

## Risk Assessment - (Risk and Responsibilities)

### Risk Assessment

#### Health and Safety

All Tall Oaks Academy Trust activities must operate within the Health and Safety Executive guidelines and in accordance with the trust Health and Safety policy. The Lesson planner is responsible for this risk assessment and all activities involved in the lesson you have devised. Your risk assessment must be available to parents, on request, on the day of the lesson.

#### Risk Assessment

The attached risk assessment form is simple and easy to complete and is suitable for the types of activities you will incorporate into your lessons, such as D&T, Sports and Trips. In order to complete it you must:

- 1 Begin by looking afresh at the activity and describe it carefully in the section at the top of the risk assessment form. You need to include exactly what the children will do.
- 2 Look for the hazards in the activity, which are likely to cause significant harm. Keep in mind that, in this case you are looking at significant harm to children and young people. Try not to include the trivial. You can refer to some of the significant hazards detailed in the generic risk assessment.
- 3 Decide who might be harmed and how.
- 4 Evaluate the risks and decide whether existing precautions are adequate or more should be done. Even after all precautions have been taken, some risk usually remains. What you have to decide for each significant hazard is whether this remaining risk is high, medium or low. All remaining risks should be low.

#### 5. Send for HOS/SLT signature.

#### You need to ask yourself:

- 1 Can I get rid of the hazard altogether without significantly changing the activity?
- 2 If not, how can I control the risks so that harm is unlikely?

#### More Advice

- Take the common sense view and don't overcomplicate things.
- Concentrate on significant risks but remember that you are looking at risks to children.
- HSE advice is that safety precautions / controls should be put in place which are: suitable and sufficient but not perfect.
- Once you have completed the risk assessment and identified the safety precautions that need to be put in place, the overall risk of the activity should be low.
- Even if you consider an activity has no risk you should complete the top section of the risk assessment form to show that you have seriously considered any possible risk.
- Please keep a record of your risk assessment so that it is available to any parents or volunteers who wish to see it.

**Risk Assessment for:**

**Assessment Undertaken by**

**Venue:** Walk around Gainsborough Town Centre  
mainly focused on Market Place

**Name:**

**Signed**

**Date:**

**Activity Description:**

Walking (or being transported by vehicle) to Gainsborough Town Centre. The walk be centred around Market Place and include looking at historic buildings, finding out information and taking photographs.

Leaving the school at \_\_\_\_\_ and returning at \_\_\_\_\_

Potential Hazards	Risk	Control Measures
Traffic	Low	<p>All children will be walking to and from Gainsborough Town Centre. Children will be supervised at all times and kept in safe allocated pairs.</p> <ul style="list-style-type: none"> <li>Children to walk in organised pairs with adults spaced between the children (at regular intervals). An adult at the front and rear of the group. Adults should wear high visibility florescent vests.</li> </ul> <p>Routes and road crossing: Walking around local area, including:</p> <p>List journey being taken to the town centre.</p> <p>Return trip to take the same route in reverse.</p> <p>Children to cross the roads between two adult markers, in an organised and calm manner. An adult will press the button at the crossing. Lead Teacher will instruct children when to cross and two adult markers will stand in the centre of the road until all children have crossed safely.</p> <ul style="list-style-type: none"> <li>With an adult still at the front and rear of the group.</li> </ul>
Contact with members of the public.	Low	<ul style="list-style-type: none"> <li>Children to be supervised by a designated adults at all times.</li> <li>Children to be warned about staying with adults and areas specified at all times.</li> <li>Children to be supervised by the correct ratio of adults to ensure contact with the public is minimal and always under supervision. Children to be warned about approaching members of the public.</li> <li>Adult to routinely do head count to ensure all children are accounted for.</li> </ul>

Walk around Gainsborough town centre	Low	<ul style="list-style-type: none"> <li>• See information about contact with members of the public.</li> <li>• Children are to be supervised at all times.</li> <li>• Routine head counts to ensure all children are accounted for.</li> <li>• Children warned about being in a busy environment and the importance of staying with their adult.</li> <li>• Teacher to explain need for sensible, calm behaviour whilst walking around.</li> <li>• Children to follow directions and instructions from staff.</li> <li>• It is a pedestrianised area but children to be made aware of areas where vehicles may enter to make deliveries. Adults to ensure children are kept away from any vehicles.</li> </ul>
Medical – Accidents Slip and Trip Injuries  Health issues: Accessibility of inhalers:  Name of children With medical needs:	Low	<ul style="list-style-type: none"> <li>• A suitable First Aid kit will be taken. A designated first aider _____ will be present to deal with injuries at all times.</li> <li>• Teacher to explain need for sensible, calm behaviour whilst walking. Children to follow directions and instructions from staff in order to prevent accidents and to safely complete the river walk.</li> <li>• Children may trip, fall or slip whilst walking. First Aid to be administered as required.</li> <li>• All health issues recorded and carried with the Lead Teacher</li> <li>• _____</li> <li>• Inhalers to be kept by Lead Teacher _____ in individual plastic zippers in first aid bag.</li> <li>• Teacher fully aware of Health Care Plans, have a copy of the HCPs and ensure full compliance with health requirements are met at all times.</li> </ul>
Weather	Low	<ul style="list-style-type: none"> <li>• All Staff/children should wear coats/rain coats and sensible footwear or hats and sun screen weather dependent.</li> <li>• All Staff/children to take water bottles if they want to (children to be responsible for carrying these).</li> <li>• A supply of 'emergency' water will be taken in the event children do become dehydrated.</li> </ul>
Toileting	Low	<ul style="list-style-type: none"> <li>• Children will be toileted before the walk.</li> <li>• Toilets facilities are available in Roseway car park.</li> <li>• Children to go to the toilet as required. Adults to supervise children in the toilet. Head count prior to and on return before moving.</li> <li>• Ensure thorough hand washing.</li> <li>• Children to go to the toilet in groups – supervised by a member of school staff.</li> <li>• School staff to ensure that only adults with DBS certificates are responsible for taking children to the toilet / supervising children.</li> <li>• Adults without Trust DBS certificates to be accompanied by school staff when with groups of children.</li> </ul>
Behaviour	Low	<ul style="list-style-type: none"> <li>• Individual children to be monitored _____</li> <li>• Expectations to be clearly relayed to all children.</li> </ul>

**Additional Notes: (pupils to note, Plan B etc)**

HOS/SLT Signature