

Risk Assessment Procedures

If you are taking a group of children out of school for any reason, a risk assessment needs to be completed.

The process includes:

- ✚ A **nominated group leader is identified.**
- ✚ Group Leader is responsible for making sure all letters are sent to Mrs Greenwood for checking and all consent forms needed have been collected and collated as part of the documentation
- ✚ Group Leader to **collect Risk Assessment Pack from Mrs Ashworth** as soon as event has been confirmed.
- ✚ The group leader is responsible for completing a **VISIT PLAN CHECKLIST** in as much detail as possible.
 - There **cannot be any section that is left blank.**
 - In **the DETAILS** section you need to add appropriate detail.
- ✚ Completion of **the RISK ASSESSMENT AND MANAGEMENT RECORD** by the group leader. Once again this needs to be with all appropriate detail. No empty boxes and all risks considered and detail included.
- ✚ If the place where you are taking children has a completed risk assessment for the event it needs to be included in the documentation. If it doesn't we need to know why and how we are covered for risks on their property.
- ✚ All completed documents need to be given to Mrs Ashworth **the week before** the event / visit **AT THE LATEST.**
- ✚ It is the **group leader's responsibility to complete the documentation** and make sure it gets to the office – not the other way round. It is, however, **Mrs Ashworth's responsibility to keep the file and ensure all documents are collected within the time deadlines.**
- ✚ Mrs Ashworth and group leader responsible for ensuring all consent has been given
- ✚ The group leader needs to inform Mrs Ashworth of transport needs and Mrs Ashworth will book appropriate transport
- ✚ It is **Mrs Ashworth's responsibility to provide the group leader with a list of contacts** for all children on the visit. Please do not ask parents directly for contact details as we have them in the office. If there is an alternative contact detail for the day, then we need to know as a school. **Contact details will come to you centrally from Mrs Ashworth the day before the visit.**
- ✚ Group Leader to take school mobile with them on visit and parents to be informed of mobile number for emergencies

Group Leader Risk Assessment Pack



Group Leader

Visit / Event

Date of Visit / Event

What needs doing then:

✚ Anne to prepare a number of packs ready for up coming visits to include:

- Front Cover for Visit
- Visit Plan Checklist
- Risk Management Record
- Blank master copy of contact details sheet
- Blank consent form

✚ Agree processes and procedures as a group

✚ Prepare a list of all events / visits this term to include:

- Farm visit / s
- all Conyers festivals this term