

Off-Site Visits Risk Assessment



Schools are asked to ensure:

- All staff wear their ID badges at all times.
- Staff remain vigilant and immediately report anything suspicious to police on 0800 789 321. In an emergency always call 999.
- Their teams contact details are up to date so they can make contact with staff should an incident take place.
- Girls are fully briefed as to what to do in the case of a terrorist attack in the pre-trip meeting, girls should be shown the police RUN-HIDE-TELL
 - o girls must be wearing a saint Augustine’s priory wristband (seniors) or a badge (preps and juniors) distributed by reception
 - o make sure all girls are aware of any emergency exits when entering a venue, at each new venue staff need to identify a meeting point outside the venue and point out all exits to the students.
 - o Senior girls who are carrying mobile phones should aim where possible to carry chargers and adaptor plugs with them at all times
 - o all staff have a school mobile phone with them and aim to have a charger and adaptor plug
- o staff have phone numbers of all other accompanying staff & SLT emergency contact & Head & the numbers of any senior girls on the trip who have mobile phones stored in their phones and on a list

In the case of an emergency, please follow the Initial response check list at the end of the Risk Assessment document.

SLT DUTY NUMBER: 07931 459 727

Educational visit to: National Gallery London	Date(s): Friday 26/11/21	
Name of leader(s): Mrs van der Merwe	Ages/year group(s) of pupils: Prep 1 -5 years	No of pupils: 10 Adult: Pupil ratio: P1 1:3
Staff accompanying the visit: Mrs R van der Merwe, Miss N Weir, 3 parent Helpers		First Aider: Mrs R van der Merwe, Miss N Weir

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: Generic Risk Assessment : All Travel	Other site specific risk assessments followed for this visit (please attach) :
--	---

<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>Emergency contact and communication procedures whilst on the trip: Group Leader: R van der Merwe (In charge of controlling external event/ emergency evacuation and procedures- including RUNHIDETELL) Assistant group leader: N Weir (in charge of contacting SLT emergency contact)</p>	

Management of Health Concerns
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 must 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.

IMPORTANT: During a trip on arrival at each new venue staff need to identify a meeting point outside the venue and all exits that the girls can use and point these out very clearly before they go in

SEVERITY	1. Negligible	2. Minor Injury	3. Major Injury	4. Single Death	5. Multiple Death	6. MD Off-site
----------	---------------	-----------------	-----------------	-----------------	-------------------	----------------

Probable Frequency	1. Improbably	2. Probable	3. Occasional	4. Fairly Frequent	5. Frequent	6. Certain
--------------------	---------------	-------------	---------------	--------------------	-------------	------------

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 25.11.21		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 25.11.21		General safety talk to the class: stay with adult at all time, not running off, safety on the coach	As below	General safety talk to the class: stay with adult at all time, not running off, 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
26.11.21	8:50am	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 x1	1	no	no
26.11.21	9:00	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
26.11.21	9:00	Allocate adult to small group (this has been discussed and pre-planned with all staff)	Losing a child Child being separated from group	High ratio of 1:3 Adult: child Adults and children reminded to stay together partners and allocate each adult a group Inform parents of school First Aiders	1 x1	1	no	no

26.11.21		Collect packed lunches from Kitchen TAs and parents to assist.		Parent helpers to assist with carrying lunches on to coach.	1 x1	1	no	no
26.11.21	9:20	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

Continued on next page

Date	Time	Action	Potential Risks	Action taken to minimise risk	Severity x Probable Frequency	Risk Score	Further Assessment	Yes / No
26.11.21	9.15	Boarding coach	Tripping	Walk out through playground gate. Adults on outside, children stay close to fence. Remind child to board safely Adults to supervise One member of staff to board coach first and allocate seats- RV Children who suffer from travel sickness to sit at the front of the coach.	1x1	1	no	no
26.11.21	9.15	Ensure all seat belts are fastened	Child without seatbelt Missing child	Staff to check all seatbelts are working and fastened before departure. Headcount and register all pupils.	3x1	3	no	no
26.11.21	On the journey	Journey	Child vomiting on the coach	First aid staff to carry sick bags.	1x2	2	no	no

