



Horsmonden Primary School – Whole School Trip to Eastbourne Risk Assessment

Date of Trip – 18th July 2011

<p>Significant HAZARDS Likely places/ways that people could be seriously harmed</p>	<p>CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice <i>Discuss with all staff that organise or help lead offsite visits. Consider the suggested measures below, and tick those that you decide are helpful and applicable, and delete or put a cross against those that are not. Add extra measures in each section as needed.</i></p>
<p>Inadequate planning and organisation → accidents/injuries.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Group leaders will have read and will follow LA Educational Visits Safety Policy and Guidelines <input type="checkbox"/> All staff and supervising adults have been appropriately briefed to competently fulfil their leadership roles and responsibilities <input type="checkbox"/> All staff meet prior to departure to discuss and share risk assessments and implement management plans <input type="checkbox"/> All staff and supervising adults are aware of their roles and responsibilities prior to departure <input type="checkbox"/> Leaders will brief children regarding hazards and involve them in the risk assessment and management process <input type="checkbox"/> Parents are informed of arrangements prior to visits and written consent given
<p>Young person lost or separated from group → trauma / upset / injuries.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Group leader will ensure that supervising staff are competent and understand their roles <input type="checkbox"/> Staffing ratios are appropriate and sufficient <input type="checkbox"/> Leaders will use suitable group control measures (large groups split in small groups each with named leaders, children wearing PE Shirts, all leaders have walky-talkies, Visit Leader in position with eye-sight of whole party and loud-hailer) <input type="checkbox"/> Staff will ensure that children are fully aware of itinerary and supervision/meeting arrangements <input type="checkbox"/> Children will be briefed as what to do if separated from group <input type="checkbox"/> Leaders will conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups
<p>Emergencies Inadequate procedures → delayed help/support → deterioration of condition</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The school has an emergency plan for dealing with an incident on a educational visit <input type="checkbox"/> All leaders carry a mobile phone and walky-talky. Eastbourne Borough Council is providing 2 lifeguards in addition to 10 of our own staff who have undertaken life-savings training for swimming teaching <input type="checkbox"/> The Group Leader will have immediate access to a copy of Emergency Procedures, including all emergency contact numbers <input type="checkbox"/> Leaders will have an appropriate level of first aid training and 5 leaders have a current first aid qualification in addition to EBC's lifeguards <input type="checkbox"/> A complete first aid kit (and travel sickness equipment) will be checked and taken with the group <input type="checkbox"/> The first aid kit will be easily accessed by all leaders via the Group Leader who will remain clearly visible on the promenade <input type="checkbox"/> Contact details of parents will be held by group leader. <input type="checkbox"/> Leaders will brief children regarding emergency procedures <input type="checkbox"/> Leaders will prepare a contingency plan in the event of an accident or breakdown (inc. safety of group, and planned means of onward travel or return home)

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<p>Misbehaviour/misconduct → accidents/injuries</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staffing supervision is sufficient and appropriate to manage the group safely <input type="checkbox"/> Children will be briefed regarding conduct/behaviour required
<p>Allergic reactions, Poisons, stings, bites → trauma / illness</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff will be briefed regarding group members with known allergies, and will be trained to treat accordingly <input type="checkbox"/> Staff will check that children and/or leaders carry any necessary medication <input type="checkbox"/> Known high risk situations will be avoided, and appropriate avoidance action taken if necessary
<p>Travel by Coach</p>	
<p>Inadequate coach safety standards → Accident</p>	<p>The Group Leader will ensure that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The coach is hired from a bona fide, reputable company. <input type="checkbox"/> The coach will be checked by teaching staff before departure regarding basic safety features, including, for example: <ul style="list-style-type: none"> • There are sufficient seats for each member of the group so that no seat is shared • All seats have seat belts • The tyres have sufficient tread and air pressure (brief visual check only) • Luggage is stored properly and does not restrict access or block exits • The emergency exits are firmly closed, but not locked or blocked <input type="checkbox"/> the coach is stopped as soon as is safely possible if there is any suggestion that the coach is not fit to drive (for whatever reason), and ensure that onward travel only continues when any concerns have been satisfactorily resolved.
<p>All traffic accidents → Injuries</p>	<p>The Group Leader(s) will ensure that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Group members will be instructed to use and fit seat belts correctly at all times during journey <input type="checkbox"/> Routes are planned to avoid high risk situations wherever possible – e.g. avoid rush hours, narrow roads <input type="checkbox"/> All group members will be briefed to stay seated, wherever possible, during journey
<p>Misbehaviour on coach → Disturbance → Accidents → Injury</p>	<p>The Group Leader(s) will ensure that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> staffing ratios are sufficient to supervise, keep order and maintain discipline whilst on board. <input type="checkbox"/> staff sit at separate locations within coach to maintain good order and ensure children keep seat belts on. <input type="checkbox"/> group members are briefed regarding acceptable behaviour whilst on the coach e.g. <ul style="list-style-type: none"> • no throwing food/objects • no meddling with emergency doors or roof windows • no distracting other vehicle drivers
<p>Collision with passing vehicle whilst getting on/off vehicle → Injury</p>	<p>The Group Leader(s) will ensure that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> suitable locations are chosen for members to get on/off coach safely (e.g. coach park, wide pavement, away from busy traffic); <input type="checkbox"/> suitably experienced staff members get off the coach first to supervise group members as they disembark; <input type="checkbox"/> group members are clearly briefed, before getting off the coach, where to go/what to do once they have left the coach
<p>Collision with another vehicle if coach/minibus breaks</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The Group Leader is aware of recommended guidance regarding coach breakdown/accident procedures <input type="checkbox"/> If breakdown or accident occurs, all passengers will be directed to the safest location and all sensible precautions will be taken:e.g. <ul style="list-style-type: none"> • if diesel fuel is leaking from the coach, this will not be a fire hazard but it will make the grass or road surface very slippery. A

