

# Educational Visits

## Specific Risk Assessment: Example School Trip Class X 2017

<b>Name of Trip:</b> Class 5 Olympics Trip to Michael Hall	<b>Date(s) of Trip:</b> (from and to) 28.06. – 01.07.2017	<b>Group Leader:</b> Denise Jones (Class 5 Teacher)	<b>Deputy Leader:</b> Ashleigh Hill (Games Teacher)
<b>Nature of Trip:</b> <input type="checkbox"/> Day Trip <input checked="" type="checkbox"/> Overnight UK <input type="checkbox"/> Overnight Overseas			

<b>Class/Group:</b> Class 5	<b>Number of Children:</b> 15	<b>Female:</b> 7	<b>Male:</b> 8	<b>Age range:</b> 11-12
<b>Adults Attending:</b>	<b>Number of Adults:</b> 6	<b>Female:</b> 2	<b>Male:</b> 4	

Role	Name	Qualifications	Mobile	Volunteer?	DBS #
Group Leader	Denise Jones	Class Teacher	07777 777777	No	Yes
Deputy Leader	Ashleigh Hill	Games Teacher		No	Yes
First Aider	Andrew Venning	Medical Doctor		Yes	Yes
Cook	Justine Fitton-Patel	Chef (no certificate available)	08888 888888	Yes	Yes
Fire Marshall	Marcus Link	Level 2	09999 999999	No	Yes
Camp Master	Mark Drewell	-		Yes	Yes

<b>Resume Completed:</b> Yes	<b>Risk Assessment(s):</b> Yes	<b>Parental Consent:</b> Completed	<b>Trip Info to Parents:</b> 23.06.2017
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All adults except the cook take responsibility for a group children to ensure that each child is cared for appropriately.

Adult Name 1	Adult Name 2	Adult Name 3	Adult Name 4	Adult Name 4
Pupil Name	Pupil Name	Pupil Name	Pupil Name	Pupil Name
Pupil Name	Pupil Name	Pupil Name	Pupil Name	Pupil Name
Pupil Name	Pupil Name	Pupil Name	Pupil Name	Pupil Name

### Description of Trip:

We will be travelling by car to the Michael Hall Steiner Waldorf School in Forest Row, East Sussex to participate in the Olympics event. The camp ends at Michael Hall from where children return with their parents or arranged lifts to their homes.

For many years, Michael Hall has hosted a traditional-style Greek Olympics for Class 5 Steiner Waldorf pupils (age 11) from around the UK. This three-day event takes place towards the end of the summer term. About 400 participants from around 20 schools attend. More recently European schools have also attended.

For more information about Michael Hall and the Class 5 Olympics including many photographs of past Olympiads visit the Michael Hall website here:

<http://www.michaelhall.co.uk/class-5-olympics>

**Educational Purpose(s):**

The Class 5 curriculum studies ancient Greece, and the Olympic event celebrates this particular time of childhood. At around the age of 10-11, children have a gracefulness and balance of weight in their movements. The lightness of the young child and the beginnings of the strength and weight they will have as teenagers are now evident. This relates directly to the philosophy of the Greek athlete who strove to strike a balance between the spiritual path (lightness) and physical attainment (weight).

One of the main aspects of the three days is the camp. Each school prepares its own camp and is allocated a campsite within the grounds of the school. Michael Hall are fortunate to have ideal fields and woods for many classes to camp in. Where possible, the pupils have an authentic experience of camping including carrying equipment, cooking meals, cleaning up, and digging latrines!

**Main Activities:**

- Travel in convoy of private vans plus one trailer from SDSS car park to Michael Hall in Forest Row
- An authentic experience of camping including carrying equipment, cooking meals, cleaning up, and digging latrines
- Sleeping in tents
- Cooking and preparing food
- Use of toilet DIY latrine toilet facilities
- 2-day training practice for Olympic disciplines: Practicing and rehearsing for a traditional-style Greek Olympics event including running, mini-marathon, relay races, long jump, high jump, discus, javelin, wrestling and poetry recitals.
- 1-day Olympics event
- Parents join the event on Friday night when they do not interact with children and sleep in separate camp
- Children return home in private vehicles, kit is returned in private minibuses/vans

**Nature of Accommodation (if applicable):**

Camping in a standing camp within the extensive fields with latrines which will be dug and a field kitchen. All other schools will also be accommodated in their own camp. However, the grounds at Michael Hall are so extensive that the groups are entirely separate.

