

## Risk Assessment

<b>Date of visit:</b> 26 June 2006	<b>Time of departure:</b> 9.00 am	<b>Return time:</b> 1.00pm
<b>Destination:</b> Royal Geographical Society Exhibition Rd	<b>Telephone no of destination</b> 020 7591 3000	<b>Mobile phone no of group leader:</b> 07939498013
<b>Year Group:</b> 6	<b>No of pupils:</b> 20	<b>Adult/Pupil ratio:</b> 1:10
<b>Group Leader:</b> Tessa Willy	<b>Accompanying adults:</b> Collette Deleon	<b>First Aiders:</b> Tessa Willy Collette Deleon
<b>Transport:</b> Tube – South Kensington	<b>Name/No of coach co.:</b>  <b>Name/No Coach Driver:</b>	<b>Risk assessment:</b> Yes  <b>Date Completed:</b> 23 June 2006

(Risk – L – Low – unlikely to occur M – Medium – could occur H – High – could well occur if inadequate caution taken)

<b>Hazard/Event</b>	<b>Risk</b>	<b>Action to be taken to reduce risk</b>	<b>Action to be taken in event of occurrence</b>
Walking to tube station	M	All children to walk in pairs, adult at front, in middle and at rear. Stop together to cross roads, adult standing in road as children pass. Regular head counts. Remind children of expected levels of behaviour and co-operation	Phone school in event of any problems Any child misbehaving to be taken back to school by one of adults
On tube – Fulham Broadway to South Kensington. Poor behaviour, children not getting onto tube	M	All travel in same carriage. Remind children of good behaviour, being considerate of others travelling. Head count as get onto tube Bags to be kept on them and not in passageways or in way of anyone else. Children to stay in same place and not walk through carriage	Any child not being considerate to be reprimanded and warned if happens again will not be coming on next trip. Inform London Underground immediately if children have missed getting onto tube
Walking from tube station to RGS		All children to walk in pairs, adult at front, in middle and at rear. Stop together to cross roads, adult standing in road as children pass. Regular head counts. Remind children of expected levels of behaviour and co-operation	Phone school in event of any problems Children misbehaving to be reprimanded and not allowed on future trips
At the RGS – conduct and behaviour	L	Children to be reminded of behaviour at the RGS. If get lost inside building to report to member of staff there immediately. Head count on arrival	Children misbehaving to be reprimanded. Staff to be alerted if any child missing
Returning to school	M	As above for journeys Head-count on return to school to ensure that all children are back May be late due to tubes Children to go and change ready for sports pm at Hurlingham – ensure that they have all done this and ready in time to go	School to be informed if held up and later back to school than informed – message to JO re sports afternoon in park