

	Task/Activity	I4d Educational Visits Risk Assessment including EYFS										Issue Date:	09/08/2023
	Aldenham Prep School												
People Affected:	Employees	✓	Contractor or Agency staff	✓	Public/visitors Client staff	✓	Pupils	✓	Expectant Mother	✓	Other	Area	ISI: 16d EYFS Risk Assessment for visits or activities outside of school
1 – 4 Low	→		5 to 6 Medium		→		8-12 High		→		15-25 Very High		→

Use in conjunction with Educational Visits Policy, Missing Pupils Policy, Minibus Policy, Lone Working Policy, Behaviour and Discipline Policy, Crisis Management Policy and Safeguarding Policy.

Use in conjunction with 7.1 Transporting Pupils in Staff Cars Risk Assessment.

Ref	Hazard	Safety Risk	Uncontrolled Likelihood x severity = risk			Safe System of work/Control measures	Controlled Likelihood x severity = Risk		
			L	S	R		L	S	R
1	<ul style="list-style-type: none"> School Minibus. 	<ul style="list-style-type: none"> Unsafe to drive. Uninsured. 	2	5	10	Every minibus must: <ul style="list-style-type: none"> Be correctly licenced. Have up to date vehicle tax for the correct category of vehicle Be adequately insured be well maintained have a valid MOT certificate, if more than 1 year old Only be driven by drivers legally entitled, and properly insured, to drive the minibus. Please refer to the Minibus Policy. 	1	3	3
2	<ul style="list-style-type: none"> Staff not authorised to drive the minibus / inadequate training (in-house). 	<ul style="list-style-type: none"> Safeguarding. Inexperienced driver. Insurance no longer valid. 	2	5	10	<ul style="list-style-type: none"> If staff do not have the permission of the Permit holder to be driving the minibus, then you may well be committing an offence, as the insurance will no longer be valid. All staff authorised to drive following in-house approval, including check of driving licence and DVLA check. Regular in-house driver refresher training every three years. All drivers are responsible for the roadworthiness of the vehicle. Drivers must check the minibus before the journey. Drivers must inform DVLA / the Bursar of any medical condition that affects their ability to drive Driver/s must have a current, clean driving licence. Drivers may not use a mobile phone in the minibus unless the vehicle is parked safely. The maximum weight limit and capacity of the vehicle is not exceeded. Seatbelts to be worn. Luggage is securely stowed. Staff to be familiar with the Minibus Policy. 	1	2	2
3	<ul style="list-style-type: none"> Travelling on minibus / coach. 	<ul style="list-style-type: none"> Road traffic accident. School bags / equipment on floor. Illness. Vehicle Breakdown. Injury or death. 	3	5	15	<ul style="list-style-type: none"> Approved / authorised driver, Regular stops on long journey. Regular servicing of vehicle. Visual check seatbelts & vehicle stow baggage. Although the Head Porter will ensure weekly checks on the vehicles, it is also the responsibility of each individual driver to carry out a general vehicle inspection 	2	4	8

		<ul style="list-style-type: none"> Slips, trips and falls. 				<ul style="list-style-type: none"> before the journey to ensure the vehicle is roadworthy. This includes tyres, steering, brakes, headlights, etc. Drivers must report vehicle defects immediately. First aid box. Hazard warning lights will be used if young people are boarding or leaving the vehicle near busy or hazardous sections of road. 			
4	<ul style="list-style-type: none"> Staff transporting pupils in private cars 	<ul style="list-style-type: none"> Safeguarding Safety and security 	3	5	15	<ul style="list-style-type: none"> Parents are informed about the transport arrangements. Staff understands their duty of care and any agreed responsibilities for supervision. Staff should not undertake travel in adverse weather conditions that could compromise their safety. Parents must supply booster seats for their child if under 135cm tall and have given permission for them to travel in a staff / other parents cars for a school organised event. It is the driver's responsibility to see the seat is used (only emergency situations are exempt from this legal requirement). Staff must ensure they are fit to drive and that they comply with The Highway Code. Staff should plan their journey ahead to ensure they know the route and leave ample time for travelling. Valuables should be kept out of site. <p>Evidence is obtained that:</p> <ul style="list-style-type: none"> The vehicle is safe. This means that it holds a valid MOT certificate, where relevant, that the driver certifies it has been serviced in line with the manufacturer's schedule, and that the driver carries out any pre-use checks specified by the manufacturer. The driver is suitable. This means that they hold a valid licence for the type of vehicle and meet any employer requirements. There is a valid insurance policy covering the driver and the vehicle for the intended use. This may require that the driver has 'business use' cover. <p>Please refer to 7.1 Transporting Pupils in Staff Cars Risk Assessment.</p>	2	5	10
5	<ul style="list-style-type: none"> Inappropriate speed 	<ul style="list-style-type: none"> Traffic collisions. Injury / death. Speed cameras. 	3	5	15	<ul style="list-style-type: none"> Drivers must drive within legal limits for location and vehicle. Speed must be adjusted to the prevailing road and weather conditions. Refer to Minibus Policy. 	1	5	5
6	<ul style="list-style-type: none"> Vehicle unsafe or unfit for use 	<ul style="list-style-type: none"> Vehicle breakdown. Collisions. Injury. 	3	5	15	<p>Establishment-owned minibus(es)</p> <ul style="list-style-type: none"> Vehicle is maintained in accordance with the manufacturer's instructions. Effective vehicle defect reporting system in place with responsible member of staff to affect appropriate response. Appropriate written records kept e.g. The vehicle documents and maintenance records. Operating log. Drivers should carry out a general vehicle inspection before the journey to ensure the vehicle is roadworthy. Drivers must report vehicle defects immediately. 	1	5	5

