



## Health & Safety

### Risk Assessment Form

Template Last Review: Connor Middleton, 09/05/2025 (Ongoing review)

<b>Destination/Trip:</b>			<b>Staff supervision ratio: Staff Students:</b> Maximum number of students per group: 16 Minimum number of staff per group: 2		
<b>Incident Reporting:</b> report incidents, including near-misses, are logged and reviewed to continually improve procedures: <a href="https://forms.gle/dQkDkrMpJqBUqHtf6">https://forms.gle/dQkDkrMpJqBUqHtf6</a>					
<b>Activity or Work Area:</b> Travelling to			<b>Assessor (print name and initial):</b>  Malgosia Konieczna, Connor Middleton, David Stephenson	<b>Date of Assessment:</b>	<b>Date for Review:</b> Ongoing/ Weekly/ Annually
HAZARD	HARM	PERSONS AT RISK	CONTROL MEASURES		RISK RATING L x S = R
Walking students to another location	Road traffic accident Losing students	sts	<ul style="list-style-type: none"><li>All staff must have all the necessary trip documents (this risk assessment, itinerary, group register)</li><li>Students have been reminded about school rules and expected behaviour during trips; go over the SKOLA rules-be safe, be kind, be ready.</li><li>Teachers/AL carry out regular headcounts.</li></ul>		2 x 3 = 6

			<ul style="list-style-type: none"> <li>• Students must follow directions from the teachers/AL.</li> <li>• A “buddy” system is introduced so students are always with someone. Never allow students to go anywhere alone.</li> <li>• Students walk in pairs, away from the edge of the pavement, at all times. If students do not walk in pairs or do not keep up, stop the group. One T/AL at the back and one at the front.</li> <li>1. FRONT TEACHER/AL - Do not let anyone pass you.</li> <li>2. BACK TEACHER/AL - Do not let any student behind, keep up the pace</li> <li>• <b>AT CROSSINGS:</b></li> <li>1. Front teacher/AL waits for ALL THE GROUP to be ready to cross.</li> <li>2. Front teacher/AL leads the group across the road.</li> <li>3. Back teacher/AL moves up the line to make sure the traffic doesn’t move and looks after students across the road.</li> </ul> <p><b>NO STUDENTS SHOULD CROSS ON THEIR OWN – EVER!!!!</b></p>	
Road accident	Collisions with cyclists	Sts, staff, general public	<ul style="list-style-type: none"> <li>• Students walk away from the curb, in pairs or, when the pavement is narrow, in a single file, with one teacher at the front and one at the back (3rd teacher in the middle)</li> <li>• Students cross roads, including cycle paths, only when green light is on</li> <li>• In parks, squares or other locations where cyclists can be encountered, students walk in pairs or, if need be, in a single file</li> <li>• The front teachers aware of cyclists in front of the group, which can be stopped if cyclists take up the whole walking space or cycling unsafely</li> </ul>	2 x 3 = 6