**Back-up Plan:**

It is assumed that if the trip cannot take place, you will remain at school. What will happen if the trip is interrupted early? Describe how you would transport pupils away safely, contact parents and the school and pay for unexpected demands.

- The basic assumption for any back-up plan is that if the trip is cancelled or if ended early, you and your group will return back to school
- Keep safe all documents and monies.
- Let the deputy leader, and others if necessary, know where they are.

<b>Departure:</b>			<b>Return:</b>		
<b>Time:</b> 8am	<b>Day:</b> Wed	<b>Date:</b> 28/06/17	<b>Time:</b> after 4pm	<b>Day:</b> Sat	<b>Date:</b> 01/07/17
<b>Location:</b> South Devon Steiner School			<b>Location:</b> Michael Hall School Grounds SDSS Class 5 Camp		

## Resume of Consents and Requirements for Participating Children

Please note: This Resume must be used in conjunctions with Educational Visits Parental Consent Form									
Name of child	Med con.	Give Meds	Ongoing	Dietry	Allergic	E.M.T	Vaccinate	Swim	Open water
[REDACTED]	N	N	N	N	N	Y	N	Y	Y
[REDACTED]	N	N	N	N	N	Y	N	Y	Y
[REDACTED]	N	N	N	N	N	Y	Y	Y	Y
[REDACTED]	N	N	N	Y - Vegetarian	N	Y	N	Y	Y
[REDACTED]	N	N	N	Y - Vegetarian	N	Y	N	Y	Y
[REDACTED]	N	N	N	N	N	Y	Y	Y	Y
[REDACTED]	N	N	N	Y - Vegetarian	N	Y	N - Consult first	Y	Y
[REDACTED]	N	N	N	Y - Vegetarian	N	Y	N	Y	Y
[REDACTED]	N	N	N	N	N	Y	N	Y	Y
[REDACTED]	N	N	N	N	N	Y	N	Y	Y
[REDACTED]	Pulmonary Stenosis*	N	Y	Y - Vegetarian	N	Y	N	Y	Y
[REDACTED]	N	N	N	Y - Vegetarian	N	Y	N	Y	Y
[REDACTED]	-	-	-	-	-	-	-	-	-
[REDACTED]	N	N	N	Y - Vegetarian	N	Y	Y	Y	Y
[REDACTED]	N	N	N	N	N	Y	Y	Y	Y
[REDACTED]	N	N	N	N	N	Y	N	Y	Y

\* Additional information on this condition provided separately which is relevant only to a general anaesthetic situation.

Key	
E.M.T = Emergency Medical Treatment	No Issue
GF = Gluten Free	Specific
DF = Dairy Free	Be Aware

# Making Sense of Risk Ratings

- **Risks:**  
Injury/ (Disabling or fatal) Injury/ Death/ Illness/ Drowning/ Falls/ Burns/ Scalds/ Hypothermia/ Disease/ Abduction/ Abuse/ Separation from group/ Exposure/ Cold injury/ Heat injury
- **Persons at risk:**  
Pupils, staff/ members of the public/ other children/ other young people/ other people at the venue/ all
- **Residual risk rating:**  
Low/ Medium/ High

Potential Severity of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days absence)
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work

Likelihood of Harm	Meaning
High (frequent)	Occurs repeatedly / event only to be expected.
Medium (possible)	Moderate chance/could occur sometimes.
Low (unlikely)	Not likely to occur.

