

## Educational Visits Risk Assessment Form

Potential Hazard	Risks (Who might be affected by the hazards identified?)	Risk Rating			What safety measures need to be in place to reduce risks to an acceptable level? What steps will be taken in an emergency?
		H	M	L	
e.g. Pupil gets lost	All pupils			x	Regular roll calls or head-counts. Pupils not permitted to go out alone at any time. Staff to have a list of pupils' mobile telephone numbers. All pupils to have the group leader's mobile telephone number. Well defined meeting points and clear instructions given to pupils of what to do if they do get lost. Appropriate supervision ratios and vetting checks have been carried out (for example CRB checks for volunteers on overnight stays)

Risk assessment prepared by: \_\_\_\_\_ Date: \_\_\_\_\_