



# Risk Management

July 2024



# Risk Management Review Sheet

Date of Review	Reviewer(s)	Comments



## Introduction

This policy has been produced to outline the approaches the school will take to managing risks and in ensuring that risks are measured, calculated and as low as possible both whilst in and out of school.

## School Site

The Governing Body ensures that regular Premises, Environment and Health & Safety Committee meetings take place to carry out learning walks, review risk assessments and ensure that the school building and grounds are well maintained.

The school has strong links with the Local Authority and receives support from the Health and Safety Service as well as Buildings Services to ensure that the fabric of the building and grounds are maintained to ensure pupil and staff safety. These links are maintained through Service Level Agreements with each service area.

## Off-Site Visits

The school uses the Evolve System to risk assess visits that take place outside of the school site. Teachers complete these before they are reviewed by a Senior Leader, the Headteacher and in longer distance visits, the Local Authority Educational Visits Advisor. The Local Authority policy for Educational Visits has been adopted by the school.

The below table outlines risk assessment hazards and considerations teachers will make when planning off-site visits:

Hazards	Who might be harmed	Safety Measures: <i>Measures that are in place and/or will be taken to reduce the risk to a tolerable level</i>
Crossing roads/walking along pavements	Pupils Staff	<ul style="list-style-type: none"> <li>• Brief pupils of conduct expected of them when walking/crossing roads.</li> <li>• Ensure staff are placed at front, middle and rear of pupils.</li> <li>• Pupils to walk in pairs or single file.</li> <li>• Members of staff to choose safe place to cross roads (if not using recognised pedestrian crossing)</li> <li>• At least 1 member of staff to stand in road with pupils walking between.</li> <li>• Pupils to wear high visibility jackets</li> </ul>
Weather conditions	Pupils Staff	<ul style="list-style-type: none"> <li>• Check weather forecast prior to visit.</li> <li>• Brief pupils/parents of possible weather conditions prior to visit.</li> <li>• Ensure appropriate clothing/footwear is worn or taken bearing in mind Summer and Winter conditions.</li> <li>• Pupils to bring in their own sun cream (with a label) and staff to supervise.</li> <li>• Take spare clothes for pupils not suitably prepared.</li> <li>• Ensure emergency shelter is taken if in demanding environment.</li> </ul>



Trips, slips and falls	Pupils Staff	<ul style="list-style-type: none"> <li>• Ensure appropriate footwear is worn and shoelaces tied.</li> <li>• Brief pupils/staff of possible areas where trips, slips and falls may occur.</li> <li>• Ensure First Aid kit is carried by visit leader.</li> <li>• Ensure any medical conditions of pupils are disclosed prior to visit.</li> </ul>
Transport to and from venues	Pupils Staff	<ul style="list-style-type: none"> <li>• Ensure recognised LA bus company is used.</li> <li>• Ensure seat belts are always worn and are checked by visit leader.</li> <li>• Ensure staff supervise the pupils as they enter and exit the bus/coach/mini bus.</li> <li>• Set of spare clothes to be carried on the bus.</li> <li>• Bucket/ sick bags/ wipes to be carries on the bus.</li> </ul>
Stranger danger	Pupils	<ul style="list-style-type: none"> <li>• Ensure pupils are made aware not to walk off with an unknown adult unless given specific instruction by visit leader.</li> <li>• Regular head counts.</li> <li>• Supervised at all times, including appropriate supervision when toileting.</li> </ul>
Accident/ emergency	Pupils Staff	<ul style="list-style-type: none"> <li>• Follow emergency procedure guidelines carried by visit leader.</li> <li>• Ensure suitable staff helper (in addition to visit leader) understands emergency procedure.</li> <li>• Brief pupils of what to do in an emergency and how to summon help.</li> </ul>
Getting lots/ separated from group (outdoor venues)	Pupils Staff	<ul style="list-style-type: none"> <li>• Regular headcounts.</li> <li>• Ensure pupils are to stay in small groups with a group leader.</li> <li>• Ensure staff accompany pupils at all times.</li> <li>• Brief pupils to stay put if lost or separated and to shout for attention.</li> <li>• Ensure all pupils know name of visit leader, staff and school/ establishment name</li> </ul>
Medical conditions	Pupils	<ul style="list-style-type: none"> <li>• Ensure medical conditions are disclosed prior to visit.</li> <li>• Ensure consent is given for staff member to administer medicine if required.</li> <li>• Ensure medicines, epi pens, inhalers, etc are carried by visit leader.</li> <li>• Ensure at least one staff member/adult volunteer knows how to administer medicine if required.</li> </ul>
Visiting toilets in public places	Pupils	<ul style="list-style-type: none"> <li>• A member of staff to check the toilets thoroughly before any uses the toilets.</li> <li>• Report any problems/issues immediately to the visit leader.</li> <li>• Ensure that a member of staff is always in the toilet area with the pupils.</li> </ul>
Woodland walk/ community woodland	Pupils Staff	<ul style="list-style-type: none"> <li>• Brief pupils and helpers of proposed route.</li> <li>• Brief pupils of appropriate behaviour, group leader to carry mobile phone and to phone school if need.</li> <li>• Ensure member of staff at front, middle and rear of pupils.</li> <li>• Ensure correct clothing and footwear is worn by all pupils and staff.</li> <li>• Ensure pupils stay with the group at all times.</li> <li>• Ensure medicines are carried by visit leader (if required).</li> <li>• Make sure First Aid kit is carried.</li> </ul>



Local community visits	Pupils Staff	<ul style="list-style-type: none"><li>• Brief pupils of appropriate behaviour, group leader to carry mobile phone and to phone school if need.</li><li>• Ensure pupils stay with the group at all times.</li><li>• Ensure staff ratios are adequate and group leaders know their pupils in the group.</li><li>• Regular headcounts.</li><li>• Ensure appropriate clothing is worn by pupils and staff.</li></ul>
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## Evaluation and Review

This policy will be reviewed by the Senior Management Team and Governing Body every 3 years.