RESIDUAL RISK RATING	ACTION REQUIRED
<b>VERY HIGH: Strong likelihood of fatality / serious injury occurring</b> → Likely fatal/ major injury	<b>The activity must not take place at all.</b> Action <b>MUST</b> be taken as soon as possible to reduce the risk and before activity can continue.
<b>HIGH: Possibility of fatality/serious injury occurring</b> → Possible fatal/major injury, likely serious injury	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Officer.
<b>MEDIUM: Possibility of significant injury or over 7-day absence occurring</b> → Improbable fatality/major injury, possible serious injury, likely minor injury	Implement all additional precautions that are not unreasonably costly or troublesome. If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW: Possibility of minor injury only</b> → Improbable serious injury or possible minor injury	Implement any additional precautions that are not unreasonably costly or troublesome.
<b>No significant risk</b> → Improbable Minor Injury	No further action required. The risk is no more than is to be encountered in normal everyday life and is, therefore, regarded as being acceptable.

# Planning Before the Trip

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Exposure to weather.	Cold injury, heat injury, over-exposure to sun.	Pupils and staff.	Consider possible weather conditions and plan appropriate programme, clothing and equipment. Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. Daily weather forecast obtained and plans adjusted accordingly.	Provide clear information about suitable clothing and equipment to pupils and parents.	Low
Pupil lost or separated from group, inadequate supervision.	Injury, death.	Pupils.	<ul style="list-style-type: none"> <li>• Ensure supervising staff competent and understand their roles.</li> <li>• Sufficient supervision</li> <li>• Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).</li> <li>• Discuss itinerary and arrangements with pupils.</li> <li>• Briefing to all on what to do if separated from group.</li> <li>• Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</li> </ul>	Plan supervision before visit and brief staff and pupils.	Low
Illness or injury.	Illness, injury.	Pupils, staff.	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> aid cover accessible and appropriate</li> <li>• Leaders know how to call emergency services.</li> <li>• Pupils and parents are reminded to bring individual medication and this is securely kept.</li> <li>• First aid and travel sickness equipment carried.</li> <li>• Mobile phones carried if available.</li> <li>• Emergency contacts arranged</li> </ul>	Check first aid certificates current. Medication brought by pupils.	Low
Special needs of specific pupils – medical, behavioural, educational.	Illness, injury.	Pupils	<ul style="list-style-type: none"> <li>• Obtain information from parents</li> <li>• Take advice from Learning Support if appropriate</li> <li>• Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary.</li> </ul>	Use parental consent form. Prepare pupil resume.	Low
Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic	Injury, death.	Pupils	<ul style="list-style-type: none"> <li>• Check location as suitable for this mode of supervision.</li> <li>• Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised).</li> <li>• Clear guidelines and emergency procedures set and understood.</li> <li>• Pupils remain in pairs or groups (buddy system – each responsible for named other).</li> </ul>	Included in information to parents.	Medium

sites, etc)			<ul style="list-style-type: none"> <li>• Rendezvous points and times set.</li> <li>• Pupils know how to contact staff.</li> <li>• Staff understand they are still responsible.</li> <li>• Parents informed and consent given.</li> </ul>		
Leader's own children.	Injury or death.	Pupils, other children, staff.	<p>If staff (teachers or volunteers') families join group, pupil supervision must not be compromised.</p> <ul style="list-style-type: none"> <li>• Staff children are similar age to group and supervised with pupils or separate supervision arranged.</li> </ul>	Consider before staffing agreed. Prepare pupil to adult allocation and adults agree.	Low

## Travel Arrangements to Michael Hall, East Sussex

- Coastal route in three private vehicles plus one trailer
- Including stop at beach in Bournemouth
- See printed map

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Use of private vehicles.	Injury, death, separated from group.	Pupils, staff, parents.	<ul style="list-style-type: none"> <li>• All use in compliance with Use of Private Vehicles Guidance (for parents) and Staff Vehicle Declaration (for paid staff).</li> <li>• Seatbelts worn at all times.</li> <li>• Care always taken in parking in suitable place for disembarkation.</li> <li>• Close supervision and head counts during any breaks in journey and getting in and out of bus.</li> </ul>	Send parents Use of Private Vehicles Guidance (parents) and Staff Vehicle Declaration (staff)	Low
Service station and other breaks in journey	Injury, death, left behind/ separated from group.	Pupils.	<ul style="list-style-type: none"> <li>• Brief pupils on: <ul style="list-style-type: none"> <li>♦ purpose and timings of stop.</li> <li>♦ how and where to contact staff.</li> </ul> </li> <li>• Remain in pairs or threes (buddy system – each responsible for named other)</li> <li>• Remind about moving traffic.</li> <li>• Careful head count before each departure.</li> </ul>		Low
Vehicle breakdown. Accident.	Injury, death.	Pupils, staff, parents.	<ul style="list-style-type: none"> <li>• Drive in convoy where possible</li> <li>• 60 mph max speed</li> <li>• Seatbelts worn at all times</li> <li>• First Aid kits carried across all vehicles</li> <li>• Hi Vis vests available in all vehicles</li> </ul>	Share "Educational Visits - Emergency Planning.pdf" document with drivers	Medium

