

**St. George's School Windsor Castle**  
**Appendix D**  
**School Trips and Events Risk Assessment**



### **Guidance Notes**

This risk assessment form is specifically designed to calculate the risks and controls required for teachers and auxiliary persons taking pupils on school trips and events both in the UK and Abroad.

A separate risk assessment system exists for all other school activities which can be used in conjunction with this form to supplement the results of this document.

This Risk Assessment is to be adapted and used by the Chapel for providing risk assessment when the Chorister will be their responsibility, as referred to in the Child Protection Policy and Guidelines

The form is split into three sections:

- These guidance notes.
- The risk assessment and controls required for school trips and events in the UK
- A supplementary form for taking pupils abroad.

To complete this form you will require the following information or procedures in place:

- If an event or trip of a similar nature has been risk assessed before then you may wish to review existing information and use this to compile or amend an existing form.
- You will need to contact the School Matron with a list of the pupils you intend to take – Matron will be required to check for any special needs of any individual pupil.
- You will be required to visit the event and assess any relevant risks *and* get hold of any copies (if available) of risk assessments and safety rules for the place where the event or trip is being planned.
- Once completed the forms (*including Matrons comments*) will require a counter signature from either The Head Master or Deputy Head before the trip or event can take place.

It is advisable that you allow one month to complete this process for any UK event. Foreign events can take months to plan.

## Planning School Trips

When planning a school event or trip the following matrix may assist your assessment and controls required to make the trip successful and as safe as practicably possible.

Type of event or school trip	Guidance	Additional considerations
In house indoors	School has a set of risk assessments for each area of the school buildings and for a lot of the activities already being undertaken.	Consider existing risk assessments. Consider First Aid cover and Fire and Evacuation Procedures.
In house outdoors	Again, some risk assessments do exist for external events and functions which may assist your assessment process.	Also consider the availability of First Aid, Fire and Evacuation Procedures and numbers of staff required to assist. Additionally inclement weather conditions may well require additional measures such as wet weather clothing. Use of electrical equipment and
External Local within walking distance.	Ensure you have calculated the Teacher Pupil Ratio and have walked the route through. Look for hazards such as crossing points possible path diversions etc. Check for areas where pupil could become detached from the main body of the group.	Consider weather conditions that may prevail. Consider first aid cover and emergency communications to emergency services and back to school.
External Local requiring use of the school bus.	Use the same format as above. Ensure the School Bus is up to date with servicing, is clean and has had its daily and weekly checks completed.	Consider the number of pupils and ensure support staff are spread out to maintain discipline. Seat Belts and emergency evacuation procedures need to be briefed to all pupils.
External using a third party coach company and Public Transport including London Underground	All the above apply – ensure the School Office only use approved carriers. Walk through the transport provided with the driver. Bus companies and organisations such as London Underground have safety packs available.	Emergency procedures and understanding of evacuation points are also important especially with different types of vehicles. Inform Public Transport providers of your trip, they can help.
Type of event or school trip	Guidance	Additional

		considerations
Trips and events with other schools or organisations.	Again consider all the above items. When meeting with other schools or event organisers ask for copies of their risk assessments. Obtain information on First Aid and assess if this requires supplementing. For choristers' working hours and exposure to hot and cold weather conditions are important.	Obtain the names of those responsible for safety of another school or organisation. Ensure they walk you through emergency and evacuation procedures. Brief the pupils on safety procedures.
Trips to other countries	Many of the issues above apply including the use of carriers to and from airports and ports. Airlines and Ferries all have <u>safety packs for schools</u> which are invaluable when assessing the risks of foreign travel. Matron's input on dietary issues is vital.	Visiting the area before the event or trip takes place can provide vital clues on any relevant risks. Take special attention to roads (driving on the opposite side). For travel using road vehicles beware of hazardous terrain including mountain passes and such like. Never use a coach company that has not been vetted by the School Office.

Planning trips and events can be a lengthy process requiring good observation skills, collecting information especially on possible hazards and speaking to those who have input into safety matters especially emergency procedures.

## Risk Assessments

The purpose of carrying out a risk assessment is to identify hazards and evaluate areas of risk either on school trips of any kind or duration so as to reduce accidents or the likelihood of accidents.

In St Georges School we define risk assessments as:

- The Hazard Rating on a score of 1 to 4 (*4 being high risk*)
- The Likelihood on a score of 1 to 4 (*4 being high likelihood*)

The definition of **Hazard** and **Risks** are as follows:

**Hazard** – Is something that could potentially cause harm such as *falls from equipment, tripping from exposed wires or cables, working on stages or the hazards of children becoming detached from the main party.*

**Risk** is the likelihood of the hazard causing an accident or injury.

The categories are measured in terms of **Severity of the Hazard** and **Likelihood of the Hazard** happening. Hazards can be high but risk or likelihood is often low which can reduce overall risk.

*Example* If a Hazard Severity is say **3** (*fairly high*) but the Likelihood is low (say **1**) we multiply the figures to establish the overall risk which would be **3** which is low risk.

