

Dodderhill School

RISK ASSESSMENT

Visit Smart Trees Farm
Transport Coach- 1 x 50 seats
 Dudley's Coaches Ltd, Poplar Garage, Alcester Road, Radfor
 Telephone – 01386792206
 Dudley's Insurance: QBE Insurance Europe Ltd
 Policy NO: Y007932FLT0109A
Number of Pupils 34
Age of pupils 3 – 5 Ratio 1 Adult to 4 pupils
Number of Staff 9, TP (07989 162795) SB (07999 523867) LC, JCP JO, (Adult Helpers Kate Woodcock, Brenda Watson, Lenore Watson, Laura Crane)
Date 9th December 2009 9.30 am – 2.30 pm.

Hazard	Who is at risk? (How many?)	Current controls & existing safety measures	Impact	Likelihood	Risk (Residual risk rating)	Further action required
Weather Conditions	All	Teachers to have acquired an up to date weather forecast and prepared the children with suitable attire accordingly. For example, wellies, gloves, hats etc	2	3	6	If children are affected by weather conditions appropriate first aid will be administered by qualified first aiders.
9.30 am children leaving school premises. RTA involving the coach	All	Seat belts to be worn Staff to ensure belts are secure Driver will explain safety procedures First aid kit on coach Staff available on mobiles as well Driver has mobile phone	4	3	12	Escort pupils to safety; contact emergency services; Critical Incident plan; pupil contacts with all Teachers.
Travelsick pupil	P	Sick bags taken	1	4	4	
Incident whilst entering and leaving the coach	P	Staff to supervise seating and leaving the bus Children to assemble together on	2	2	4	

Dodderhill School

		alighting Headcount before departure Headcount on leaving coach which will park as close to entrance as possible. On coach staff to sit with the children and staff will sit at the emergency exits.				
10.00 am approx arrive at Smart Trees Farm. Transfer between coach and farm.	All	Coach to be parked in designated area at the farm. Teachers (SB, TP) to do a head count and accompany the children into the farm.	2	2	4	
Teachers to follow Farm leaders instructions for activities. Please see attached risk assessment provided by Smart Trees Farm and read carefully. Please see attached instruction sheets and follow carefully.						
Getting lost within the farm.	P	Pupils to stay with teacher in charge during all activities. Pupils will be in school P.E. Kit. Pupils to wear identification wrist bands. Ratio 1 – 4 During the visit 2 adults will walk with each group of 8 children. All helpers will be paired with school staff; helpers will not be left alone with the children.	4	3	12	Search for 5 minutes, then inform staff venue. Call police (Lost pupil policy) After 10 minutes if not found call school.
2.00 pm depart farm (see coach risks as before) 2.30 pm approx arrive back at school.	P	Staff to supervise seating and leaving the bus Children to assemble together on alighting Headcount before departure Headcount on leaving coach which will park as close to school entrance	2	2	4	Staff to read risk assessment before attending the trip. Instructions to follow are written clearly.

Dodderhill School

		as possible. On coach staff to sit with the children and staff will sit at the emergency exits.				
--	--	---	--	--	--	--

NOTE– The term ALL refers to all persons may be affected. Where other persons affected are indicated this implies that they are particularly at risk.

Persons affected:	P	Pupils	T	Teachers	M	Maintenance Team	EM	Expectant mothers	N	Nursery Nurses	V	Visitors	D	Domestic staff	C	Contractors
--------------------------	----------	--------	----------	----------	----------	------------------	-----------	-------------------	----------	----------------	----------	----------	----------	----------------	----------	-------------

Date: 29.11.10	Assessed by: T Palmeri	Signature:	Location: N/A	Assessment No.	Review date: N/A
----------------	------------------------	------------	---------------	----------------	------------------