						<ul style="list-style-type: none">Operator possesses and will display “Section 19 Small Bus Permit” in minibus windscreen.Vehicle is covered by membership of a motor recovery organisation, with details available for each journey. <p>Leased Vehicles</p> <ul style="list-style-type: none">Vehicles controlled by the lease company, follow instruction pack in vehicle. <p>Hired minibus / coach from outside organisation Prior written assurance will be obtained from the hiring organisation that the organisation:</p> <ul style="list-style-type: none">Has a current and appropriate PSV Operator’s Licence (N.B. Standard (blue) or Small Operator < 2 vehicles (orange) disc should be clearly displayed in windscreen adjacent to tax disc).Has full insurance for all its vehicles.Has suitable and sufficient breakdown cover to ensure that a replacement vehicle can be guaranteed if required.Is not at present under investigation, pending possible disciplinary action by VOSA (Vehicle and Operator Services Agency) or possible prosecutions.All minibuses Vehicle is assessed regularly (at least annually) by VOSA and has a current MOT certificate.Has been maintained and serviced regularly (and that records are available if requested for inspection).Is fitted with fully operational seat belts (where fitted retrospectively seat belt anchors to meet “M2” standard).Is fitted with BSI-approved fire extinguishers and a fully maintained first aid kit.Has sufficient seats for each member of the group (i.e. group number does not exceed seating capacity of minibus) so that no seat is shared.Pre-drive inspection carried out and record check sheet completed by driver.If faults are found, the driver will not use the minibus / coach until the faults have been satisfactorily rectified.			
7	<ul style="list-style-type: none">Coach / minibus breaking down on motorway	<ul style="list-style-type: none">Hit by passing vehicle on the hard shoulder.Injury / death.	3	5	15	<ul style="list-style-type: none">Pupils to leave bus and go to place of safety on the bank.Staff / trip leader to do head count and phone emergency services and school.Pupils should be kept calm and under constant supervision.Do not allow pupils to assist with repairing or re-starting the vehicle and never allow them to push the vehicle.	1	5	5
8	<ul style="list-style-type: none">Collision with passing vehicle whilst getting on or off coach / minibus.	<ul style="list-style-type: none">Injury / death.	3	5	15	<ul style="list-style-type: none">Control of pupils into orderly queue.Pupils should be kept calm and under constant supervision.Enter and exit on pavement side.The driver will choose safe locations, away from busy traffic, for passengers to get on/off minibus (e.g. car park, onto wide pavement).Do not move injured passengers unless they are in immediate danger of further injury.Hazard warning lights will be used if young people are boarding or leaving the vehicle near busy or hazardous sections of road.Side door to be used for boarding/alighting; rear door only to be used in emergency or when parked well away from the road.	2	3	6

