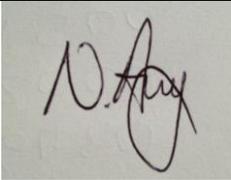


Stage 1	Stage 2	Stage 3	Stage 4					Stage 5	Stage 6
Identify all the hazards that are foreseeable.	Identify who may be harmed.	Identify what control measures are already in place to prevent harm being realised.	Evaluate the risk. Likelihood of harm being realised and likely severity of harm					Put into place pragmatic measures that reduce the risk.	Evaluate the residual risk factor
A hazard is something with the potential to cause harm to people, plant, machinery, property or the environment	<ul style="list-style-type: none"> ▪ Those directly involved with the activity ▪ Those who whilst remote from the activity are within range the outcome of the activity ▪ Those who may be innocent bystanders 	<ul style="list-style-type: none"> ▪ Workplace rules ▪ Workplace procedures ▪ Training ▪ Qualifications Supervision 	Likelihood	X	Consequence	=	Risk	Extra controls or risk control systems that: E liminate risk SFAIRP R educes risk SFAIRP I solates people from risk SFAIRP C ontrols risk SFAIRP P ersonal Protective Equipment D iscipline	Recalculate the risk factor after all

[See page 2](#)

Stage 1	Stage 2	Stage 3	Stage 4				Stage 5	Stage 6	
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<i>Uneven surfaces - Risk of trips, falls, slips,</i>	Those directly involved with the activity	Staff awareness of the terrain. Pre-visit. First Aider present Agreed rules of conduct throughout visit	3		3		High	During the visit ensure that all children are wearing suitable shoes. Warn the children about the uneven surfaces, discuss possible hazards. Ensure care when walking, pupils maintain even pace as a group. Staff stop pupils running ahead.	Low
<i>Rough, sharp or stinging plant matter – cut or abrasions.</i>	Those directly involved with the activity	Staff awareness of the terrain. Pre-visit. First Aider present Agreed rules of conduct throughout visit	1		2		Moderate	The children will be instructed to follow the directions of the adult leaders at all times. When passing through densely planted / narrow paths, pupils will be instructed to avoid touching or running their hands over the plants. Pupils will long trousers and long sleeved tops.	Low
<i>Stinging Insects – Stings and allergic reactions</i>	Those directly involved with the activity	Staff awareness of the terrain. Pre-visit. First Aider present with anti-histamine supply Agreed rules of conduct throughout visit	1		4		Moderate	A member of staff will carry a first aid kit of a good standard, and have names of pupils with medical plans detailing allergies, and carry appropriate medicines.	Moderate
<i>Infections (from minor cuts, abrasions, etc) whilst completing outdoor activities</i>	Those directly involved with the activity	Staff awareness of the terrain. Pre-visit. First Aider present Agreed rules of conduct throughout visit	1		3		Low	Ensure any sores and cuts/abrasions are covered. Ensure personal hygiene, i.e. wash hands before eating Minimise contact with gates/building/soil/animals etc. making sure any contact is supervised. All persons to wash hands with soap and water following contact with animals or outdoor materials	Low

<i>Injury or illness from exposure to elements</i>	Those directly involved with the activity	Staff awareness of the terrain. Pre-visit. First Aider present Agreed rules of conduct throughout visit – wearing of appropriate clothing; application of sun cream	1		3		Throughout visit Staff are required to ensure that all participants remain suitably dressed for the activity that they are to complete	Low
<i>Unknown Adults</i>	Those directly involved with the activity	Staff awareness of the terrain. Pre-visit. Agreed rules of conduct throughout visit	1		2		Each group of children will have an adult working with them at all times. The adults will be informed prior to leaving the school building that they must not leave the children unattended at any time. Pupils will be instructed not to talk to strangers whilst on the walk.	Low
<p><i>Prior to visit, all staff are required to have read and comply with the regulations and notes of guidance for off-site activities.</i></p> <p><i>Ensure Group Leader has Staff and children's Emergency Contact details. (Labelled red files in office)</i></p> <p><i>Have carried out pre-visit checks to ascertain availability and supply of personal hygiene facilities if applicable. PGL site & National Trust Cafe</i></p> <p><i>Ensure that there is a First Aider attending the visit with a complete first aid kit/inhalers etc as required.</i></p> <p><i>Mobile Phone to be carried by a member of staff. Ensure that a charger for the phone is available for the duration of the stay.</i></p>								

Signed		Printed Name Nick Avey	Date 9.9.2022
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Likelihood		Consequence	
1	Very unlikely	1	Minor injury scratches bruises, no noticeable damage to property or insignificant affect on the environment.
2	Unlikely	2	Moderate injury shock, superficial damage to property or minor damage to the environment.
3	Likely	3	Serious – Person injured causing loss of work or time away from school or damage to property which needs repairing or easily repairable damage to the environment.
4	Very likely	4	Significant – person taken to hospital or major damage to property or environment.

Overall Score	Risk Factor
1	Very Low
2	Low
3 - 6	Moderate
8 - 12	High
16	Very High

Risk factor matrix

Consequence	Likelihood			
	1	2	3	4
1	Very Low	Low	Mod	Mod
2	Low	Mod	Mod	High
3	Mod	Mod	High	High
4	Mod	High	High	Very High