	9.15– 10.30			Children who suffer from travel sickness to sit at the front of the coach.				
26.11.21	On the journey 9.15– 10.30	Journey	Pupil welfare	Adults to spread out on the coach so that all pupils are able to speak to an adult if necessary. RV and NW to check all pupils feeling well, sitting appropriately at regular intervals(10mins)	1 x1	1	no	no
26.11.21	10.30	Arrival at the national Gallery	Getting off the coach in the car park. Cars/ coaches in the car park	RV to leave coach first and check that it is safe for pupils to leave the coach and allocate safe route to park. NW to exit coach last and check before she disembarks.	3 X 1	3	no	no
26.11.21	10:40	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
26.11.21	11:30	Pupils to move to meeting area for the planned activity.	Losing a child	Adults to stay with allocated group. Headcounts before and after moving from one place to another.	1 X 1	1	no	no
	12:30	Pupils to move to toilets and then to lunch area.	Losing a child	Adults to stay with allocated group. Headcounts before and after moving from one place to another.	1 X 1	1	no	no
26.11.21	12:30	Hand washing before lunch	Eating	NW to supervise children washing hands.	2x1	2	no	no
26.11.21	1.10pm	All children go to the toilet before leaving the Gallery	Child wetting themselves on the coach	All children go to the toilet before leaving the gallery	1 X 1	1	no	no

				Staff only to supervise children in the toilets NW				
26.11.21	1:30pm	Board coach safely Check seatbelts	Child without seatbelt Missing child	RV to board the coach first. NW to board the coach last. Headcount and register Check belts before departure.	1 X 1	1	no	no
26.11.21	2:30pm	Arrival at School	Getting off the coach and walking into school.	Arrival at School Safely leaving coach RV and then Prep I off coach first and guide pupils down. Adults to walk on outside. NW to check coach.	2 X 1	2	no	no
Coronavirus update: General		<ul style="list-style-type: none"> • Student wristbands and badges will be cleaned with antibacterial products before each trip. On return, staff must return these in an envelope to reception. All wristbands and badges must not be used for a further 48 hours, once this time has been passed they will be cleaned by reception staff and will be available to be used again. • All first aid kits must have spare face masks and anti bacterial hand gel to be used for the duration of the trip. • Staff attending the trip must bring a facemask with them, alongside their own anti bacterial hand gel, this is compulsory. • Staff members must wear a face mask if they are to come into close contact with any other member of the public. • Pupils hands to be regularly washed or cleaned with anti bacterial hand gel 						
Coronavirus update, health and safety guidance on venue visiting		<ul style="list-style-type: none"> • Temperature check of all students and adults to be completed before the trip commences in the morning. 						

STEP 4: PLAN B – DEALING WITH PROBLEMS

Arriving to destination early	Children to go into one of the public galleries staying together as a group.
Arriving to destination late	Planned activity will be shortened.
Arriving late back to school	Clear communication with school so Parents can be kept informed. One-hour overlap before home time allows for later arrival at school.
Traffic/transport delays or cancellations	Trip will be cancelled and moved to a later date if the transport is cancelled.
Medical emergency on coach	First aider to attend. If necessary an ambulance would be called.

Medical emergency whilst at centre.	First aider to attend. If necessary an ambulance would be called.
Fire evacuation	Group would follow the instructions given by the museum staff. The group would be kept together, the school informed and we would travel back to school.
Terrorism threat/attack	Group would follow the instructions given by the museum staff. The group would be kept together, the school informed and we would travel back to school.
Stranger danger	Children will remain with supervising adults at all times.
Staff absent/sick	Alternative staffing would be arranged.

STEP 5: PRE- TRIP MEETINGS. (PLEASE LIST BELOW THE MEETINGS YOU HAVE HAD WITH STAFF ACCOMPANYING (ALL TRIPS) /STUDENTS (INCLUDING SHOWING OF RUN HIDE TELL – ALL TRIPS)/PARENTS ABOUT YOUR TRIP (RESIDENTIAL/OVERSEAS)

DATE AND TIME	WHO WAS THE MEETING FOR?	SUMMARY OF MEETING NOTES	STAFF MEMBERS PRESENT