Travelling by bus/Tube/ other forms of public transport	Getting lost	sts	<ul style="list-style-type: none"> <li>• All staff must have all the necessary trip documents (as outlined above in the Important Note)</li> <li>• A staff member holds the tube tickets for the students until arriving at the station.</li> <li>• It will be decided in advance how to manage entering and exiting stations – some stations will allow a group to pass through easily, whereas others require tickets to be put through the machines.</li> <li>• Students have been reminded about school rules and expected behaviour during trips; go over the SKOLA rules-be safe, be kind, be ready.</li> <li>• When travelling as a group, guidelines are followed for Walking with a group (above)</li> <li>• Teachers/AL carry out regular headcounts</li> <li>• Stand on the right of the escalator - tube stations.</li> <li>• Students stand by the wall on platforms, before getting on and off trains.</li> <li>• Get into 1 carriage through 2 doors (T and AL separately, each with a smaller group); leave in the same manner</li> <li>• Students stay in 1 carriage throughout the journey</li> <li>• FRONT TEACHER/AL - Do not let anyone pass you.</li> <li>• BACK TEACHER/AL - Do not let any student behind, keep up the pace</li> <li>• A “buddy” system is introduced so students are always with someone</li> <li>• Pay attention to the group movements during the whole time on the underground as it is very easy to get lost in busy times.</li> </ul>	3 x 2 = 6
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			<ul style="list-style-type: none"> <li>• Tell students they can approach a London Underground staff member for help and to call the school.</li> <li>• Remind the students about polite behaviour: they should give their seat to elderly people and pregnant women.</li> <li>• Stop the group as soon as you realise that a student has gone missing</li> <li>• Try to contact the student, you can call the school and a member of the management team will contact the student and advise them what to do</li> <li>• There are four scenarios: <ul style="list-style-type: none"> <li>→ If a student gets on the tube alone and the group gets left behind with two staff members, that student gets off at the next stop and waits in the spot directly opposite the tube door. The group then catches the next train and gets off at the next stop too, and resumes travelling together, after going over the rules.</li> <li>→ If a student is left behind with no staff members, he/she should wait for a staff member to pick him/her up; that student should remain in the same place on the platform. They rejoin the group at the next stop, and the teacher goes over the rules before resuming the journey.</li> <li>→ If a student gets separated from the group but is with one staff member, they travel to the next stop and get off, while the group gets off at the next stop and waits; the group gets together and the teacher goes over the rules before continuing the journey.</li> <li>→ Tell students what to do if they miss their stop: <ul style="list-style-type: none"> <li>• get off at the next stop</li> </ul> </li> </ul> </li> </ul>	
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			<ul style="list-style-type: none"> <li>• wait for a SKOLA staff member to pick you up</li> <li>• on the platform,</li> <li>• around the place where you got off,</li> <li>• away from the edge of the platform.</li> </ul>	
Being separated from main group /students getting lost	Getting lost, abduction	sts	<ul style="list-style-type: none"> <li>• The group will stay together – students are informed of this during class briefing. A group could be divided into two smaller ones at the venue and supervised by T/AL.</li> <li>• Students have been reminded about school rules and expected behaviour during trips; go over the SKOLA rules-be safe, be kind, be ready.</li> <li>• Students are given instructions what to do if they become lost or separated from the group, meeting at a pre-arranged location, etc.</li> <li>• Teachers/AL carry out regular headcounts as well as carry a class register.</li> <li>• Emergency meeting point allocated.</li> <li>• Students must follow directions from the teachers/AL.</li> <li>• Never allow students to go anywhere alone.</li> <li>• Students advised on the appropriateness of speaking to strangers and to avoid potential conflict or anyone they are uncertain of. Teachers/AL monitor any student interactions with the public.</li> <li>• If a student is lost, the class teacher advises the school - the Designated Safeguarding Lead- Connor Middleton as well as the DoS.</li> <li>• A “buddy” system is introduced so students are always with someone.</li> </ul>	2 x 3 = 6

			<ul style="list-style-type: none"> <li>Students advised of safety procedures in place if they get lost- they are aware of the emergency phone number (written in their BLUE BOOKS)</li> <li>Students are advised to seek police help if they cannot contact School or the teachers/AL.</li> </ul>	
Accidents, injuries caused by animals	Bites, scratches	sts	<ul style="list-style-type: none"> <li>Students are instructed not to approach any animals such as birds, cats, dogs etc.</li> <li>Students walk away from ponds, lakes, streams, etc.</li> <li>Teachers aware of any such animal in the vicinity; teachers can stop the group to let a pack of dogs pass</li> </ul>	$2 \times 3 = 6$
Falling into water	drowning, leptospirosis, Injury due to hazards under water	sts	<ul style="list-style-type: none"> <li>teachers to supervise students at all times; frequent headcounts</li> <li>Warning notices displayed on the rare occasions when the water surface is covered in weed, which can lead to the illusion of grass in the eyes of small children</li> <li>Life-saving equipment is provided at some sites</li> <li>Students walk away from the edge of a canal, pond, etc.</li> </ul>	$2 \times 4 = 8$
Students are not familiar with the site	Getting lost	sts	<ul style="list-style-type: none"> <li>Teachers and Activity Leaders wear SKOLA Branded T-shirts for visibility.</li> <li>Assemble groups together on arrival.</li> <li>Students have been reminded about school rules and expected behaviour during trips; go over the SKOLA rules- be safe, be kind, be ready.</li> <li>Complete headcount.</li> <li>The emergency meeting point will be decided upon arrival;</li> <li>Inform your students:               <ol style="list-style-type: none"> <li>where the emergency meeting point is</li> </ol> </li> </ul>	$3 \times 2 = 6$

