


DERBYSHIRE COUNTY COUNCIL
MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS

CHILDREN & YOUNGER ADULTS

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:


GENERIC ALL VISIT(S) RISK ASSESSMENT

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: CHARLESWORTH PRIMARY SCHOOL			
Date of Assessment	10.02.2020	Date of Issue	10.02.2020
Assessment carried out by	Neil Flint	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N
21.09.20	Neil Flint			✓

Affected persons: Young persons / Clients Staff Visitors Contractor Others (specify) Volunteers

Name of Manager confirming and agreeing Assessment:	Neil Flint
Signature: 	

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NG: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned. **Reference should also be made to any Safe Working Procedures documents used.**

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date
B Howard					
K Barton					
J Streeter					
R Horner					
E Hampson					
H James					
C Brennan					
J Rayson					
J Davies					
M Medeley					
K Collier					
S Woodworth	<i>Absent due to ill health</i>				
C Kinnersley					
P. Denton	<i>Absent due to ill health</i>				

What are the hazards?	Generic Control Measures implemented (add / adapt Control Measures as appropriate)	✓ X	Person(s) to implement	Further Control measures needed to reduce risk to an acceptable level	Person(s) to implement	Date for Completion
GROUP						
Planning and Organisation ➤ Accidents/injuries ➤ Inadequate planning	Group leaders will follow LA Educational Visits Safety Policy and Guidelines	✓			Visit Leader	One week prior to activity Chn briefed on the day
	All staff and adults will be appropriately trained, experienced, qualified and physically fit to competently fulfil their roles and responsibilities	✓				
	The group leader will meet with all participating adults prior to the visit to discuss their role in and responsibility for implementing risk assessments and group management plans.	✓				
	Leaders will brief young people regarding hazards and involve them in the risk assessment and management process	✓				
	Parents will be informed of arrangements prior to visits and written consent given	✓				
Group Management / Direct Supervision ➤ Trauma / upset / injuries ➤ Inadequate supervision ➤ Absconding / missing person	Group leader will ensure that supervising staff are competent and understand their roles	✓		Consult Evolve guidance of staffing ratios	Visit Leader	Before the visit During the visit
	Staffing ratios will be appropriate and sufficient to ensure safe group management and to deal with any emergencies	✓				
	Leaders will use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc.)	✓				
	Staff will ensure that young people are fully aware of itinerary and supervision/meeting arrangements	✓				
	Briefing to all including young people as what to do if separated from group	✓				
	Leaders will conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups and before transport leaves any venue	✓				
	Young people will be briefed to eat / drink sensibly	✓				
	The Deputy Leader will be fully briefed and competent to take over full leadership if required	✓				
Weather ➤ Exposure to adverse effects of weather (e.g. cold injury, heat injury, over exposure to sun etc.)	Staff will consider possible weather conditions, plan appropriate programmes, and ensure that young people are aware of appropriate clothing and equipment required (inc. hat, sunscreen, wet weather, cold weather clothing etc.)	✓		If weather conditions very poor, then visit must be postponed Consult Evolve guidance on lightning	Visit Leader	On the day of the visit
	Specialist personal protective clothing and equipment will be made available to group members if appropriate	✓				

