



Gulf British Academy

Risk Assessment Policy

School Trips

Introduction

This policy outlines the definition, guidelines and expectations for risk assessments for school trips outside of school.

All members of staff will be provided with a copy of this policy and it is the responsibility of all members of staff to make sure the policy is adhered to and enforced.

Objectives

1. To ensure that major risks are identified and managed to promote children's welfare around the school.
2. To ensure that suitable and sufficient risk assessments are undertaken for outdoor activities where there is likely to be significant risk.
3. That identified control measures are implemented to control risk so far as reasonably practicable.
4. That those affected by school activities have received suitable information on what to do.
5. That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
6. To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

What are Risk Assessments?

A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people and the environment so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

A risk assessment is an important step in protecting staff, pupils, visitors and contractors on school trips.

It assists staff in focussing on the risks within their department, activities and the work they undertake. In many instances, straightforward measures can readily control risks; for example ensuring staff have sufficient information when they are offsite, or are sufficiently trained in First Aid and equipped with a First Aid kit.

Risk assessments will take into account:

- **Hazards** - things with the potential to cause harm (e.g. fire).
- **The probability (or likelihood) of the hazard occurring** (e.g. a lit cigarette disposed of in a waste paper basket will cause a fire).
- **An assessment of the severity of the outcome** (e.g. loss of life, destruction of property).
- **Risk control measures** - the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

How do I carry out a Risk Assessment?

The Risk Assessment process will normally consist of the following steps:

1. Identify the potential hazards
2. Decide who might be harmed and how this might occur
3. Evaluate the severity of the outcome of an event
4. Identify and describe the control measures and procedures put in place to mitigate the risk to an acceptably low level
5. Ensure all those with responsibility for the trip are aware of the risks
6. Review the assessment regularly and update as necessary

Risk Assessments are to be reviewed on the following occasions:

1. When there are changes to the activity
2. After a near miss or accident
3. When there are changes to the type or number of people involved in the activity
4. When there are changes in good practice
5. When there is a change in personnel responsible for the Risk Assessment
6. When there are legislative changes
7. Annually if for no other reason

Risk assessment forms can be found in the G Drive under 'useful documents' and look like the example below:



Place of visit:
Date:
Year Group:

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RISK RATING

Reviewed: September 2019
 To be reviewed: Annually by September
 Responsibility: KS2 Coordinator