an adult if necessary.</p> <p>EK and CC to check all pupils feeling well, sitting appropriately</p>	1 x1	1	no	no

				at regular intervals(10mins)				
24.6.16	10.00	Arrival at Odds Farm park	Getting off the coach in the car park. Cars/ coaches in the car park	EK to leave coach first and check that it is safe for pupils to leave the coach and allocate safe route to park. LH to exit coach last.	3 X 1	3	no	no
24.6.16		Pupils to eat fruit break and drink in picnic area	Losing a child	Adults to stay with allocated group. When children have finished their fruit break they must remain in allocated space.	1 X 1	1	no	no
24.6.16		At the farm No climbing on barriers or trees	Falling - minor injury	Remind children there is no climbing	1 x2	2	no	no
24.6.16		Hand washing before eating and after every activity/contact with animals	Eating / putting hands in mouth after contact with animals	Ensure that designated adult takes responsibility for this with their group. CC/EK to oversee	2 x1	2	no	no
24.6.16		Visit to the Farm	Bites from animals	Ensure that children stand back at a safe distance and are supervised at all times	2 X 1	2	no	no
24.6.16		Not touching the animals and plants unless in permitted areas	Bites from animals	Children to be briefed about not touching certain animals	2x1	2	no	no
24.6.16		Adventure playground	Minor injuries	Remind children of safe and sensible play	1 x2	2	no	no
24.6.16	12.00pm	Hand washing before lunch	Eating / putting hands in mouth after contact with animals	Strict hand washing after contact with animals	2x1	2	no	no
24.6.16	2.00pm	All children go to the toilet before leaving	Child wetting	All children go to the toilet before leaving Odds Farm	1 X 1	1	no	no

		Odds Farm	themselves on the coach	Staff only to supervise children in the toilets PO'C JC LH				
24.6.16	2.15pm	Board coach safely Check seatbelts	Child without seatbelt Missing child	EK and Prep I to board on coach first with JC and PO'C CC to board coach first with Prep II and LH to board coach last Headcount and register Check belts before departure.	1 X 1	1	no	no
24.6.16	3.00pm	Arrival at School	Getting off the coach and walking into school.	Arrival at School Safely leaving coach EK and then Prep I off coach first, then CC and then Prep 2. Adults to walk on outside. LH to check coach.	2 X 1	2	no	no

STEP 4: PLAN B – DEALING WITH PROBLEMS

Potential Problem/Emergency	Dealing with potential problem/emergency
Coach breaking down	Follow procedures in generic all travel risk assessment
Child has accident/minor injury in Adventure Playground	First Aider – Miss L Halton Miss J Corr Mrs P O'Connell
Child goes missing from group	Activate EYFS Outings Policy Missing Child Procedure. Phone School to inform of incident.

Signature of Group Leader: C Costello E Keane Date: 23-06-2016

STEP 5: FINAL APPROVAL BY THE EDUCATIONAL VISITS COORDINATOR.

PLEASE MAKE AN APPOINTMENT TO SEE THE EVC WITH YOUR COMPLETED RISK ASSESSMENT FOR FINAL APPROVAL AT LEAST ONE WEEK BEFORE THE INTENDED DATE OF DEPARTURE.

EVC	I have checked the arrangements for this off-site visit and am content for the visit to proceed. Signed K Cotton Date 18-06-2016
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STEP 5: POST-VISIT REPORT

30	If there were any significant changes to this visit as planned (see (26) above), the Group Leader should summarise below (a) the changes that occurred; (b) what decisions were made in response to such changes, and (c) the on-going risk assessment procedures put in place to manage and control any risks arising from such changes. N/A Signed C Costello E Keane Date 24-06-2016
31	If there were any other aspects of this visit that, in the opinion of the Group Leader, warrant further consideration, these should be summarised below (if none, write n/a). I confirm I have returned all documents with personal pupil data to the EVC coordinator (and/or the Health Centre if originating from there). Signed: C Costello E Keane Date: 24-06-2016