

“Stars in your lives” field work activity

Risk Assessment

Date of visit:	Departure time:	Return time:
Destination + telephone number:	Group Leader + mobile phone no:	In-school contact + telephone no:
Year Group:	No of pupils: Male = Female =	Pupils with allergies / medical conditions:
Adult/Pupil ratio:	Accompanying adults:	First Aider(s) + contact no(s):
Transport:	Name/No of coach co.: Name/No Coach Driver:	Risk assessment completed by: Date Completed:

Risk: The likelihood of a hazard / an event occurring

L = low, unlikely to occur, although possible.

M = medium, could occur.

H = expected risk, likely to cause harm if adequate precautions not taken

Consequence: The potential effect of the occurrence if it did happen

L = Minor effect / injury

M = External help required. Effect / injury might prevent the participant continuing with activity

H = Serious effect / injury requiring emergency response.

Hazard/event	Risk level	Consequence	Control measures
Vehicles – walking along roads	M	H	<ul style="list-style-type: none"> • Activity brief guides students towards avoiding busy roads – teachers to check routes • Group leaders to brief students about correct road safety procedures and appropriate behaviour prior to leaving school • Students should walk in single file where there is no pavement • Staff stationed at “high risk” points to supervise
Vehicles – crossing roads	M	H	<ul style="list-style-type: none"> • Group leaders to brief students about safe road crossing procedures and appropriate behaviour prior to leaving school • Students should cross sensibly in an appropriate place as a group • Staff stationed at “high risk” points to supervise
Slips, trips and falls	M	M	<ul style="list-style-type: none"> • Suitable footwear should be worn for the terrain and conditions – staff to check prior to departure • Brief students prior to departure about uneven surfaces and sensible behaviour • Students should be made aware what to do if they fall, and have a staff contact number. • Staff should be made aware of procedures in case of an injury, e.g. first aider, contacting school and arranging for removal of the student
Remote supervision	M	M	<ul style="list-style-type: none"> • Staff to have lists of names and maps showing group routes • Students should be in groups of 3 or more at all times. • Students should be clear on their route and know the checkpoints along their route • All students to have emergency staff mobile numbers
Animals	L	M	<ul style="list-style-type: none"> • Students should be briefed prior to leaving school • Students instructed not to approach animals and act sensibly and non-provocatively around them
Other people – attention from strangers, theft/mugging	L	M	<ul style="list-style-type: none"> • Students briefed on behaviour prior to leaving • Students to make a teacher aware of any inappropriate/unwanted attention from stranger(s) • Students advised not to carry valuable items and especially not on display
Students getting lost/separated from group	L	M	<ul style="list-style-type: none"> • Students in groups of no less than 3 at all times, and instructed to stay together and keep check on themselves • Regular check points and head counts conducted by staff

			<ul style="list-style-type: none"> • Staff carry full lists of group members • Students given clear instructions about meeting times and locations, and contacting staff if they have any problems
Weather – sun exposure	M	M	<ul style="list-style-type: none"> • Students should be made aware of the risks of excess exposure to the sun • Students to wear suitable clothing, hats and sun screen – to be checked by staff prior to departure • Students to carry plenty of water. Staff to check and have spare. • Indoor, sheltered location to be identified in case of need arising • Accompanying staff to monitor students for signs of sun-burn, dehydration, heat stroke or exhaustion
Weather – cold and/or wet	M	M	<ul style="list-style-type: none"> • Students to wear appropriate warm and waterproof clothing. Staff to check prior to departure • Conditions should be assessed to determine whether fieldwork goes ahead. • Indoor location identified for shelter if required. • Accompanying staff to pay close attention to students to identify signs of hypothermia or exposure.
Water	M	H	<ul style="list-style-type: none"> • Students briefed about safety and sensible behaviour when close to water • Students should not stray from the route or get too close to rivers/lakes • Students told not to climb on bridges
Allergies and medical conditions	L	H	<ul style="list-style-type: none"> • All staff to be aware of any students with allergies / medical conditions and what to do in case of an incident • Students should be monitored at checkpoints and have staff emergency contact numbers in case they have a problem • Emergency contacts held for all students