			<ul style="list-style-type: none"> <li>• Mobile phone to call emergencies</li> <li>• Brief pupils about appropriate behaviour</li> </ul>		
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## Swimming at Bournemouth Beach

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Extreme weather, cold or sun/heat injury.	Cold injury/death.	Pupils, staff.	<ul style="list-style-type: none"> <li>• Consideration of forecast, use of suitable clothing and equipment, dry spare clothing and emergency equipment.</li> </ul>	<p>Pre-planning, equipment lists to group, kit checked before departure.</p> <p>Letter to parents sent.</p>	Low
Sea, waves, tides, rip tides, shelving beaches, underwater hazards, exit routes cut off by tides or high seas etc.	Drowning, injury	Pupils, staff.	<ul style="list-style-type: none"> <li>• Each venue must be visited and individually risk assessed by Teacher in Charge with advice from coast guards/other local 'experts', if necessary.</li> <li>• Weather forecast obtained and Teacher in Charge makes decision whether or not to proceed or adapt activity on basis of weather forecast and state of sea. alternative activities are available.</li> <li>• Paddling and swimming are not allowed except if organised according to policy and risk assessment.</li> </ul>	<p><b>Written specific risk assessment and/or operating procedure.</b></p> <p>Ongoing assessment by Teacher in Charge at start and during activity.</p>	Medium
Swimming in sea or other natural waters.	Drowning, injury.	Pupils, staff.	<ul style="list-style-type: none"> <li>♦ Preferably swim on life-guarded beaches.</li> <li>♦ Never allow impromptu swimming or paddling – always risk assess the proposed venue in advance for tides, currents, rocks, weeds, nature of bottom and sides.</li> <li>♦ Also assess ability of pupils. Only pupils with parental consent allowed to swim.</li> <li>♦ Arrange: <ul style="list-style-type: none"> <li>♦ safe area</li> <li>♦ signals for distress and recall</li> <li>♦ lifesaver and observers (one adult knee deep in the water all</li> </ul> </li> </ul>	<p><b>At least one adult member of the group to have visited the beach before:</b></p>	Medium

			<ul style="list-style-type: none"> <li>♦ other adults to stay out of water)</li> <li>♦ throwline</li> <li>♦ head counts</li> <li>♦ briefing of pupils and staff.</li> </ul>	<b>Andrew Venning.</b>	
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## Camping, Training and Olympics Event on Extensive Michael Hall School Grounds