What are the hazards?	Generic Control Measures implemented (add / adapt Control Measures as appropriate)	✓ X	Person(s) to implement	Further Control measures needed to reduce risk to an acceptable level	Person(s) to implement	Date for Completion
Weather (Cont..)	Provision is in place for suitable shelter in the event of adverse weather.	✓				
	Staff will plan and make provision for young people who may not bring suitable equipment, including arranging kit check before departure and/or bringing spares	✓				
	Staff will obtain daily weather forecast and adjust plans accordingly.	✓				
Safeguarding ➤ Trauma / upset / injuries ➤ Inappropriate contact with public	Brief young persons on appropriate interaction with members of the public	✓			Visit Leader	During the visit
	Ensure volunteer helpers are never in charge of a group without direct supervision from a staff member unless they have appropriate assessed competence and experience and they have an enhanced CRB check.	✓				
	Arrangements in place to ensure safe toileting for group members as appropriate to age, i.e. group members not to go alone.	✓				
	A young person will not be left alone with just one adult unless this is a pre-planned activity and suitable control measures are in place and agreed	✓				
Supervising Adults take their own children or other family members on visit ➤ Inadequate supervision / accident	If staff or volunteer(s) family members accompany group, the supervision and care of young people will not be compromised	✓			Visit Leader	One week before the visit
	Staff ratios will be amended accordingly to take account of split responsibilities	✓				
	Supervisors' children will be of similar age to group and supervised with young people or separate supervision must be arranged	✓				
Misbehaviour / Misconduct ➤ Accidents injuries ➤ Illegal Substances	Staffing supervision will be sufficient and appropriate to manage the group safely	✓		Consult Evolve guidance on staffing ratios	Visit Leader	One week before the visit
	Staff and young people will be briefed regarding conduct /behaviour required including smoking/drinking during the visit	✓		Home school agreement adheres parents and pupils to school Behaviour Policy and this will be the practice at all times.		During the visit
	General behaviour contract to be in place for visit signed up to by participants and parents / guardians	✓				
Medical needs	Up to date information regarding medical needs of all group members will be obtained	✓		Specific and significant medical needs will be subject to an additional risk assessment.	Visit Leader	Two weeks before the visit
	Parental consent for administration of medicines is obtained and suitably recorded arrangements made to meet those needs. Medicines only accepted if supplied in accordance with Local Authority Administration of Medicines Guidelines	✓				
	Appropriate arrangements for storing medicines where necessary are in place	✓				

What are the hazards?	Generic Control Measures implemented (add / adapt Control Measures as appropriate)	✓ X	Person(s) to implement	Further Control measures needed to reduce risk to an acceptable level	Person(s) to implement	Date for Completion
Additional Needs of Individual Group Members (if applicable) ➤ Absconding/Missing ➤ Behaviour ➤ Emotional	Up to date information regarding special/behavioural needs of group members will be obtained with advice from the specialist staff involved with the young person and parents/carers	✓			Visit Leader	Two weeks before the visit
	A specific risk assessment informed by the above will be carried out for the young person relative to the visit and this information shared with all relevant parties	✓				
	Individual behaviour contract to be put in place prior to and during the visit, agreed with individual and parents/carers	✓				
	The programme/itinerary is arranged giving due regard to the mobility and special needs of all members of the group	✓				
Allergic reactions, poisons, stings, bites ➤ Trauma / illness	Staff will be briefed regarding group members with known allergies, and will be able to react accordingly	✓			Visit Leader	On the day of the visit
	Staff will check that young people and / or leaders carry any necessary medication	✓				Pre-visit if needed
	Staff to obtain prior knowledge relating to area they are visiting particular if abroad and pass this information to parents / guardians.	✓				
Direct Supervision Accompanied Walks ➤ Traffic ➤ Water	Young persons are informed of the hazards associated with walking in a group for the visit	✓			Visit Leader	On the day of the visit
	Supervising adults are dispersed throughout the group as appropriate to the situation. Where walking in the dark is planned, reflective clothing is worn.	✓				
	Route and safe crossing points are planned prior to visit	✓				
	An appropriate method of road crossing is adopted for the group and situation	✓				
	When walking close to water, the group will be briefed on the hazards and supervisors placed to ensure young persons do not approach the water's edge	✓				
Periods of remote / indirect supervision ➤ Accident / separation from group ➤ Abduction / attack by stranger ➤ Obtaining illegal substances	Group members will be assessed as responsible and able for this type of supervision	✓			Visit Leader	Two weeks before
	Parents/guardians will be informed of arrangements and give written consent	✓				On the day of the visit
	Individuals for whom remote / indirect supervision is not considered suitable will be more directly supervised	✓				
	Group members will be briefed regarding conduct / behaviour required	✓				
	Group members will be briefed regarding what to do if approached inappropriately by members of the public	✓				
	Young people will remain in small groups or buddy systems at all times as appropriate to age or activity.	✓				