						<ul style="list-style-type: none"> Call the emergency services immediately, with information about the situation, any special circumstances (e.g., carrying oxygen bottles or passengers have special needs). If the collision is 'damage only' and no one is injured, the driver should ensure that the vehicle is roadworthy before continuing the journey. Headcount to be taken prior to escorting pupils back to coach / minibus, and before the minibus leaves. The incident must be reported to the Bursar on their return. A report book or form must be kept for this purpose. The Coach operator / School minibus should ensure that all repairs and insurance details are completed. Refer to the Minibus Policy: <i>Procedure in the Event of an Accident</i>. 			
9	<ul style="list-style-type: none"> In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation. 	<ul style="list-style-type: none"> Injury / death. 	3	5	15	<ul style="list-style-type: none"> All doors must be closed but not locked. Aisles and emergency exits will be kept clear of obstructions. Staff to ensure group members are aware of emergency procedures, as appropriate. All passengers to be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles and appropriately supervised. Headcount to be taken prior to escorting pupils back to coach / minibus, and before the minibus leaves. Warning Triangle to be placed between the vehicle and approaching traffic as soon as possible. Ensure that Traffic Patrol officers are informed to place blue or amber flashing hazard lights between the vehicle and approaching traffic as soon as possible. Refer to the Minibus Policy: <i>Procedure in the Event of an Accident</i>. 	2	3	6
10	<ul style="list-style-type: none"> Inappropriate behaviour of pupils on coach / minibus. Pupil behaviour distracts driver. 	<ul style="list-style-type: none"> Damage to coach. Accident. Injury. Slips, trips and falls. Cuts, bruises. 	2	5	10	<ul style="list-style-type: none"> Monitor pupils – staff positioned throughout coach & not solely at the front. Do not allow pupils to change seats. Pupils briefed beforehand about required behaviour. Pupils not conducting themselves in an appropriate manner should be disciplined and if necessary, brought to the attention of the Deputy Head. Before departure, drivers to check minibus aisles / exits clear and passengers are wearing seat belts. Wheelchairs to be appropriately secured. If user remains in wheelchair, appropriate seat belts, and wheel restraints, if required, will be fitted. Pupils must not eat or drink on the coach /minibus. 	1	3	3
11	<ul style="list-style-type: none"> Coach / minibus in motion 	<ul style="list-style-type: none"> Falling during journey. Opening door whilst vehicle is moving. Injury / death. 	2	5	10	<ul style="list-style-type: none"> Pupils to stay in seat with belt on at all times. Pupils not conducting themselves in an appropriate manner should be disciplined and if necessary, brought to the attention of the Deputy Head. 	1	3	3
12	<ul style="list-style-type: none"> Coach / minibus evacuation 	<ul style="list-style-type: none"> Pupils trapped or crushed. Injury. 	2	5	10	<ul style="list-style-type: none"> Staff to be seated front, middle & back of coach. Outline exit procedure to pupils – supervision. 	1	5	5
13	<ul style="list-style-type: none"> Coach / minibus aisles blocked by bags or legs 	<ul style="list-style-type: none"> Pupils falling unable to exit vehicle. Injury. 	3	3	9	<ul style="list-style-type: none"> Pupils to sit in seats with belts on – staff to check belts are worn. 	1	3	3