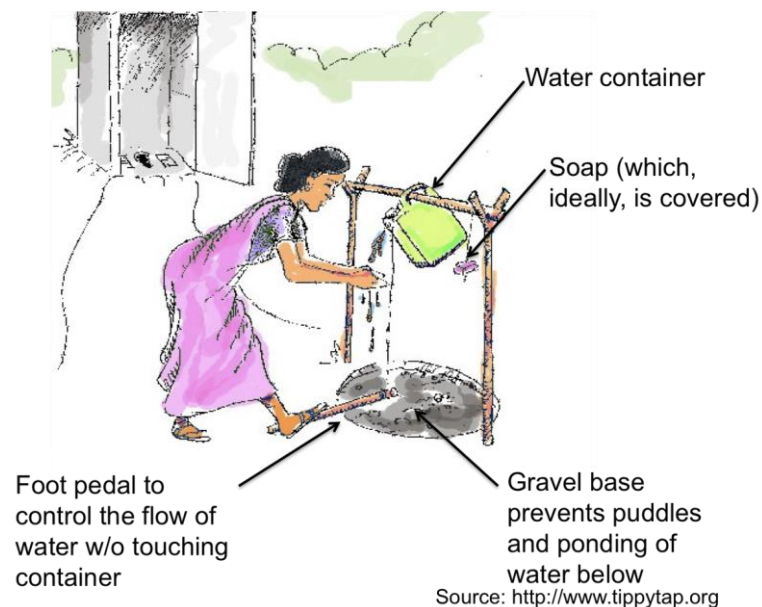
HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Extreme weather, cold or sun/heat injury.	Cold, injury/death.	Pupils, staff.	<ul style="list-style-type: none"> <li>• Seasonal (usually April – October) activity, consideration of forecast, use of suitable clothing and equipment, dry spare clothing and emergency equipment.</li> </ul>	Pre-planning, equipment lists to group, kit checked before departure.	Low
Hazards on site and immediate surrounds.	Drowning, falls, injury, death.	Pupils, staff.	<ul style="list-style-type: none"> <li>• Follow Michael Hall School rules at all times.</li> <li>• Appropriate supervision arranged.</li> <li>• Camp Master, First Aider and Cook are always available on camp with a mobile phone.</li> <li>• First Aid kit available.</li> <li>• Clear guidelines about behaviour and any hazards communicated to pupils on arrival and repeatedly during the day at meal times.</li> <li>• Pupils encouraged to be vigilant for strange behaviours, strangers and hazards.</li> </ul>	<p><b>Follow Michael Hall School rules received in advance.</b></p> <p>Ongoing assessment by Group Leader during camp.</p>	Medium
Site security – unauthorised entry by intruder or exit by pupil.	Death, injury.	Pupils, staff.	<ul style="list-style-type: none"> <li>• Michael Hall school is situated on a large but secure site.</li> <li>• Leaders sleep in tents close to pupils</li> <li>• Close supervision by experienced staff.</li> </ul>	Risks reduced but pupils and parents understand all risks cannot be eliminated.	Low
Equipment failure.	Injury	Pupils, staff.	<ul style="list-style-type: none"> <li>• Equipment used has been properly maintained and checked before use. Erected by competent staff.</li> <li>• All tents are set up on the grounds as preparation for staff and pupils</li> </ul>	23.06.2017 9:30am	Low
Fire, heat hazards.	Injury, burns, scalds, death.	Pupils, staff.	<ul style="list-style-type: none"> <li>• Cooking tent is isolated from sleeping tents by at least three times height of tent.</li> <li>• No smoking or naked flames in sleeping tents.</li> <li>• Fire procedure understood by all.</li> <li>• Fire extinguishers and fire blankets available. First aider trained in burn treatment.</li> </ul>	<ul style="list-style-type: none"> <li>• First aider is medical doctor (Andrew Venning)</li> </ul>	Low/medium



