



RISK ASSESSMENT POLICY

Policy Number	0072			
Date Reviewed	April 2022		Policy Ownership	Operations
Agreed by Governors			Date of Next Review	July 2022

Policy Statement

As an employer The Basildon Academies is committed to minimising or eliminating risks that may arise for staff and pupils undertaking an activity away from the premises; Educational Visits.

Objective

Risk Assessment is a means by which an organisation can demonstrate that it has control over its activities and premises and possible hazards that may occur.

Procedure

For each educational visit undertaken, the associated hazards are established and noted and must include travel to and from venues.

The control measures required are then listed. These measures are required to ensure that injury from the hazards are minimised.

The final requirement is to identify the person/s at risk from these hazards. This can vary from an individual member of staff, student or to a larger number of people.

Risk Assessment Number

This is a means of establishing the likelihood of an injury occurring and if an injury should occur, the likely severity. The product of one multiplied by the other gives a Risk Assessment Number which establishes whether the risks are high or low.

Monitor and Review

Following the establishment of these Risk Assessments, there is a requirement for them to be monitored and reviewed on an ongoing basis.

Risk Assessment

When we make a formal Risk Assessment we:

- Decide the nature of the hazard.
- Decide who is at risk from the hazard.
- Estimate the likelihood of an accident happening.
- Estimate how serious such an accident would be.
- Judge the acceptability of the risk.
- Accept the risk or alter the procedure.
- Ensure everyone knows what the Risk Assessment says.
- Ensure that everyone knows what to do if an accident occur

When you consider Risk Assessments, do remember that accidents are caused by people and what they do. They do not “just happen.”

Remember that what is safe for you to do may not be safe for a student.

Remember that what is safe for an experienced teacher/staff member with a good class may not be safe for another teacher with another class.

To estimate the likelihood of an accident happening the following calculation is used. For each hazard you should decide if the chance of an accident is high, medium or low and the possible severity, should that accident occur.

To help us do this we calculate the possible outcome by giving a number to each variable and then using this to calculate the risk before any control measures are put into place and then recalculating the risk after the control measures are applied. **Likelihood x Severity = Rating result**

LIKELIHOOD

1 = Unlikely

This means that there is a very small chance of an accident happening.

2 = Possible

This means there is a reasonable chance of this happening.

3= Will happen This means that an accident is almost certain.

SEVERITY 1= Minor Injury 2= Major Injury 3= Death

THE RATING TABLE.

RISK RATING = LIKELIHOOD X SEVERITY		RATING RESULTS
LIKELIHOOD	SEVERITY	RATING RESULTS
1 = Unlikely 2 = Possible 3 = Will happen	1 = Minor Injury 2 = Major Injury 3 = Death	1 – 3 = Low Risk. Monitor and Review periodically 4 – 6 = Medium Risk. Implement Further Control Measures 7 – 9 = High Risk. Not Permitted Until Risk Rating Reduced

An example risk assessment can be found in Appendix 1

Risk Assessment for Visit

Class/Students	Numbers on Trip/Ratios	Destination	Date of Trip

Teacher in Charge	Teacher/Assistant Second in Charge	Additional Adults on Trip	Educational Visits Mobile Telephone Number	Emergency Contact and Telephone Number

RISK RATING = Likelihood x Severity

- | | |
|-------------------|------------------|
| LIKELIHOOD | SEVERITY |
| 1 = Unlikely | 1 = Minor Injury |
| 2 = Possible | 2 = Major Injury |
| 3 = Will happen | 3 = Death |

RATING RESULTS

- 1 – 3 = Low Risk. Monitor and Review periodically.
- 4 – 6 = Medium Risk. Implement Further Control Measures
- 7 – 9 = High Risk. Not Permitted Until Risk Rating Reduced.