14	<ul style="list-style-type: none"> Heavy items falling from overhead racks 	<ul style="list-style-type: none"> Falling objects Injury. 	3	3	9	<ul style="list-style-type: none"> Do not store heavy items in racks. Staff to brief pupils and check. 	1	3	3
15	<ul style="list-style-type: none"> Group train travel Train in motion Train evacuation Inappropriate behaviour of pupils on train. 	<ul style="list-style-type: none"> Falling during journey Pupils trapped or crushed. Injury. Accident. Injury. Slips, trips and falls. Cuts, bruises. 				<ul style="list-style-type: none"> Pupils to stay in seat at all times Staff to be seated front, middle & back of coach. Outline exit procedure to pupils – supervision. Staff should be conversant with the Crisis Management Policy Monitor pupils – staff positioned throughout carriage. Do not allow pupils to change seats. Pupils briefed beforehand about required behaviour. Pupils not conducting themselves in an appropriate manner should be disciplined and if necessary 			
16	<ul style="list-style-type: none"> Uneven or slippery terrain. 	<ul style="list-style-type: none"> Slips, trips or falls 	3	4	12	<ul style="list-style-type: none"> Safety briefing with staff before the activity starts to indicate potential hazards on the walk and highlight responsibilities. Pupils and staff must wear appropriate footwear. Select and plan the route to follow, as far as possible, well-established paths that are free from uneven or hazardous terrain. Staff in front to warn those behind of rutted, uneven or slippery ground. Pupils will be reminded to take care when changing levels e.g. descending from curbs and to walk if conditions are particularly difficult. Pupils will be reminded to walk carefully and responsibly, keeping a sensible distance between themselves and the pupil ahead of them. All pupils reminded of appropriate behaviour near and when crossing roads, and in general conduct on the trip. 	2	3	6
17	<ul style="list-style-type: none"> Aggressive / inappropriate behaviour from spectators / members of the public / pupils Inadequate monitoring and control of pupils 	<ul style="list-style-type: none"> Safeguarding issues Violence Safety 	2	3	6	<ul style="list-style-type: none"> Staff accompanying pupils are responsible for their safety at all times. Staff and pupils informed of rules and safety aspects prior to the activity. Pupils to be reminded to be respectful to other road users. Vigilance regarding reckless challenges and appropriate sanctions accordingly. Pupils not conducting themselves in an appropriate manner should be disciplined and if necessary, brought to the attention of the Deputy Head. Please refer to Safeguarding Policy and Behaviour and Discipline Policy. 	1	2	2
18	<ul style="list-style-type: none"> Inclement weather: Over exertion, sunstroke and / or hyperventilation. 	<ul style="list-style-type: none"> Slips, trips and falls. Body temperature becomes dangerously high. Sunburn / blistering and swelling of skin. Symptoms of dizziness, headaches and feeling sick. 	3	3	9	<ul style="list-style-type: none"> Consider possible weather conditions and plan appropriate programme, clothing and equipment. All pupils have suitable footwear, clothing and equipment to match expected conditions. Safety announcements always made to pupils at the start of each activity / trip. If conditions are extreme, activity to be postponed / cancelled at discretion of the staff. Pupils encouraged to wear sunscreen, hat and to drink plenty of fluids to bring temperature down and prevent dehydration. Remind pupils to always make sure nobody is left alone – use a 'buddy' system. Trained First Aiders available. 	2	2	4
19	<ul style="list-style-type: none"> Pupils going missing. 	<ul style="list-style-type: none"> Safeguarding issues Violence Safety 	3	5	15	<ul style="list-style-type: none"> A register and headcount to be taken prior to escorting pupils back to coach / minibus, and before the minibus leaves. Plan journey carefully. Identify high risk areas. 	1	5	5

						<ul style="list-style-type: none"> Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leader, identification system). Staff accompanying pupils are responsible for their safety at all times. Please refer to the Missing Pupils Policy. 			
20	<ul style="list-style-type: none"> Vehicles / Traffic 	<ul style="list-style-type: none"> Collisions, injury, death 	3	4	12	<ul style="list-style-type: none"> Wear reflective clothing - be seen. Stay on pavement as far as possible. If forced to walk on the road, stay to the right (facing traffic). When crossing road, use pedestrian crossing if possible. Everybody to check for traffic, and pupils must not assume those in front has ensured the road is clear. Staff to shout warning to following group if traffic approaches unexpectedly. Staff to plan route with minimal risk of crossing roads. 	2	3	6
21	<ul style="list-style-type: none"> Roads without pavements 	<ul style="list-style-type: none"> Collisions, injury, death 	3	4	12	<ul style="list-style-type: none"> Choose routes which do have pavements where possible. Advise caution and follow the highway code (stay on the right facing oncoming traffic). Pupils encouraged to wear light or reflective clothing. 	2	3	6
22	<ul style="list-style-type: none"> Unexpected hazards on pavement 	<ul style="list-style-type: none"> Slips, trips and falls 	3	3	9	<ul style="list-style-type: none"> Staff to advise group in an age-appropriate way of unexpected hazards which he/she may come across e.g. roadworks, cyclists, bollards, street furniture, broken slabs, wheel chairs, overhanging foliage, dog mess, road signs, holes and kerbs by shouting a clear warning. 	2	2	4
23	<ul style="list-style-type: none"> Animals (Interaction between runners/dogs and animals/livestock). 	<ul style="list-style-type: none"> Injury 	3	4	12	<ul style="list-style-type: none"> Pupils advised to take care when walking near dogs etc. particularly when they are off leads and owners are not present. Slow to a walk if necessary. If any aggressive behaviour observed, choose alternative route without hesitation. 	2	2	4
24	<ul style="list-style-type: none"> Pupils with a medical condition 	<p>Injury to pupils including:</p> <ul style="list-style-type: none"> Cuts and abrasions Asthma Broken limbs Dehydration Anaphylaxis Showing a negative physical response to exercise. 	3	4	12	<ul style="list-style-type: none"> Check that all pupils' forms are up to date with current medical information and emergency contact details are available. Asthmatics must always carry inhalers. Asthmatics should not carry out the activity if they are suffering badly or if they fear an asthma attack is imminent. Any appropriate medication to be carried accordingly. Trained First Aiders available. Staff must take the First Aid kit with them. Depending on age of the pupil, they must carry an auto-injector. If pupils are younger, auto-injector's must be carried for them. If pupils do not bring their inhaler or/and auto-injector on the day of an educational visit outside of school, they will not attend the trip. 	2	3	6
25	<ul style="list-style-type: none"> Injury 	<ul style="list-style-type: none"> Sprains, strains, pulled muscles, dehydration etc. 	3	3	9	<ul style="list-style-type: none"> Reinforce safety and expected behaviour rules. If pupil, staff etc, experience discomfort, soreness or pain, or are seriously worried about a problem, they would be advised to stop walking right away and inform relevant persons. Trained First Aiders available. Staff must take the First Aid kit with them. 	2	3	6
26	<ul style="list-style-type: none"> Emergencies 	<ul style="list-style-type: none"> Injury, death 	5	5	25	<ul style="list-style-type: none"> Ensure staff have School Trip phone or personal phone available for the trip. The school has an emergency plan for dealing with an incident on an educational visit. 	1	5	5

