

# RISK ASSESSMENT

Edit the venue type here

Organisation	Staff
Trip Venue	Staff
Location	Staff
Assessor	Staff
Checked and Approval by SLT Member	Staff

Trip Leader	Staff
Date of Trip	Staff
Valid from (for 12 months)	Staff
Date of Assessment Completed	Staff
Date of Assessment Checked and Approved	Staff

Other specific Risk Assessment(s) followed

Individual Risk Assessment(s)	<input type="checkbox"/>
Lone Worker Risk Assessment	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

This Risk Assessment is always accompanied by the Pupil(s) Individual Risk Assessment(s)

MULTIPLIER							
SEVERITY	Extreme/Catastrophic	5	5	10	15	20	25
	Major	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Minor	2	2	4	6	8	10
	Insignificant	1	1	2	3	4	5
		Multiplier	1	2	3	4	5
		Remote	Unlikely	Possible	Probable	Certain	
LIKELIHOOD							

KEY			
SEVERITY	Severe	20-25	Unacceptable level of risk exposure which requires immediate corrective action to be taken
	Major	12-16	Unacceptable level of risk exposure which requires constant active monitoring, and measures to be put in place to reduce expos
	Moderate	5-10	Acceptable level of risk exposure subject to regular active monitoring measures
	Minor	3-4	Acceptable level of risk exposure subject to regular passive monitoring measures
	Insignificant	1-2	Acceptable level of risk subject to periodic passive monitoring measures

Detail of risk	To whom	Severity	Likelihood	Rate	Control Measures	Further actions
On platform - Getting hit by train as it arrives Falling from platform onto track Falling between the train and the platform Getting caught in automatic door as it closes Being left behind on platform due to pressure of numbers on train	Staff, pupil, member of the public			0	Visit leaders will ensure that party remains in an orderly group well back from edge of platform until the train is stationary pupil to be briefed about waiting well back from platform edge Supervisors to be appropriately positioned on platform for effective supervision of the group Only leaders will be allowed to open the train doors to either board or leave the train, and the pupil will be briefed accordingly Leaders will ensure that boarding and leaving the train is carefully supervised by a staff member, and in an orderly manner Leaders will the first and last to enter when boarding, and the first and last to exit when leaving Leaders will have a prepared contingency plan if the train is overcrowded and some of the group cannot enter the train due to pressure of numbers Leaders will be available to assist with the lifting of luggage onto/off the train Seats will be booked in advance, and wherever possible, in a single block within the same carriage A leader will always remain with each group if the party becomes separated	If travelling in London, Visit Leader to advise TFL beforehand to take advantage of any additional assistance that may be available on platforms and with boarding and alighting from Tube trains <a href="https://tfl.gov.uk/info-for/schools-and-young-people/">https://tfl.gov.uk/info-for/schools-and-young-people/</a>

Falls if the train suddenly stops, slows, or has collision Falls from the train, out of train doors Leaning out of windows as train passes another train or bridge etc. Collision Hit by luggage falling from rack above	Staff, pupil, member of the public			0	All group members will be briefed to stay seated, wherever possible, during the journey Leaders will sit at separate locations amongst the group to maintain good order and sensible behavior A leader will be positioned at each end of the group to give permission/be aware when individuals leave the group to go to the toilet or buffet Pupil will be given instructions not to lean out of windows or to open or touch any exterior doors If a major emergency occurs that requires the train to stop, a leader will notify the guard or pull the emergency lever/alarm, if considered necessary Leaders will check that all luggage is stored securely, and that heavy items are placed, wherever possible, on low racks at end of carriage The pupil will be instructed to remain in their seats whilst the train is visiting stations	
Minor injuries (scrapes, cuts, scratches)	Staff, pupil(s)			0	Bring first aid kit with you	
Moving floors – lifts or escalators Fire/emergency evacuation in an unfamiliar environment	Staff, pupil(s), member Of the public			0	Check with the museum beforehand about the safest way to move around the building. Museum staff will cover emergency procedures in their introduction.	Additional supervision to be considered where it is known that the area will be crowded.
Pupil becoming separated from the rest of the Party Interface with traffic.	Staff, pupil(s)			0	The group is supervised by an adult who has been assessed by the SLT to be competent to lead the activity. At least two members of staff to young person Appropriate locations are used to cross the road safely such as zebra crossings and traffic lights where practicable	Parents/carers to be provided with information on the nature of the activity and any risks. All medical information to be obtained for every person on the walk Group or Party Leader to act if any person is acting in a way that endangers themselves or others

Staff Agreement

Parent/Carer Agreement

“I believe this risk assessment to be suitable and sufficient, and consider the overall risk level to be acceptable. I agree to adopt the control measures/precautions above, but will remain alert and ready to implement additional measures if circumstances change unexpectedly”

“I believe this risk assessment to be suitable and sufficient, and consider the overall risk level to be acceptable. I agree for staff members to adopt the control measures/precautions above and to implement additional measures if circumstances change unexpectedly”

Staff Member Name	Signature	Date

Parent/Carer Name	Signature	Date

Pupil(s) at Risk and Details

Name	DoB	Parent/Carer	Telephone Number	Known Conditions	Medication