Main Hazards Who might be Harmed

Main Hazards				Who Might Be Harmed?			
Slips, Trips and Falls Crossing roads (Traffic) Students Becoming lost Members of the public Minibus Inappropriate behaviour of students on coach Allergies and Medical Conditions Additional risks pertaining to the venue				<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Risk Rating with no controls</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Risk Rating with controls</div> <div style="text-align: center;">↓</div> </div>			
Hazard	Likelihood	Severity	Rating No Controls	Control Measures	Likelihood	Severity	Rating with Controls
Slips, Trips and Falls <div style="border: 1px solid black; padding: 2px; color: red; text-align: center;">EXAMPLE</div>	2	2	4	<ul style="list-style-type: none"> ➤ Appropriate footwear to be worn – Group Leader to check prior to leaving school. ➤ First Aid kit to be carried by Group Leader or Supervisor. ➤ Group Leader to 'lead' group and advise of any potential trip hazards. 	1	2	2
Crossing roads (Traffic) <div style="border: 1px solid black; padding: 2px; color: red; text-align: center;">EXAMPLE</div>	3	3	9	<ul style="list-style-type: none"> ➤ Walking route to be pre-planned to ensure safest route is taken. ➤ Group Leader to give strict instructions to group. ➤ Group Leader to 'lead' group, Supervisor to bring up the rear and other responsible adults to be throughout the group, subject to group size. ➤ Group Leaders and all Supervisors to wear hi -visibility vests whilst walking students. 	1	3	3

Students Becoming Lost <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;">EXAMPLE</div>	3	2	6	<ul style="list-style-type: none"> ➤ Clear instructions as to expectations of behaviour and responsibilities to themselves and to one another. ➤ Group Leader to have list of group names. ➤ Periodic check of numbers. ➤ Educate pupils on what to do in the event that they become separated from the group ➤ Agreed meeting point identified and communicated to all. 	1	2	2
Members of the Public <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;">EXAMPLE</div>	2	2	4	<ul style="list-style-type: none"> ➤ Supervision ratios to be acceptable please refer to Educational Visits Policy for ratio guidance. ➤ Clear instructions as to expectations of behaviour and responsibilities to themselves, to one another and to members of the public. ➤ Group Leader to have mobile telephone for use in emergencies. ➤ Group Leader to have the authority to 'abort' the trip if safety is compromised. 	1	2	2
Getting on/off Minibus				<ul style="list-style-type: none"> ➤ Control pupils into orderly queue enter and exit on pavement side. 			
Travelling on Minibus-RTA				<ul style="list-style-type: none"> ➤ Seatbelts used, approved driver, regular stops on long journey, regular servicing of vehicle Visual check seatbelts & vehicle stow baggage. 			
Travelling on Minibus-Illness or Vehicle Breakdown				<ul style="list-style-type: none"> ➤ Second member of staff First aid box Regular servicing of vehicle Visual check, use of red warning triangle. 			

Minibus breaking down on motorway				<ul style="list-style-type: none"> ➤ Pupils to leave bus and go to place of safety on the bank. Driver to do head count and phone emergency services and school. 			
Inappropriate behaviour of students on coach				<ul style="list-style-type: none"> ➤ Monitor pupils – staff positioned throughout minibus & not solely at the front. Do not allow pupils to change seats especially in transit. 			
Minibus aisles blocked by bags or legs				<ul style="list-style-type: none"> ➤ Pupils to sit in seats with belts on – staff to check belts are worn and all luggage stored securely in specified storage area, do not store heavy items in racks, staff to brief students before departure. 			
Allergies and Medical Conditions				<ul style="list-style-type: none"> ➤ Academy staff to hold information on allergies, medical conditions and medication for students and staff ➤ Academy staff to be made aware in advance of severe allergies which require special mitigations. ➤ First aid trained staff available throughout the trip. 			
Please also consider any additional risks pertaining to the venue, plus location of fire doors & medical room, meeting place, etc.							

I have read and understood the Risk Assessment above.

Signed _____ Date _____