



SPECIFIC VISIT RISK ASSESSMENT

(This form should be completed, in addition to any generic risk assessments that might be used, to record the risks associated with a specific visit, taking into account the particular **activities** undertaken, the **locations** visited, and the **individuals** involved – add extra sheets if necessary).

Educational visit to:	Date(s):
Name of leader(s):	Ages/year group(s) of pupils:

LA generic risk assessments followed for this visit: e.g. Travel by coach + Visits to the coast + Residential accommodation	Other site specific risk assessments followed for this visit (please attach) : e.g. Robin Hoods Bay beach RA (created by class 4 2 years ago) + Whitby YH provided RA for accommodation
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Specific individuals at risk i.e. anyone who may be at particular risk of harm, or might present a hazard to others e.g. Bob Jones - occasional epileptic seizures – risk of injury when falls or during seizure	Precautions and control measures i.e. steps that will be taken to reduce the risk of harm to an acceptable level e.g. Bob Jones – ensure medication taken – staff/pupils all aware and trained to provide gentle support and padding
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Time / place / activity <small>i.e. when/where/why at risk of harm e.g. Tues a.m. – Whitby – fossil hunt</small>	Significant hazards <small>i.e. how might people foreseeably be harmed? e.g. use of hammers → rock splinters in eye</small>	Precautions and control measures <small>i.e. what steps will be taken to reduce the risk of harm to an acceptable level? e.g. all participants required to wear goggles and helmets</small>	Overall risk acceptable? <small>(Yes or No?) i.e. has the risk of harm been reduced to a reasonable and acceptable level?</small>



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The risk assessment should be shared and discussed with all the leaders of the visit, and should only be approved once all significant hazards have been identified, the control measures are agreed, AND the overall level of risk has been reduced so far as is reasonably practicable and acceptable, taking also into account the likely benefits. If the overall risk level is considered unacceptable, additional precautions/control measures will need to be introduced. Any visit involving “high risk activities and environments” should be recorded as a Category “A” visit on ROVER and submitted for approval to the LA, as well as to internal managers. If in doubt, group leaders are advised to seek advice and guidance from the LA Educational Visits Consultant.

Risk assessment carried out by: Name(s): _____ Position(s): _____ Date: _____

Staff agreement: “I believe this risk assessment to be suitable and sufficient, and consider the overall risk level to be acceptable. I agree to adopt the control measures/precautions above, but will remain alert and ready to implement additional measures if circumstances change unexpectedly”.

<i>(Add extra if necessary)</i>	Name	Signature	Agreement date
Overall Group Leader			
Deputy Group Leader			
Assistant/Volunteer leader			
Assistant/Volunteer leader			
Assistant/Volunteer leader			
Assistant/Volunteer leader			
Assistant/Volunteer leader			
Assistant/Volunteer leader			
Assistant/Volunteer leader			

Risk assessment approved by Manager/Head of Dept/EVC Name: _____ Signature: _____ Date: _____