			<ul style="list-style-type: none"> <li>• Flammable fuel and equipment only used by trained competent staff.</li> <li>• Pupils only use lightweight cooking equipment under close supervision by training staff or passed as competent by qualified leader.</li> </ul>		
General Personal Hygiene	Illness	Pupils, staff	<ul style="list-style-type: none"> <li>• <b>Good practice followed.</b></li> <li>• Leaders using kitchen have attended Basic Food Hygiene training or, at minimum, understand and follow guidance provided.</li> <li>• Toilets are provided by way of latrines which will be dug by the pupils together with the adults on arrival.</li> <li>• Adequate hand washing facilities will be provided by way of a “tippy tap” – improvised water dispenser and soap facility suitable for camp.</li> <li>• Hands are always washed before handling food.</li> </ul>		Low
Setting up and taking down camp  Manual handling   Use of tools	High		<ul style="list-style-type: none"> <li>• <b>All adults and pupils briefed on proper posture and handling of tools</b></li> <li>• <b>Heavy items carried in pairs or more</b></li> <li>• Trip leader to demonstrate correct lifting techniques (Back straight, knees bent) and asks if anyone has any back or muscle problems.</li> <li>• Pupils and adults are not to lift more than 10kg on their own.</li> <li>• Do not lift heavy objects without help</li> <li>• Use a trolley and wheelbarrow where possible to transport materials</li> <li>• All equipment appropriately maintained and checked prior to use</li> <li>• Tools correctly maintained to be safe to use. Adult to check tools before use.</li> <li>• Children to only use tools when instructed to do so and closely supervised at all times. Close adult supervision when working with spades.</li> <li>• Use the right tool for the job and appropriate for the age of the child.</li> <li>• Tools to be stored safely when not in use.</li> <li>• ‘Tool stop’ point (ideally in van) to be clearly identified and all tools to be returned here when not in use.</li> <li>• Ensure adequate working space for pupils and adults.</li> </ul>		Low
Slips, trips and falls	High	Pupils, staff.	<ul style="list-style-type: none"> <li>• Sensible clothing, briefings, boundaries and supervision</li> <li>• First aid box handy, clear guidelines about sensible behaviour. Adults stay awake until students are asleep.</li> </ul>		Low
Dangerous play	High	Pupils	<ul style="list-style-type: none"> <li>• First aid box handy, clear guidelines about sensible behaviour. Adults stay awake until students are asleep.</li> </ul>		Low
Students leaving tents to explore.	Medium	Pupils	<ul style="list-style-type: none"> <li>• Adults stay awake until students are asleep. Students informed in advance that such behaviour will result in them being sent home.</li> </ul>		Low
Night time children	Medium	Pupils	<ul style="list-style-type: none"> <li>• Ensure children are sleeping before adults retire</li> </ul>		Low

emergencies			<ul style="list-style-type: none"> <li>• Camp arrangement so that adults can be easily roused in night, spare tent for emergencies, phones etc.</li> </ul>		
Fire and cooking stove burns	High	Pupils & staff	<ul style="list-style-type: none"> <li>• Supervision and rules, safe fire lighting and tending procedures.</li> <li>• Children not allowed into the kitchen tent whilst parents prepare food.</li> </ul>		Low
Illness	Unnecessary suffering leading to complications and death  Medium	Pupils & staff	<ul style="list-style-type: none"> <li>• Check for ongoing medical conditions and medication via parental consent form and summarise in resume</li> <li>• First Aid available on site (No medicines required)</li> <li>• Poorly child to remain in camp with adult, or return home as required</li> <li>• Michael Hall extensive school First Aid facilities also available</li> </ul>		Low
Muscle strain from over exertion	Low		<ul style="list-style-type: none"> <li>• Training over weeks before hand, massage ointment and sensible warm up and down procedure, alerts to supervising adults where needed</li> </ul>		Low
Unfamiliar site – lost children, dangers on site	Medium		<ul style="list-style-type: none"> <li>• Michael Hall school rules/children always in groups/procedure for leaving camping area.</li> </ul>		Low

## Tippy Tap Instructions



# Food Hygiene - Cooking, Preparing and Serving Food

- The camp cook is an experienced chef but has not got a current food hygiene training

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Hot surfaces liquids / Burns, scalds	High Injury, death	Cook, staff, pupils, volunteers.	<ul style="list-style-type: none"> <li>Lifting lids off pans &amp; kettles, moving hot tins, dishes and water to be restricted to adults only.</li> <li>Adequate supervision and safe working procedures in place</li> <li>Position pan handles not to overhang the edge of the cooker</li> <li>Ensure adequate space is available at all times when handling hot items.</li> </ul>		Medium
Sharp equipment / Cuts	High Injury, death	Cook, staff, pupils, volunteers.	<ul style="list-style-type: none"> <li>Controlled storage and use of knives.</li> <li>Pupils taught correct techniques for use of knives and use under supervision.</li> <li>Knives are kept sharp as blunt knives can cause serious injuries.</li> <li>Wash separately do not leave in sink/ washing up bowls.</li> </ul>		Medium
Slippery floors / Slips and trips	High Injury, death	Cook, staff, pupils, volunteers.	<ul style="list-style-type: none"> <li>No obstacles in walkways and regular cleaning of floor areas.</li> <li>Prompt maintenance of defects</li> <li>Spillages should be dealt with immediately</li> <li>Paper towels to be used on small areas of water-based contamination</li> <li>Ensure good housekeeping and that any spills / food debris are cleared up immediately.</li> </ul>		Low
Use of cookers (gas) Fire, explosion	High Injury, death	Cook, staff, pupils, volunteers.	<ul style="list-style-type: none"> <li>Gas equipment to be checked before use</li> <li>A gas isolation valve should be available to isolate the gas supply when not in use</li> <li>Children not permitted in mess tent while food is being prepared.</li> <li>Portable cookers permanently wired into a fixed spur</li> <li>Fire blanket kept in the area and supervisors should know how to use it</li> <li>Cookers should be sited away from flammable materials, doorways, passageways and fire escape routes.</li> <li>There should be no wall displays, pin boards etc in the close vicinity.</li> </ul>		Low
<b>Poor Food Hygiene</b>  Salmonella Listeria Allergies	High	Cook, staff, pupils, volunteers.	<ul style="list-style-type: none"> <li>Follow advice given in '<a href="#">Food Hygiene advice for teachers, parents, pupils and classroom assistants</a>'</li> <li>Require recent Food Safety training minimum Level 2 within last three years for anyone preparing food</li> </ul>	This area requires everyone's full attention and commitment.	Medium

