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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 | TicketsInsufficient No. for GroupStaff/Students Pupils not permitted to enter Venue | Insufficient Staff to supervise StudentsPupils left unsupervised outside Venue | Pre-book tickets for all members of PartyObtain written confirmation of tickets bookedEnsure sufficient tickets available for all members of GroupNo 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 bookedIf 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/NoRRA – Yes/No |
| 2 | GeneralPark RulesRide/Activity Hazards/RulesEmergencies – Accidents, Fire etc. | ALL | PRE-TRIP Information from Park OwnerPark 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 injuriesPark Fire Emergency Procedures inc. location(s) of Fire Exits & Assembly PointsPRE-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/NoRRA – 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 timesMember 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 PointWhere Students split into Groups, member of staff to remain with each Group, where practicableWhere Students not closely monitored, Students to Buddy Up in Groups of at least 4Instructed to remain in Buddy Groups at all times inc. when visiting WCTo contact Staff when Buddy goes missing | FRA – Yes/NoRRA – Yes/No |
| 4 | Stranger Danger | Assault etc. | Students to be advised on actions to be taken when approached by Strangers:Always be politeDo not talk to them aloneDo not leave Group with strangersDo not accept offers of gifts, food, drink etc.If they feel threatened, raise alarm – Contact School Staff/Contact Site Staff | FRA – Yes/NoRRA – Yes/No |
| 5 | Walking to/from Coach Park/Drop-Off PointContact with Moving vehicles | AccidentsInjury | Instruct Staff & Students to:Keep to footpaths where provided & not walk on roadwaysOnly cross roads at designated crossing pointsBe aware of moving vehicles when walking on roadwaysKeep together when travelling to/from venue | FRA – Yes/NoRRA – Yes/No |
| 6 | Site EmergenciesFire etc. | Fire  | In event of Site Emergency – Fire etc.Follow Site Emergency Procedures & InstructionsDo not delay evacuation to collect personal belongingsGo to agreed Designated Assembly Point & Report to School StaffRemain at the Assembly Point until instructed otherwise by School or Site StaffStaff & Student Roll-Call to be taken at Assembly PointAny persons not accounted for to be reported to Site Staff and/or Emergency Services with their last known locationSTAFF MUST NOT RETURN TO SITE TO SEARCH FOR MISSING PUPILS | FRA – Yes/NoRRA – Yes/No |
| 7 | Venue RidesMotion Sickness etc. | Sickness, Disorientation etc. | PRE-TRIP INFORMATIONIdentify if Group Members suffer from motion etc. sickness related to Park RidesON-SITE MONITORINGMonitor Group during visit for signs of motion sickness related to Park RidesStop students riding Park Rides where there are signs of motion sickness etc. | FRA – Yes/NoRRA – Yes/No |
| 8 | Water ParksSwimmingWater Slides etc. | Drowning | PRE-TRIPIdentify Staff & Student Swimming AbilitiesIdentify Water Park Visitor requirementsAssess Student ability to participate in Water Park ActivitiesEnsure Lifeguards on Duty at all times Group using Water ParkStaff to closely monitor Students in Water Park | FRA – Yes/NoRRA – Yes/No |
| 9 | Inclement WeatherRain/Sleet/SnowString Winds | HypothermiaIll-health | Monitor weather conditionsAdvise Staff/Students to wear suitable clothing & footwearCarry spare clothingReview/revise cancel Trip where appropriate | FRA – Yes/NoRRA – Yes/No |
| 10 | Exposure to the sun & extreme heat | Sunburn & sun strokeHeat exhaustionDehydration | Inform Staff/StudentsRisks of exposure to sun & precautions to be taken:Use suitable Sunblock ( Factor 30+) Cover up to prevent/reduce skin exposure & duration of exposureWear sun hatDrink plenty of fluids to prevent dehydrationEat properly | FRA – Yes/NoRRA – Yes/No |