						<ul style="list-style-type: none"> Contact details of parents, SLT and, if appropriate, the Head's / Bursar's contact's after-hours number are held by group leader. The Headmaster / Bursar has instructions as to what to do in an emergency. Please refer to the Crisis Management Policy. 			
27	<ul style="list-style-type: none"> Accidents, incidents or near misses 	<ul style="list-style-type: none"> Unforeseen personal injury, eg minor cuts or knocks. Accidents, incidents or near misses not being reported prevents investigations, review and remedial actions from being taken and therefore, reoccurrences of accidents or near misses is more likely. 	3	4	12	<ul style="list-style-type: none"> First Aid kit available in case of injury or/ and the Health Centre. Trained First Aiders available. All accidents, incidents and near misses to be reported to the Bursar and applicable forms will be completed to record the incident. The Bursar will carry out statutory accident reporting as required. Accidents, incidents and near misses will be investigated thoroughly by relevant staff and appropriate records maintained. Findings of any investigations and recommendations / remedial actions to be shared with relevant persons. 	2	3	6

Hazard Group Colour Identification					
	Machinery	Human			
	Environmental	Maintenance			
Site Specific Information:			Monitoring and review: <ul style="list-style-type: none"> Monthly inspections to ensure all measures remain in place Inspection before each use, 6 monthly inspection tours Annual recorded inspection (14 months for LEV) Annual audit and document review 		
Risk Assessment continuing improvement action plan					
Ref:	Task/Hazard	Action Required (consider additional PPE, engineering controls and/or training)	Action Date	Action by (name)	Completed by (name)
1					
2					
3					
Note:					
Assessment Date:	09/08/2023	2nd Review Date:		3rd Review Date:	
Assessor's Name:	Sarah Galpin	Assessor's Name:		Assessor's Name:	

Assessor's Signature:	SMGalpin	Assessor's Signature:		Assessor's Signature:	
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Likelihood

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

Severity →

Priority Table	
Very High	Immediate action
High	Within specified period (one week)
Medium	Planned approach (1 month)
Low	Do not ignore, review regularly

Likelihood		
5	Certain	Could happen at any time
4	Probable	Likely to happen
3	Possible	Chance it could happen
2	Unlikely	Hardly any chance but conceivable
1	Remote	May never happen or chances are extremely rare

Severity		
5	Fatal	Loss of life or explosion
4	Major	Permanent disability
3	Serious	Anything requiring hospital treatment or lost time
2	Minor	Cuts, etc... no lost time
1	Trivial	Splinters, etc....

Regular Personal Protective and Personal Respiratory Equipment to be worn. For other equipment required to be worn see control measures above.		
Safety glasses / goggles	Gloves	
Impact goggles	Grip	
Half face mask	Nitrile	
Full face mask	Cut / puncture resistant	
Ear protection	Thermal	
Ear plugs	Kevlar	
Ear muffs	Electrician's	
Noise filtering ear muffs	Chemical Resistant	
Respiratory protection	Mechanic's	
FFP 3	Anti-vibration	
Full face respirator	Rubber	
Half mask respirator	Clothing	
Head protection	Hi-vis waistcoats	
Safety helmet / hard hat	Hi-vis jackets	
Bump cap	Hi-vis trousers	
Safety shoes /boots	Chemical resistant coverall	
Rigger boots	Polar fleece	
Wellington boots	Boilersuit with/ without hood	
Ankle boots	Flame retardant overall	
Dealer boots	Waterproof trouser	
Safety shoes	Waterproof suit	