<p>Anaphylaxis Scalds from urns and kettles Scalds from hot drinks Poor standards of hygiene Physical Contamination</p> <p><b>Incorrect storage of food</b></p> <p><b>Poor temperature control</b></p>			<p><b>Personal hygiene</b></p> <ul style="list-style-type: none"> <li>• Exclusion for food handlers following illness (48hrs)</li> <li>• Tie back long hair.</li> <li>• Food handlers to wash hands before handling food and after visits to the toilet</li> <li>• Ensure that warm water, soap and towels (disposable) are available.</li> <li>• Cuts etc. are covered with waterproof adhesive dressings</li> </ul> <p><b>Transport / Storage</b></p> <ul style="list-style-type: none"> <li>• Food that requires refrigeration must not be supplied unless adequate facilities for keeping on camp exist</li> <li>• Buffets, sandwich fillings etc. kept out of fridge for shortest time possible.</li> <li>• Keep food covered wherever possible outdoors.</li> <li>• Parents encouraged transport food in sealable containers / covered</li> <li>• Food from reputable suppliers</li> <li>• The school must not accept food from parents, pupils or staff where they are suspicious about the hygiene in preparation or storage prior to arrival at the school</li> </ul> <p><b>Food handling</b></p> <ul style="list-style-type: none"> <li>• Minimise handling of ready to eat foods, use tools (cutlery, tongs scoops etc) where possible to handle food rather than hands.</li> <li>• High risk / raw foods kept apart at all times</li> <li>• Limit preparation of food in advance if displayed at ambient temperatures.</li> <li>• Ensure food appropriately signed to prevent allergies and anaphylaxis</li> <li>• Ensure urns and kettles sited on firm level surfaces, not over filled.</li> </ul>	<p>Effective communication of hygiene rules necessary.</p>	
<p><b>Food allergies</b></p> <p>Inadvertent Contact</p> <p>Staff not aware of children's allergies</p>	<p>High</p> <p>Anaphylactic shock, illness, death</p>	<p>Cook, staff, pupils, volunteers.</p>	<ul style="list-style-type: none"> <li>• Cook and all adults to be aware of ingredients/food additives present in foodstuffs.</li> <li>• Communicate these to all BEFORE food is to be eaten.</li> <li>• Assess dietary requirements before school trip using parental consent form and resume.</li> <li>• Communicate dietary requirements to all adults on trip.</li> </ul>		<p>Low</p>

# Transport Arrangements for Return Journey

- Most parents have arrived Friday eve to watch the event on Saturday
- Children return home with their families
- All children to be signed out by teacher and into their family's care
- School equipment to be returned with the private vans as per the outward journey
- Risk assessment as per outward journey

## Group Leader:

Suggested date and time for a trip review with the H&S Officer:	
I will keep the trip paperwork in:	
I confirm that I will communicate the emergency procedures to all other adults in the group and will ensure that they understand them:	YES / NO
Signed:	Date:

## Health & Safety Officer

Signed:	Date:
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