



Risk Assessment Document for School Trips

Date of assessment:
Assessed by:
Areas Assessed:

Hazard	What should be done?	Date removed/minimised
Adequate supervision	Adult/children ratios should be minimum of <u>three</u> adults and meet guidance. Children and helpers should have full instructions on behaviour/safety procedures before leaving school.	These hazards will always exist on school trips.
Travelling safely	Children should be told expected behaviour prior to trip - include: quiet, in pairs if possible, line up near to wall etc., furthest from road and instructions if they get lost.	“
Danger from nearby cars, pedestrians etc.	Pupils instructed to be quiet, walk to keep up and look where they are going. Pupils stand, walk and wait well back from roadside. Walk inside street lamps etc. Asked to stand aside for pedestrians and always stay with group. Staff / helpers front, rear and middle of line,	“

Walking on a busy pavement	Keep together, stand aside when necessary and quickly catch up without running. Teacher in charge to gauge individual situations and issue instructions as necessary. Children should always be quiet enough to hear instructions.	“
Hazard	What should be done?	Date removed/minimised
Crossing road safely	Teacher to stand in road to ensure clear way. Children to wait in orderly line until signalled to cross. Children at front must be instructed where to wait after crossing in order that T in C can catch up. With long line, staff/helpers may swap position in road centre but one person must always remain until line has crossed. Children instructed to cross in front of staff member.	These hazards will always exist on school trips.
Travelling by coach	Staff must count children on and off coach. Children must be secured by seat belts and instructed to remain in seats with belts on at all times. Children must be quiet enough at all times to hear instruction and not distract driver. Stairs should be mounted and descended when the vehicle is stationary. Children should not sit in the front two seats of the coach.	“
Travelling by bus	Staff must count children on and off the bus. Children must be counted when leaving school and at regular intervals during trip/visit. Children instructed to sit if possible or stand near staff and hold on tightly to railings, be quiet enough at all times to hear instructions and not distract the driver. Stairs should be mounted and descended only when the vehicle is stationary.	“

Hazard	What should be done?	Date removed/minimised
Travelling by train or tube	<p>All adults must be briefed as to the expectations – they are responsible for getting all the children in their group on the train/tube. The adult responsible for each group must get into the carriage after their group; ie: children are in front of them. The teacher in charge is the last person to get onto the train. All children must be counted on and off.</p> <p>If the class enter a tube/train station and a train is there no one should start to board until the whole class has arrived into the station and is ready. Classes must stay together on one train. Where it is not possible to get all the children into one carriage there must be an adult in the carriage. Children must sit down if seats are available. If standing they must hold onto rail.</p> <p>When waiting at the station children must stand behind the yellow line on the platform.</p>	These hazards will always exist on school trips.
Losing children	<p>Children should be counted regularly.</p> <p>Children must know who their group leader is and have an agreed meet-up point should a pupil get separated. Children should wear school uniform. If a child is lost on the journey they should remain where they are and the adult should return to find them.</p>	“
Accident / Emergency	<p>Staff should always have mobile phones and they should each have each others number. Minimum adult number for any trip is <u>three</u>, one to stay with casualty, one to get help and one to supervise other pupils.</p>	“
Groups splitting up	<p>Adults in charge of groups on their own away from the trip leader should if possible be paired up with another adult, until then they should remain in visual proximity.</p>	“

Any additional areas not considered above:		

Trip destination:
Method of transport:
Date of trip:
Accompanying adults:
Teacher in charge:
Risk assessment checked by: