

Basic Risk Assessment for Local Area Walk / Town Trail

To be adapted as necessary by individual Group Leader



Name of School:		
Activity: Local Area Walk/Town Trail		
Date of latest revision:	Date of Activity:	
Revised by:	Class/Group:	
Number of adults:	Number of children:	
Hazards	Risk	Risk control measures
Distance from School	Need for emergency contact	<ul style="list-style-type: none"> • A mobile phone must be carried by member of staff leading the group. • Group leader must have list of all pupils on the trip with their emergency contacts • Ratio of adults to children to be at least 1:6 for under 5s, 1:8 for 5-8 yr olds and 1:10 for 8-12s (<i>Check current H & S policy guidelines</i>). • Route taken should be appropriate for age and ability of group and should be checked before group leaves school • Ensure group behaviour and supervision is acceptable and appropriate.
First Aid, children require prescribed medication	Minor injury or serious illness	<ul style="list-style-type: none"> • Member of staff carries first aid kit • Any prescribed medication e.g.inhalers, epipens, with child if usually responsible or designated member of staff
Rough, uneven ground	Slips, trips or falls	<ul style="list-style-type: none"> • Verbal warning of risk • Suitable footwear to be worn. • Ensure good behaviour and no running
Traffic	Death or major injury	<ul style="list-style-type: none"> • Verbal warning of risk • Supervise road/car park crossings by groups • Maintain clear sight lines at all road crossings • Use pedestrian crossings wherever possible • Leader at front plus back marker at all times • Walk in single file if narrow paths • High visibility vests to be worn by group members & staff
Contact with Dogs	Minor/ major injury/ death	<ul style="list-style-type: none"> • Health and safety briefing to include importance of not approaching dogs • Verbal reminders of risk
Extreme weather conditions	Sunstroke/ sunburn/ dehydration	<ul style="list-style-type: none"> • Ensure group have access to fluids and drink breaks • Avoid prolonged exposure to sun • Ensure pre visit information includes importance of wearing hats and sunscreen and promote the application of it during the day • Modify/ shorten session as necessary

Extreme weather conditions	Hypothermia	<ul style="list-style-type: none"> • Ensure pre visit information includes information about importance of warm layers of clothing • Modify/ shorten or consider cancelling activities in bad weather • Provide extra clothing as necessary • Be aware of the level of comfort in the group and avoid pro-longed periods of inactivity
General public	Physical/ verbal abuse/ abduction of children/	<ul style="list-style-type: none"> • Staff/ volunteers to be recognisable by logos on clothing • Regular headcounts • Staff to be vigilant - politely ask members of the public to leave work area if necessary • Front and back markers to be designated with each group • Attempt to de-escalate any potentially confrontational situation if safe to do so • Be prepared to remove group to alternative area if necessary • Follow serious incident procedures and notify police if appropriate
Separation of group member from group	Getting lost	<ul style="list-style-type: none"> • Regular headcounts • Guidelines given to children about what to do if separated • Ensure participants let leader know if they are leaving the group early • Clear boundaries for activities • Ensure good behaviour • In the event of unacceptable behaviour, consider shortening sessions • Leader at front plus back marker when moving between activities • Follow lost child procedure
Is lone working expected? No	Are any special groups at risk? Young children	
First Aid Cover		
Group leader	Signed	
Position		
Approved by	Signed	