

**Risk assessment and risk management record**

Off-site activities and educational visits

**Outdoor Education, PE and Sport Service**

**Establishment** South Baddesley CE Primary School

**Leader** Sue Whitehead

**Location** South Baddesley school

**Other staff:**

Elaine Williams,  
Sarah Wilson  
and Anne Moir

**Group size**

19

**Ratio**

2:19/ 4:19  
Adventure  
Golf

**Benefits** (aims, objectives, intended outcomes...)

- Children will experience a night away from home prior to the year 6 residential.
- Children will experience camping in tents.
- Children will develop skills of independence and resilience.
- Children will work as a team.

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
Site and its environment	risk rating		outcome
• Large open space.	M	• Children are familiar with the site and access will be restricted to certain areas of the site.	
• Limited lighting in the dark.	H	• Children and adults will be encouraged to bring torches. The school will light a pathway between the tents and hall (toilets). Hall lights left on all night.	L
• Unknown night time wildlife.	M	• Landline accessible from hall. Emergency contacts (staff) at home are aware that children and staff are on site.	L
• Remote spot with poor mobile signal.	H	• Perimeter will be checked regularly throughout the evening and before bedtime. Tents will be placed together in far end of field.	L
• Enclosed perimeter but with low gates.	H	• Staff will be on duty (watch) 10.30- 12.30am/ 6am onwards. Staff tent in tent circle and identified with a flag. All children to be made aware of staff tent.	L

<p><b>Group</b></p> <ul style="list-style-type: none"> <li>• Some pupils have SEND.</li> <li>• Risk of covid transmission.</li> <li>• Children excited about overnight stay; some may feel nervous.</li> <li>•</li> </ul>	<p>H M M</p>	<ul style="list-style-type: none"> <li>• Individual plans in place for pupils with SEND that may impact on their own and others safety and enjoyment. Option to go home at the end of the evening available if necessary. L</li> <li>• Children are in consistent class bubbles, children will maintain effective handwashing, shared equipment will be washed and children will not be on site if have covid symptoms. If a child becomes unwell, they will be immediately isolated and sent home. Shared spaces will be cleaned. All staff will take a lateral flow test before camping on field. (Further detail of school's control measures can be found in the school covid 19 RA)</li> <li>• Children will sleep in groups of 4 or 5. These groups will be single sex. Teachers to allocate tents to children. L</li> <li>• Children will be given time to prepare and plan for the event in order to ask questions prior to the experience. Additional 1;1 support will be provided for any children who are nervous and strategies shared with parents. L</li> <li>•</li> </ul>
<p><b>Leader and activity arrangements</b></p> <ul style="list-style-type: none"> <li>• Staff duties to include: minibus driving, cooking and organisation of games. Some light cleaning duties. L</li> <li>• Range of prior experiences. L</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<p>L L</p>	<ul style="list-style-type: none"> <li>• Staff will share duties on a prepared rota/ itinerary. L</li> <li>• One staff member is First Aid trained, two staff members have completed camping training. Risk assessment and itinerary is overseen by senior staff members. DSL available until 9pm in person and then by telephone between 9pm and 7.30am L</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<p><b>Transport</b></p> <ul style="list-style-type: none"> <li>• School's minibus between Adventure Golf and school.</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>• Drivers are MIDAS trained. Drivers to follow school's code of conduct for travelling on the school minibus and behaviour policy.</li> </ul>

<p><b>Generic/mandatory risk assessment, used and acknowledged</b></p> <p>1 Council – risk assessments/guidance used</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
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2 Establishment – risk assessments/guidance used

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- Alternative plans (Plan 'B'/Plan 'C')

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**Emergency contacts – take the emergency action cards with you!    Group details – ensure you have full details close to hand.**

**Ongoing risk assessment**

- 1 **Apply the control measures**
- 2 **Monitor how effective they are**
- 3 **Change, adapt, revise as required**

**Examples**

- monitor the weather
- monitor water/river levels
- monitor traffic on road
- monitor conditions underfoot

- monitor group and leaders response and motivation
- monitor behaviour
- assess group risk awareness in different environments
- monitor the response of your supporting adults

**Completed:**

Date -----

**Signed:**

Group leader -----

Head of establishment  
or EVC -----