

DOWER PREP SCHOOL RISK ASSESSMENT

A2

OFF SITE VISITS

Form: _____ Date _____

This covers those areas that are common to all visits. Hazards associated with activities that are not listed on this assessment are in charge of any such visit.
 relevant to the planned visit:

<u>No. Affected</u>	<u>Likelihood</u>	<u>Severity</u>	<u>Control Measures</u>
Minor	Low	Major	All classes crossing roads are to be escorted by at least 2 adults. (KG by 3). Escorts are to secure the route before crossing takes place. Crossing must be conducted at a recognised crossing point. High Visibility Jackets are to be available as required.
Minor	Low	Major	All classes and sub divisions are to be escorted by adults. Pupils are not to be tasked individually.
Minor	Low	Significant	Pupils to be paired and encouraged to use 'Buddy Buddy' system. Head counts to be conducted regularly.
Minor	Medium	Low	Pupils to be controlled and assisted onto and off coaches as necessary.
Significant	Low	Major	Coach company to be approved and documented by school. Safety belts to be fitted and worn. Pupils to remain seated and controlled.
Significant	Low	Significant	In case of an emergency at the visit location the Visit leader is to have access to a telephone with emergency numbers. Visit location emergency drills are to be checked. As of the Spring Term the school has Clarion Call, before an offsite visit please contact the school office to set up a database for your trip.

Additional Risks related to this visit (If none please indicate below):

<u>No. Affected</u>	<u>Likelihood</u>	<u>Severity</u>	<u>Control Measures</u>

relevant to this planned visit Signed

CONDUCTED BY THE BURSAR ON 11 August, 2008