			<p>2. where the toilets are</p> <ul style="list-style-type: none"> <li>• Ensure the students have a map of the venue (where possible).</li> <li>• Remind your students about the gift-shop agreement (which could be visited at the end of the trip, where appropriate)</li> </ul>	
Approach by strangers	Student injury, abduction.	sts	<ul style="list-style-type: none"> <li>• Students are told not to engage with strangers, especially those displaying erratic behaviour.</li> <li>• Students are to report to class teacher/AL if approached by a stranger.</li> <li>• Teachers/AL to watch students for unwanted attention from members of the public or for anti-social behaviour towards the public and each other.</li> </ul>	$1 \times 4 = 4$
Weather	Sunburn, cold	sts, staff	<ul style="list-style-type: none"> <li>• Lead teacher to be aware of changing conditions and the impact it may have on the activity and participants, a "Plan B" should be considered in case of adverse weather conditions.</li> <li>• Students bring bottles of water, sun tan lotion, hats and other forms of sun protection, waterproofs and adaptable clothing for changing weather conditions.</li> <li>• Students are advised to check the weather forecast before coming to the course each day.</li> <li>• Appropriate footwear and clothing are brought to each day.</li> </ul>	$2 \times 2 = 4$
Student behaviour	Injury	sts	<ul style="list-style-type: none"> <li>• Student behaviour is monitored at all times</li> <li>• Students have been reminded about school rules and expected behaviour during trips; go over the SKOLA rules-be safe, be kind, be ready.</li> <li>• If a teacher/AL feels that student behaviour may put that student or others in the group at risk, that student then stays with the teacher/AL at all times.</li> </ul>	$3 \times 2 = 6$

			<ul style="list-style-type: none"> <li>Students are reminded that they will be accompanied back to school should it become necessary to do so.</li> <li>Any dangerous or illegal behaviour can potentially result in dismissal from the course.</li> <li>Teachers are to keep a record of behaviour/incident and fill in an incident report upon return.</li> <li>Police to be contacted if necessary.</li> <li>Report any incidents to the DoS as well as the Designated Safeguarding Leads- Connor Middleton (RP) / David Stephenson (GG)</li> </ul>	
Civil/ Public Unrest	Injury/ abduction/ arrest	sts/staff	<ul style="list-style-type: none"> <li>Teachers keep updated with local news and avoid any potential flashpoints.</li> <li>Teachers carry out ongoing assessment of the local situation.</li> <li>In cases of London-wide unrest/disruption, teachers bring groups back to school and remain in the vicinity of school.</li> <li>If unsafe to move within the area or travel by public transport or the tube is shut down, take sts to a nearby hotel, as indicated by a trip coordinator (and on the map)</li> </ul>	$1 \times 3 = 3$
Students being sick during the journey / travel sickness	sickness	sts	<ul style="list-style-type: none"> <li>For travel sickness, identify potential sufferers to be seated appropriately and to have taken travel sickness medication before journey if required.</li> </ul>	$2 \times 2 = 4$
Student or teacher Injury	injury	Sts/staff	<ul style="list-style-type: none"> <li>Risk assessment put in place to reduce the need for any harm to come to students and teachers.</li> <li>If a student is injured during the trip, a first aider will attend to that injury.</li> </ul>	$2 \times 5 = 10$



			<ul style="list-style-type: none"> <li>• A first aid kit is available for minor injuries which will be kept with a first aider at all times.</li> <li>• In an emergency, 999 will be called while the other teacher/AL cares for the children in a safe place; Connor Middleton, the Designated Safeguarding Lead (RP)/ David Stephenson (GG) will be contacted.</li> </ul>	
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**Likelihood:**

**Risk Rating:**

**Severity:**

1	Improbable
2	Remote
3	Possible
4	Probable
5	Very likely to occur

Numerical value	Risk Rating	Action
1 - 9	Low	No further action needed
10 – 15	Medium	Action needed soon
16 - 25	High	Immediate action needed

1	No injury
2	Minor injury – first aid only
3	Three day or over injury
4	Major injury
5	Fatal injury

Risk rating is calculated by multiplying the likelihood by the severity: e.g. a possible chance of an accident resulting in a major injury = 3 x 4 = 12, therefore, a medium risk – action needed soon - to reduce the risk to as low as is reasonably practicable

**Read by:**