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<p>down or has accident en route → Injury</p>	<p>further call to the police should be made to inform them of the leaking diesel.</p> <ul style="list-style-type: none"> • if a fire starts on a coach it will most likely start at the rear of the coach or underneath in the centre. If the fire is at the rear get the children off the coach by the front exit starting with those children at the back. If the fire is in the centre then both front and rear exits will have to be used. Remember when using the rear offside exit, check that it is safe to exit and be aware of other traffic. There will be a fire extinguisher on the coach easily visible. • if it is only a breakdown and the coach is in a built up area and vehicle speeds are relatively slow, it will always be safer for the group members to remain on the coach/minibus and for them to remain seated with their seatbelts still fastened.
<p>Activities on Site</p>	
<p>General playing → Falling off groynes → Falling over on the beach</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Children will be given clear instructions for 'no-go' areas on beach <input type="checkbox"/> Leaders should ensure clear sight supervision of equipment at all times <input type="checkbox"/> Leaders must ensure easy access to First Aid kit at all times
<p>Tides/currents/waves → Drowning → Caught on rockpools</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Local tide times have been used in planning the day <input type="checkbox"/> 10 teachers have received lifesaver training for teaching swimming <input type="checkbox"/> Eastbourne Borough Council is providing 2 lifeguards <input type="checkbox"/> Children will only be allowed to paddle under close supervision during the designated time <input type="checkbox"/> Activities have been clearly planned around tidal times <input type="checkbox"/> Supervision levels ensure each adult has a clear sight of children in their group <input type="checkbox"/> Children will be briefed on behaviour, areas they may access and closely supervised at all times.
<p>Natural hazards → Falling rocks from cliff</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Only routes well away from cliffs and falling rocks will be used.
<p>Temperature → Children get too cold → Children get sunburnt/heatstroke</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Supervising adults to constantly monitor for wellbeing of children in relation to temperature. <input type="checkbox"/> Supervising adults to ensure children regularly drink water <input type="checkbox"/> Sunscreen to be applied by children before departure and during the day as required, prompted by adult supervisors
<p>Injury from litter or seaside environment → Broken glass on beach → Dog mess → Sand in eyes → Hit by stone</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Supervising adults to regularly check immediate vicinity for litter hazards <input type="checkbox"/> In the event of injury, Group Leader to be notified immediately <input type="checkbox"/> Appropriate footwear to be worn on beach <input type="checkbox"/> Fresh water to be used to rinse eyes <input type="checkbox"/> Children to be instructed not to throw stones

Staff Agreement: "I have read and understood this risk assessment, and I agree to adopt as standard the control measures and precautions stated above"

Staff name	Job title	Signed	Date
1. Miss Susan Barden	Class Teacher		
2. Mrs Carolyn Price	Class Teacher		
3. Mrs Kizzy Glazier	Class Teacher		
4. Mrs Jean Brierley	Teaching Assistant		
5. Mrs Maria Mewett	Teaching Assistant		
6. Mrs Jill Walford	Teaching Assistant		
7. Miss Becky Jarrett	Class Teacher		
8. Mrs Karen Steadman	Class Teacher		
9. Mr Eric Coleman	Teaching Assistant		
10. Mrs Velsha Stokes	Teaching Assistant		
11. Miss Laura Hardwell	Class Teacher		
12. Mrs Elaine Hickman	Class Teacher		
13. Mrs Jean Dunn	Teaching Assistant		
14. Mrs Jane Currell	Class Teacher		
15. Mrs Margaret Wood	Teaching Assistant		

16.	Miss Anna Hudson	Class Teacher		
17.	Mrs Alison McLaine	Teaching Assistant		
18.	Miss Liz Dunn	Class Teacher		
19.	Miss Karen Maier	Class Teacher		
20.	Mrs Sue Taylor	Teaching Assistant		
21.	Mr Steve Brown	Class Teacher		
22.	Mrs Gill Bennett	Teaching Assistant		
23.	Mrs Ros Price	Class Teacher		
24.	Mrs Sarah Thomas	School Secretary		
25.	Mrs Jodi Hacker	Deputy Headteacher		
26.	Mr Malcolm Hayes	Group Leader Headmaster/School EVC		