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| **Risk Assessment** |

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| **Department** | **School Trips & Visits** | **Activity & Ref. No.** | **RA08-2018 Activity/Theme/Water Parks** |

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| **Assessor** | **Status** | |  | | **RA Date** | | **Review Date** |
| **A.J. Marr** | **H & S Manager** | |  | | **01/12/2017** | | **01/12/2018** |
| **Assessor** | | **Status** | | **RA Date** | | **Review Date** | |
|  | |  | | **01/04/2018** | | **01/04/2019** | |

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| **What are the Hazard(s)?**  ***Potential to cause harm*** | | | | **How might they be harmed?**  ***Injury/Ill-health*** | **Control Measures in place?**  ***To remove or reduce risk to lowest levels possible*** | | **Further Action required – Yes/No?**  **Residual Risks Acceptable – Yes/No?** |
| 1 | | Tickets  Insufficient No. for Group  Staff/Students Pupils not permitted to enter Venue | | Insufficient Staff to supervise Students  Pupils left unsupervised outside Venue | Pre-book tickets for all members of Party Obtain written confirmation of tickets booked  Ensure sufficient tickets available for all members of Group  No student to be left without ticket & unable to access Parktotal number of seats booked • Ensure no. of persons in Party does not exceed no. of tickets booked If tickets being collected on arrival, consider actions to be taken, if on arrival there are insufficient no. of tickets collected • No pupils to be left unsupervised outside Activity & Theme Park | | FRA – Yes/No  RRA – Yes/No |
| 2 | | General  Park Rules  Ride/Activity Hazards/Rules  Emergencies – Accidents, Fire etc. | | ALL | PRE-TRIP Information from Park Owner  Park Site Rules/Codes of Conduct including:  Park Ride etc. Guidance – Not Suitable for Group Members – Height Restrictions etc.  Park Accident & First Aid Procedures for injuries that cannot be dealt with by staff e.g. major injuries  Park Fire Emergency Procedures inc. location(s) of Fire Exits & Assembly Points  PRE-TRIP Briefing to Staff/Students/Parents (Where applicable)  Park Rules etc.  Trip Code of Conduct/Behaviour inc. actions to be taken for non-compliance | | FRA – Yes/No  RRA – Yes/No |
| 3 | | Students getting lost or separated from Group | | ALL | Where appropriate set up Central Meeting Point on-site with member of staff on-duty at all times  Member of Staff at Meeting Point to hold School Trip Phone  Staff & Students to be informed of Rendezvous/Roll-Call Times at Meeting Point4Staff & Students to be given contact details – School Mobile Phone No. for staff at Meeting Point  Where Students split into Groups, member of staff to remain with each Group, where practicable  Where Students not closely monitored, Students to Buddy Up in Groups of at least 4  Instructed to remain in Buddy Groups at all times inc. when visiting WC  To contact Staff when Buddy goes missing | | FRA – Yes/No  RRA – Yes/No |
| 4 | | Stranger Danger | | Assault etc. | Students to be advised on actions to be taken when approached by Strangers:  Always be polite  Do not talk to them alone  Do not leave Group with strangers  Do not accept offers of gifts, food, drink etc.  If they feel threatened, raise alarm – Contact School Staff/Contact Site Staff | | FRA – Yes/No  RRA – Yes/No |
| 5 | | Walking to/from Coach Park/Drop-Off Point  Contact with Moving vehicles | | Accidents  Injury | Instruct Staff & Students to: Keep to footpaths where provided & not walk on roadways  Only cross roads at designated crossing points  Be aware of moving vehicles when walking on roadways  Keep together when travelling to/from venue | | FRA – Yes/No  RRA – Yes/No |
| 6 | | Site Emergencies  Fire etc. | | Fire | In event of Site Emergency – Fire etc.  Follow Site Emergency Procedures & Instructions  Do not delay evacuation to collect personal belongings  Go to agreed Designated Assembly Point & Report to School Staff  Remain at the Assembly Point until instructed otherwise by School or Site Staff  Staff & Student Roll-Call to be taken at Assembly Point  Any persons not accounted for to be reported to Site Staff and/or Emergency Services with their last known location  STAFF MUST NOT RETURN TO SITE TO SEARCH FOR MISSING PUPILS | | FRA – Yes/No  RRA – Yes/No |
| 7 | | Venue Rides  Motion Sickness etc. | | Sickness, Disorientation etc. | PRE-TRIP INFORMATION  Identify if Group Members suffer from motion etc. sickness related to Park Rides  ON-SITE MONITORING  Monitor Group during visit for signs of motion sickness related to Park Rides  Stop students riding Park Rides where there are signs of motion sickness etc. | | FRA – Yes/No  RRA – Yes/No |
| 8 | | Water Parks  Swimming  Water Slides etc. | | Drowning | PRE-TRIP  Identify Staff & Student Swimming Abilities  Identify Water Park Visitor requirements  Assess Student ability to participate in Water Park Activities  Ensure Lifeguards on Duty at all times Group using Water Park  Staff to closely monitor Students in Water Park | | FRA – Yes/No  RRA – Yes/No |
| 9 | Inclement Weather  Rain/Sleet/Snow  String Winds | | Hypothermia  Ill-health | | | Monitor weather conditions  Advise Staff/Students to wear suitable clothing & footwear  Carry spare clothing  Review/revise cancel Trip where appropriate | FRA – Yes/No  RRA – Yes/No |
| 10 | Exposure to the sun & extreme heat | | Sunburn & sun stroke  Heat exhaustion  Dehydration | | | Inform Staff/Students  Risks of exposure to sun & precautions to be taken:  Use suitable Sunblock ( Factor 30+)  Cover up to prevent/reduce skin exposure & duration of exposure  Wear sun hat  Drink plenty of fluids to prevent dehydration  Eat properly | FRA – Yes/No  RRA – Yes/No |