The following table acts as a guide to assessing **Hazard x Likelihood**

1. Hazard Severity		2. Likelihood of Injury	
<i>The severity of the outcome should be rated.</i>		<i>The likelihood of the injury occurring should be rated.</i>	
Fatal	4	Certainty	4
Major	3	Likely	3
Serious	2	Unlikely	2
Minor	1	Insignificant	1

### Example

*In the school there are cables and general trip hazards. We do wherever possible cover up and conceal cables. Therefore the hazard from tripping over a cable could be medium but the likelihood is low because generally we cover the cables or conceal them.*

Therefore the **Hazard Severity** could be **Major (3)** but because measures are in place to reduce the **Likelihood** to **Unlikely (2)** a risk rating of **6** is achieved. You then look at the results table above and take the appropriate action.

<b>RESULTS</b>		
<b>1 – 3 Low Risk</b>	<b>4 – 8 Medium Risk</b>	<b>9 – 16 High Risk</b>
Monitor	Plan and Introduce Further Controls	Review task and introduce controls as soon as practicable possible

Any risk assessment with a High Risk or Medium Risk category needs to have further work completed to reduce the risk to low. This may require advice from our safety consultants to help you to reduce the overall risk

Date of visit		Location	
No of Pupils		Party Leader	

**Teacher Pupil Ratio** (Please circle relevant figures)

Low Risk UK Under 7 years	1 to 15 2 to 15	Low Risk Outside UK	2 to 15
Medium Risk UK Under 7 years	1 to 11 2 to 11	Medium Risk Outside UK	2 to 10

**No under 7's outside of UK**

*Note: High Risk Assessments requires further work to reduce the risk  
Mixed party to have one male and one female*

Other adults assisting with supervisory duties:

.....

Type of transport being used/confirmed (Please circle relevant details)

None          School          External          Buses          Plane          Other  
                  Bus                Coaches        Trains etc.

Dates of departures

.....

Approximate cost per pupil		
Has the Bursar been informed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has Matron complete information on any conditions or allergies affecting any of the pupils?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the Deputy Head i/c lesson been covered?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have catering been informed of arrangements for meals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is First Aid cover available and adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have the children been briefed of on their responsibilities and possible dangers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have all supervisors been briefed on their duties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Please provide contact number for use in an emergency?		
<i>Other information</i>		

## Risk Assessment Form

<b>1. Title:</b>															
<b>Potential hazards</b> <i>including food allergies:</i>															
<b>Persons at Risk</b> <i>(Tick where applicable)</i>															
<b>Pupils</b>								<b>Parents</b>							
<b>Teaching Staff</b>								<b>Visitors</b>							
<b>School Maintenance Staff</b>								<b>Other</b>							
<b>Control Measures in place</b> <i>(please list)</i>															
<b>Control measures required to further reduce risk</b> <i>(please list)</i>															
<b>Special needs</b> <i>(also to be completed by Matron or School Doctor)</i>															
<b>Risk Calculator</b> (A Hazard x B Likelihood = C Risk)															
<b>A Hazard Severity</b> <i>(Circle one Box)</i>				<b>B Likelihood of Occurrence</b> <i>(Circle one Box)</i>				<b>C Overall Risk</b> <b>A x B</b> <i>(Your overall risk)</i>							
1	2	3	4	1	2	3	4								
<i>Check Risk Calculator on previous page to assess overall risk i.e. High Medium or Low. High risk assessments must be reviewed before going further to reduce the risk.</i>															
<b>Carried out by</b> .....						<b>Date</b> .....									
<b>Date set for review</b> .....															
<b>Previewed by Trip Co-ordinator (PC or PG)</b> .....						<b>Date</b> .....									
<b>Reviewed by Headmaster</b> .....						<b>Date</b> .....									
<b>Comments:</b>															

(use separate sheets if required for additional information)

**S:School Trips Form**

## ACTIONS IN THE EVENT OF AN EMERGENCY ON A SCHOOL TRIP

### Guidance on Emergency Procedures

A copy of the following guidelines must be taken by all party leaders and their deputies. This plan is included in the Schools Visits Policy.

- Establish nature and extent of the emergency
- Make sure that all other members of the party are accounted for and safe.
- If there are injuries, establish their extent and administer first aid (if you have been trained or feel capable - but be aware of consequences that might follow were you to give incorrect treatment).
- Establish names of the injured and call relevant emergency services
- Advise other party staff of the incident and that emergency procedures are in operation.
- Ensure that an adult from the party accompanies casualties to hospital or if on your own you go with the injured pupil(s); the Emergency Services will look after the rest of the party until another member of staff arrives.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.
- Control access to telephones until contact is made with the Headmaster, Deputy Head or Bursar and until they have had time to contact those directly involved. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far).
- Telephone numbers for future communication; identify alternate telephone numbers in case telephone lines become jammed).
- The school will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed.
- Media:
  - A designated person should act as the point of contact with the media to whom all involved should direct questions.

- Under no circumstances should the name of any casualty be divulged to the media.
- The Party Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.
- Legal liability should not be discussed or admitted.
- All accident forms should be completed and insurers and HSE or Local Authority inspectors should be contacted.
- Inform parents of any delays that will be necessitated.