

Risk assessment for:		Date of Trip:	
Date of assessment:	Assessed by:	Signed off by:	

Guidance:

When completing the risk assessment, think: are there other risks above and beyond what would be experienced every day to think about?

Consider **STAGE:**

Staff (Are there any individual considerations?)

Timings (Any considerations for transitions?)

Activity (Risks relating to specific activities)

Group (Risks relating to the group. Medical, wellbeing, SEND etc)

Environment (Additional dangers above and beyond the normal day. Adverse weather arrangements)

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 Degree of Injury Can Reasonably be Expected	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What Likelihood/Probability is there of an Accident occurring? (<i>Risk Rating Matrix Table 1</i>)?	What is The Risk Rating (<i>See Note Below & Risk Rating Matrix Table 2</i>)?
Coach trip	Injured in road traffic accident	All on the coach	Major	Seatbelts to be worn whilst engine is on. Adults to support children putting the seatbelts on and check all are done.	Low	
	Sickness	All on coach	minor	Anyone who is known to have travel sickness to sit near front and near windows. To have sick buckets/bags on coach	medium	
	Tripping on steps	All boarding coach	minor	Adult to help children on and off One at a time on steps Remind children beforehand about safety on steps Walking on and off coach at all times First Aid trained (staff member A and staff member B) to have emergency Grab Bag	low	

	traffic	All on coach	minor	To keep in touch with school via mobile phones so the school can inform the families To ensure we have emails of those helping organize the trip	medium	
	Medical conditions	Child A, child B, child C and. Child D	Major	Medicines to be with class teacher Teachers to have mobile phones to ring school if necessary Children to know who has their inhalers	Medium	High
	Behaviour support/dysregulation/social safety	All	minor	1:1 – Child A with staff member C, Child C with staff member A To ensure those who need a familiar adult do. To ensure 1:6 ration adult to children groups. For teachers to bring any calming objects that children usually use. All children to have social story about trip and reminder of behaviour expectations	low	
	Accidents or safeguarding considerations regarding Toileting	Children	minor	Children to use toilet before we leave school/Bristol.	low	
Walking to and from the ship	Injury from slips, trips or falls	all	serious	2 x first aid trained members of staff First aid grab bag on first aiders. Children reminded of safe walking through on the harbour side. Identify risks with children. Show children pictures of harbour side prior to trip and complete social story with class.	low	
	Children getting hurt/lost/upset or public being disturbed due to behaviour	all	serious	Remind children of expectations. 1:1 children to remain with their allocated adults. Ratios to be maintained throughout the day. Class teachers to support behaviour management throughout day.	low	
	Accidents due to weather conditions	all	minor	To wear footwear suitable for walking – gripped soles, secure around feet. To check weather forecast beforehand. Hats and suncream to be brought with children. Ask for all children to have a small bag with items in (water, suncream, sun hat etc)	low	

	Getting lost	all	major	It is likely to be busy on the harbour side. Children to have parkland wrist bands and to wear high vis jackets. Children to be reminded of what to do if lost: Stop. Stay. Shout Parklands ET. 1:1 children to remain with their allocated adults. Ratios to be maintained throughout the day.	low	
Abord the ship	behaviour	all	minor	Remind children of expectations. 1:1 children to remain with their allocated adults. Ratios to be maintained throughout the day. Class teachers to support behaviour management throughout day.	low	
	Slips/trips and falls aboard ship	all	serious	To show children pictures of the ship beforehand. Explain safety precautions required to keep safe. Stay with the adult. Hold on to railings. On ladder to the bottom of the ship on adult at top one at the bottom. One adult to remain on top with children who do not want to go under. First aider with group on ship.	low	
	Fall into water	all	major	Remind children of safety aboard ship. Not to climb. No jumping up to see more. Walking on ship. No running. Safety instructions given by ship staff beforehand. To be shown where safety equipment is and what we do if someone was to fall in.	low	
	weather	all	minor	If wet the ships floor can get very slippery. Children to wear flat footwear with grippy soles and that can be secured e.g. trainers, sandals with buckles or Velcro around the ankle.	low	
	toileting	all	minor	To go to the toilet before boarding the ship. All children to have spare clothes in bag in case of an accident. Only school staff to take children to use the toilet.	low	
Eating lunch	allergies	Max D - Dairy	serious	To ensure all children have the correct lunch. Check all lunches for nuts. Check that children with an allergy have the correct lunch.	low	

	choking	All	major	First aiders to be present. Children to remain seated whilst eating.	low	
	Illness due to poor food hygiene	all	minor	Wash hands before and after eating. To have hand sanitizer to help keep hand clean.	Low	
NOTE: If the risk rating is either Unacceptable, High or Medium proceed to section 2. If the risk rating is Low no further action is required.						

RISK RATING MATRIX
(Notes To Aid Completion Of The Risk Assessment Format)

Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.	High (Frequent)	Occurs repeatedly / event only to be expected
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days absence)	Medium (Possible)	Moderate chance/could occur sometimes
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work	Low (Unlikely)	Not likely to occur.

Table 2

Risk Rating - Degree of Injury by Likelihood/Probability			
	High (Likely)	Medium (Possible)	Low (Improbable)
Fatal/Major Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk

Table 3

Action Required : Key To Ranking	
High or Very High Risk	STOP ACTIVITY! Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
Medium Risk	Proceed with Caution! Implement all additional precautions that are not unreasonably costly or troublesome.
Low Risk	Proceed with Caution! Implement any additional precautions that are not unreasonably costly or troublesome.
No Significant Risk	No further action required. The risk is no more than is to be encountered in normal every day life & is, therefore, regarded as being acceptable.