

Risk Assessment

Date of visit: Friday 4th May 2007 (4 workshops of 1 hr each)	Time of departure: First workshop 9 a.m.	Return time: Last workshop ends 2.30 p.m.
Destination: Lyme Regis sea front	Telephone no of destination N/A	Mobile phone no of group leader: 07913 809895
Year Group:	No of pupils: Approx. 150 in total	Adult/Pupil ratio: 3 RGS staff + teacher ratios
Group Leader: Eleanor Coulber	Accompanying adults: Eleanor Ashton Judith Mansell School teaching staff	First Aiders: Eleanor Coulber
Transport: N/A	Name/No of coach co.: N/A Name/No Coach Driver: N/A	Risk assessment: Eleanor Coulber Date Completed: 2nd May 2007

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

Hazard/Event	Risk	Action to be taken to reduce risk	Action to be taken in event of occurrence
Trip hazard injury	M	Students to be warned about uneven ground. Footwear to be checked. First aider amongst staff. First aid kit to be carried. Adequate staff ratio so that member of staff can stay with injured individual.	First aid to be given where necessary. First aid point for festival identified. Emergency service contact via mobile telephone if necessary.
Cliff fall injury	L	Students warned to stay at least one metre from cliff edge at site 1. Students accompanied by staff at site 1 where risk is greatest. Other than site 1, students warned to stick to the paths.	First aid to be given where necessary. First aid point for festival identified. Emergency service contact via mobile telephone if necessary.
Wave hazard on seafront	L	Assessment to be made of conditions at start of day and between the workshops.	In the event of high tides and poor weather, students to conduct fieldwork in the churchyard and not go down to the sea (emergency plan).

Students getting lost or separated from the group, stranger hazard.	M	<p>Students to work in groups of no fewer than 2/3 students. Groups to be accompanied by staff (at the advice of the accompanying teachers). Meeting point and time arranged before groups set off. Students to have staff emergency mobile phone number. Staff to take head counts at regular intervals.</p>	<p>Staff to retrace steps while others remain at the meeting point – staff to remain in contact with each other. Festival intercom system to be used to raise awareness and contact missing individual. Emergency services to be contacted by mobile phone.</p>
Seagull injury	L	<p>Students warned not to feed or approach seagulls. Students advised of the potential danger of seagull injury. Students advised not to eat during the fieldtrip to avoid attracting the seagulls.</p>	<p>First aid to be given where necessary. First aid point for festival identified. Group to be moved away from sea front to the churchyard in the case of persistent seagulls.</p>
Hypothermia, exposure to the cold.	L	<p>Clothing checked – students should have appropriate warm and waterproof clothing. Assessment made of conditions 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.</p>	<p>First aid to be administered where necessary. Shelter to be taken indoors. Students to be moved away from seafront in the event of poor weather to avoid exposure.</p>
Sunstroke, dehydration, exposure to the sun.	M	<p>Clothing checked – students should be wearing thin layers that they can remove if it gets hot. Students to wear hats, apply sunscreen and bring adequate supplies of water – all to be checked. Indoor location to be identified for shelter if required. Accompanying staff to pay close attention to students to identify signs of burning or dehydrations.</p>	<p>First aid to be administered where necessary. Shelter to be taken inside. Students to be moved away from seafront in the event of extreme heat to avoid exposure.</p>