

30 GENERIC RISK ASSESSMENT: ACTIVITIES LOCAL TO THE SCHOOL (including locality studies, traffic surveys, visits to local church etc.) Follow LEA generic risk assessments 1 ALL VISITS and 2 TRAVEL plus specifically consider:

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS / ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Parents unaware of activity	Parental concern	Pupils and parents	<ul style="list-style-type: none"> Follow LEA and school's agreed policy for "routine" visits including informing parents annually or specifically that children will be off-site 	Information to parents	Low	
Traffic accident	Injury, possible fatality	Pupils, staff	<ul style="list-style-type: none"> Follow LEA Generic Risk Assessment 2. TRAVEL Think through journey to be made and plan supervision accordingly If a traffic survey, plan suitable low risk locations for pupils to operate from Brief pupils and staff 		Low	
Pupil separated from group, abuse by member of the public	Injury, possible fatality	Pupils	<ul style="list-style-type: none"> Pre-plan supervision and ensure sufficient staff Ensure pupils understand arrangements, that they are part of a school party and must stay with group and follow instructions Have a list of who is in the group. Head count when leaving school and returning to school and at key points e.g. when leaving a building or venue 	Information to parents	Low	
Remote supervision	Injury, possible fatality	Pupils	<ul style="list-style-type: none"> If remote supervision proposed, plan activity with reference to control measures in generic risk assessment 1 		Low	
Illness or accident	Injury, possible fatality	Pupils, staff	<ul style="list-style-type: none"> Ensure sufficient supervisors to deal with an incident and care for rest of group Take mobile phone to be able to call school or emergency services Pupils have medication if necessary (e.g. asthma inhalers) One leader to be responsible for first aid and carry first aid kit If conducting a litter survey arrange suitable protective gloves and equipment if pupils are to handle litter Ensure group have protective clothing for prevailing weather 	Ensure plan in place and all understand this	Low	
Behaviour or special needs of individual pupils	Injury or possible fatality	Pupils	<ul style="list-style-type: none"> Suitable arrangements are made for any pupils with special educational needs (see generic Risk Assessment 1 ALL VISITS) 		Low	

*This generic risk assessment for school use identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, the **GROUP LEADER** must also make an "EVENT-SPECIFIC" assessment of any risks associated with their particular visit, including the **SITE, GROUP, ACTIVITIES, STAFFING & TRAVEL**.*

LOCATION OF VISIT:

DATE(S):

ASSESSMENT CARRIED OUT BY: NAME:

SIGNED:

DATE: