

**RISK ASSESSMENT FORM**

**Health and Safety "H&S" Code of Practice**

**EXCURSION RISK ASSESSMENT**

**Description of situation/issue/activity to be assessed:**

**Date and time length of Trip:**

**N° of students attending:**

**Age range of children attending:**

**Department:**

**Person(s) carrying out risk assessment:**

**Date of assessment:**

**Teachers & Staff attending:**

**Volunteers attending:**

**Do they have DBS or local Police checks?:**    **YES**    **NO**

**If NO, the Trip Leader must take responsibility to ensure the parent/helpers are under constant supervision and never allowed to be alone with any students. Accepted**    **YES**

**(Step 1) Hazard(s):** What are the hazard(s):

**(Step 2) Who may be harmed and how:** Say how the hazard could cause harm and to whom:

**(Step 3) What are you already doing?** List what is already in place to reduce the likelihood of harm or make harm any less serious:

<b>What Further action is necessary:</b> Have the risks been reduced as low as reasonably practicable e.g. is there a need for additional training, increasing the ratio of staff to pupils, removing/repairing damaged equipment, closing a room, etc.	
<b>(Step 4) How will you put the assessment into action?</b> You may have outstanding issues. If so prioritise; say what needs to be done, by when and by whom:	
<b>(Step 5) Monitor and Review:</b> How did the activity, task, project etc go? Could it be improved, did an incident/situation occur? How did you deal with it? Add your note so that the activity, task, project can be improved next time:	
<b>(Step 6) Do the students have access to shade and water:</b>	
<b>(Step 7) Fire Drill procedures of the visiting venue have been noted and students advised:</b>	
<b>If a repeat trip or excursion - Date of Review:</b>	
<b>Signature of Trip Leader:</b>	<b>Date:</b>
<b>Risk assessment seen and accepted by Head or Bursar:</b>	<b>Yes    No</b>
<b>Sign/name if in cloud:</b>	<b>Date:</b>

Mr M Howells  
Head of Wingate School

Date of Review: August 2024