What are the hazards?	Existing Control Measures implemented (add / adapt Control Measures as appropriate)	✓ X	Person(s) to implement	Further Control measures needed to reduce risk to an acceptable level	Person(s) to implement	Date for Completion
Periods of remote / indirect supervision (Cont.)	Young people will be briefed regarding procedure if lost / separated and how to contact staff in an emergency. Young people will have ID cards with contact details of accommodation, school and leader mobile number	✓		See school Lost/Left Child Policy	Visit Leader	Two weeks before
	Any specific risks relating to area of remote supervision will be outlined to group members	✓				
	All leaders and young people will be briefed clearly regarding rendezvous times and places and a plan will be in place for dealing with groups / individuals who fail to return	✓				
	Staff will understand that they are still responsible and be fully briefed with respect to supervisory responsibilities	✓				
	Central meeting points will be established and manned by staff throughout activity	✓				
	Clear boundaries for area of remote supervision to be set and communicated to all group	✓				
Visit returns after normal hours ➤ Accident / upset / lost / abducted	Parents / guardians and young people will be fully informed regarding collection arrangements after visit	✓			Visit Leader	Day before the visit
	Young people will not be left alone, and will be properly supervised until they have been safely collected or handed over to a nominated adult	✓				During the visit
	A clear pre-planned procedure will be agreed for young people who are not collected	✓				
Emergencies Inadequate procedures ➤ Delayed help/ support ➤ Deterioration of condition ➤ Injury / others ➤ Missing persons ➤ Absconding	The leader has an emergency plan for the visit to deal with unforeseen incidents/emergencies which the visit leader will carry at all times and communicated to all staff.	✓			Visit Leader	Planned two weeks before the visit Disseminated on the day of the visit
	Leaders will brief young people regarding emergency procedures	✓				
	Contingency plan in place to ensure ill/injured young persons are appropriately supervised without compromising Group Supervision	✓				
	At least one leader will carry a mobile phone (with ready charged battery and call credits if 'pay as you go) and carry sufficient cash or cards for pay-phones (mobiles do not work in some areas due to weak signal)	✓				
	At least one supervising adult will have an appropriate level of first aid training.	✓				
	A complete first aid kit (and travel sickness equipment) will be checked and taken with the group and will be readily available	✓				
	Group Leader has access to a home/base emergency contact for the duration of the visit.	✓				

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ACTIVITIES						
Provider-led Activities	Checked that a Provider Form (EVP1) has been completed and the Provider is listed as vetted on EVOLVE.	✓			Visit Leader	Two weeks prior to the visit
	Planned activities are covered by the Provider's risk assessments.	✓				
Self-led activities	Supervising adults have appropriate qualifications and / or experience to lead planned visits	✓			Visit Leader	Two weeks prior to the visit
	Further control measures or additional risk assessments will be completed for specific hazards/ all activities and appropriately maintained and checked equipment will be used	✓				
	Swimming either in pools or open water will not take place unless part of an approved provider-led activity or a specific risk assessment has been approved by the Local Authority.	✓				
SITE & LOCAL ENVIRONMENT						
	Pre-visit to site will be undertaken where necessary	✓			Visit Leader	Two weeks prior to the visit
	Venue/site risk assessments should be referred to and consulted and appropriate control measures implemented for identified site specific hazards. A safe working procedure should be completed for overnight stays.	✓				
	Supervising adults will make themselves familiar with venue's /site evacuation procedure as appropriate	✓				
TRANSPORT						
	An appropriate safe working procedure for the proposed motorised mode/s of travel to be used has been completed if required.	✓			Visit Leader	On the day of the visit