

RISK ASSESSMENTS

- ◆ A Risk Assessment identifies hazards that may cause harm and then identifies the control measures that will reduce the risk to acceptable levels.
- ◆ Risk Assessments are a legal requirement and should be recorded and reviewed
- ◆ Risk Assessments illustrate good practice forethought planning and collective expertise. They are most effective when discussed with colleagues before writing and during recording.
- ◆ Generic Risk Assessments must be used in conjunction with Site Specific Risk Assessments and the Authority's Health and Safety Policy document. The Visit Leader should then ensure that those Risk Assessments are appropriate, or should make any necessary additions or changes. The dated signature by the Visit Leader confirms that all staff/adults on the visit have read, understood and adopted the written Risk Assessment.

The Risk Assessment process must be seen as 'on-going' and 'dynamic'.
In other words, professional judgements and decisions regarding safety will need to be made during the activity. If the control measures aren't sufficient, the activity must not proceed.

There are 6 Key areas identified where potential hazards may occur.

People

1. Type of Group
2. Staffing

Context

3. Equipment
4. Venue/Environment

Organisation

5. Travel
6. Emergency Procedures

These are the areas that must be reviewed before final approval is granted.

All Type A and B visits have potential hazards and risk to staff and pupils, therefore the control measures identified should be sufficient to reduce the risk to acceptable levels. If the control measures aren't sufficient, consideration must be given to absolute 'cut off criteria' and the activity must not proceed. In addition there must always be an alternative activity (Plan B), prepared and risk assessed. The control measures identified on a form are the written evidence that the six key areas above have been considered.

RISK ASSESSMENT FOR EDUCATIONAL VISITS			
School/Youth Group:		Venue:Date.....	
District/School no:/.....		Activity:	
ASPECTS TO CONSIDER (List only actual hazards)	WHO IS AFFECTED ?	CONTROL MEASURES	Risk Rating with control measures
6 Key areas are identified below where potential hazards may occur. These are the areas that must be reviewed before final approval is granted.	Pupils (P) Staff (S) Visitors (V)	Written evidence that the six key areas have been considered	Low (L) Moderate(M) High (H)
PEOPLE			
1 Type of Group:			
2 Staffing:			
CONTEXT			
3 Equipment:			

RISK RATING GUIDE

Below is a simple optional guide to help risk assessors determine the risk rating of each hazard identified. This guide is intended to help you and to try and implement/maintain some consistency between establishments and individuals when assessing risks; it is not meant to be a burden which confuses you and complicates matters.

A Risk Assessment must be ‘**Suitable and Sufficient**’. That is to say:

- ◆ It should identify the risks arising in connection with the activity.
- ◆ The level of detail included should be proportionate to the risk.
- ◆ It must consider all those who might be affected i.e. staff, pupils, other instructors etc.
- ◆ It should be appropriate to the activity and should identify the period of time for which it is likely to remain valid.
- ◆ It should enable management to determine the level of control measures necessary

Risk Rating = Likelihood X Severity

Likelihood:		Severity:		Risk Level Matrix:		Key					
1	Improbable	1	No or trivial injury/illness	L i k e l i h o o d	5	10	15	20	25	Insignificant	
2	Unlikely	2	Minor Injury/Illness		4	8	12	16	20		Low
3	Even Chance	3	3+ Days Lost Time Injury/Illness		3	6	9	12	15		
4	Likely	4	Major Injury/Severe Incapacity		2	4	6	8	10		High
5	Almost Certain	5	Death(s)		1	2	3	4	5		
				Severity							