



Regent Independent School & Sixth Form College



Trip or Visit Risk Assessment Form

Date of Risk Assessment: / /

Teacher Conducting Risk Assessment:.....

Position

Date of Trip or visit: / /

Nature of Trip or Visit:

Number of students:.....

Risk Identified	Level	Action to minimise risk	Scale of risk for this Trip	Other control measures/ notes
Being knocked down by traffic	Low	<ol style="list-style-type: none"> 1. Students are advised to take extra care to look both ways 2. Only to cross the road under the supervision of teachers 3. Only cross at designated crossing points such as pedestrian crossings 4. Not to be on mobile phones or listening to music 5. If in doubt do not cross the road 6. Wait for all traffic to stop before crossing 7. Obey the 'Green and Red Man' signals 8. Take of timed traffic lights 		
Sunburn/sunstroke	Winter – Low Summer High	Children are often unaware of the risks of sunburn and should be reminded regularly to; <ol style="list-style-type: none"> 1. Regularly apply sun cream (teachers are not permitted to apply cream) 2. Regularly drink water regularly 3. Cover heads, shoulders and bare skin 4. Take cover in shade where possible 5. Do not look directly at the sun 		
	Low	<ol style="list-style-type: none"> 1. It is recommended to bring food and provisions prepared either 		

Food Poisoning		<p>from home or a reputable provider.</p> <ol style="list-style-type: none"> Teachers should consider carefully where they allow pupils to buy foodstuffs Fruit and vegetables should be washed before consumption. 		
Food Allergies	Low	<ol style="list-style-type: none"> Students who have food allergies should be identified from college records before trip All teachers on trips must be aware of students with allergies and do utmost to reduce exposure to allergen Students with severe allergies should carry their medication with them and at least one member of staff should be aware of how to administer it. 		
Theft	Low	<ol style="list-style-type: none"> Students are advised not to have large sums of money on them or carry expensive items Money should be in a wallet or purse and kept out of sight. Mobile phones should not be used on busy city streets. Expensive jewellery should not be worn 		
Getting lost/separated from group in unfamiliar surroundings	Low	<ol style="list-style-type: none"> Students are advised to stay together as a group If given permission, students must be in pairs if they slip from main group Teachers should have, for the purposes of the trip mobile phone numbers A designated meeting point must be decided A time limit must be adhered to Students must have their travel cards with them If using public transport, students must report to the first official they encounter and explain their situation. Students to call their teacher, telephone the college, find a place of safety such as shop or alert a police officer if they feel unsafe or concerned about people around them or their surroundings 		
	High	<ol style="list-style-type: none"> The UK is well-known for the changeability of the weather. The trip leader must ensure that each 		

Weather/clothes and footwear		<p>student is appropriately dressed for the weather of the time and has sufficient covering should the weather change</p> <ol style="list-style-type: none"> 2. Normally school trips involve a significant amount of walking. The trip leader must ensure the students are wearing appropriate footwear for the activity (i.e. geography field trips). 3. It is essential that these issues are dealt with prior to the trip and included in the information sent to parents. 4. Teacher may refuse to take any student or allow them to take part in an activity without the correct clothing and foot wear 		
Sickness/Injury	Moderate	<ol style="list-style-type: none"> 1. The lead teacher must ascertain that all students going on the trip are feeling well and have no injuries. 2. The lead teacher must take the designated trips first-aid box on the day of the visit. 3. Venues such as art galleries have their own medical facilities and the lead teacher will seek assistance if required. 4. If considered serious enough the lead teacher will call an ambulance 5. All injuries or sickness must be reported to the school who will inform parents/carers 6. Lead teacher must have all contact details prior to the start of the trip 		
Use of Public Transport	Low	<ol style="list-style-type: none"> 1. Most students are familiar with using public transport 2. Students must stay together at all times 3. Teachers should conduct a 'head count' at each juncture of a journey using public transport 4. Students must use stairs and escalators with care and hold on to railings and banisters as appropriate 5. Students must stand back when a bus or train approaches 		

		<ol style="list-style-type: none">6. Students must only board a bus or train when ordered to do so by the lead teacher7. Students are expected to vigilant at all times or people around them		
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Policy Last Reviewed/Updated: 15.10.2016

Next Review: 15.10.2017