

# “Trolley talk” Sustainable shopping field work activity

## Risk Assessment

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

**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	<b>M</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Study sites should be chosen to avoid close proximity to very busy roads wherever possible.</li> <li>• Group leaders to brief students about correct road safety procedures and appropriate behaviour prior to leaving school</li> <li>• Students should walk in single file where there is no pavement</li> <li>• Staff to coordinate and supervise “high risk” points on route</li> </ul>
Vehicles – crossing roads	<b>M</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Group leaders to brief students about safe road crossing procedures and appropriate behaviour prior to leaving school</li> <li>• Students should cross sensibly in an appropriate place as a group</li> <li>• Staff to supervise and control all road crossings</li> </ul>
Vehicles – car parks	<b>M</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Group leaders to brief students about safe procedures and appropriate behaviour in car parks</li> <li>• Students instructed to cross at suitable places and using zebra crossings where provided</li> </ul>
Transport – coach / minibus / public transport	<b>L</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• Students briefed prior to departure about behaviour during transportation</li> <li>• Students to wear seat belts at all times where provided and behave appropriately</li> <li>• Students be seated together on public transports and monitored by staff.</li> </ul>
Slips, trips and falls	<b>M</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• Suitable footwear should be worn for the terrain and conditions – staff to check prior to departure</li> <li>• Brief students prior to departure about uneven surfaces, low branches, exposed roots e.t.c, and sensible behaviour</li> <li>• Students should be made aware what to do if they fall, and have a staff contact number.</li> <li>• 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</li> </ul>
Remote supervision	<b>M</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• Staff to be present and actively monitoring students</li> <li>• Students should be in groups of 3 or more at all times, and stay within sight of staff.</li> <li>• Students should be made aware of meeting times and locations</li> <li>• All students to have emergency staff mobile numbers</li> </ul>

Animals	<b>L</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• Students should be briefed prior to leaving school</li> <li>• Students instructed not to approach animals and act sensibly and non-provocatively around them</li> </ul>
Other people – attention from strangers, theft/mugging	<b>L</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• Students briefed on behaviour prior to leaving</li> <li>• Students to make a teacher aware of any inappropriate/unwanted attention from stranger(s)</li> <li>• Students advised not to carry valuable items and especially not on display</li> </ul>
Students getting lost/separated from group	<b>L</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• Students in groups of no less than 3 at all times, and instructed to stay together and keep check on themselves</li> <li>• Staff carry full lists of group members and conduct regular head counts</li> </ul>
Weather – sun exposure	<b>L</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• Students should be made aware of the risks of excess exposure to the sun</li> <li>• Students to wear suitable clothing, hats and sun screen – to be checked by staff prior to departure</li> <li>• Students to carry plenty of water. Staff to check and have spare.</li> <li>• Indoor, sheltered location to be identified in case of need arising</li> <li>• Accompanying staff to monitor students for signs of sun-burn, dehydration, heat stroke or exhaustion</li> </ul>
Weather – cold and/or wet	<b>L</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• Students to wear appropriate warm and waterproof clothing. Staff to check prior to departure</li> <li>• Conditions should be assessed to determine whether fieldwork goes ahead.</li> <li>• Indoor location identified for shelter if required.</li> <li>• Accompanying staff to pay close attention to students to identify signs of hypothermia or exposure.</li> </ul>
Water	<b>L</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Students briefed about safety and sensible behaviour when close to water</li> <li>• Students should not stray from the study site or get too close to rivers/lakes</li> <li>• Students told not to climb on bridges</li> </ul>
Allergies and medical conditions	<b>L</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• All staff to be aware of any students with allergies / medical conditions and what to do in case of an incident</li> <li>• Students should be monitored at checkpoints and have staff emergency contact numbers in case they have a problem</li> <li>• Emergency contacts held for all students</li> </ul>