

Risk Assessment for Educational Visits

It is assumed the trip leader and preferably at least one other accompanying staff member will have visited the site and be familiar with the facilities, the layout, the location of phones, toilets, first aid equipment etc. and that all adults accompanying the trip will be briefed before the visit. The party should include a qualified first aider, and carry at least one first aid kit during the visit.

Recommended staff/ pupil ratios: - early years/reception: 1 adult to 4 pupils, KS1: 1 adult to 5 pupils, KS2 : 1 adult to 6 pupils, KS3 1 adult to 8-10 pupils.

Hazard	Risk level	Action to reduce/prevent risk
Transportation to/from school	Low	<ul style="list-style-type: none"> ● Use of a reputable coach company. ● Children remain seated at <i>all</i> times. ● Seat belts to be worn at <i>all</i> times.
Uneven paths – slippery when wet	High	<ul style="list-style-type: none"> ● Appropriate footwear – trainers, wellies or shoes with good grip. ● Children must walk (single file) at all times. ● Danger of tripping.
Steep drops	Moderate	<ul style="list-style-type: none"> ● Reiterate the importance of walking (not running). ● Keep to the designated paths. ● Ensure adequate supervision
Unforeseen incident with children	Low	<ul style="list-style-type: none"> ● Activities managed in accordance with the abilities of staff and children. ● Medical conditions and behavioural details of children known to staff. ● SEND children and those with medical conditions assigned to individual staff. Staff member to keep and administer medication if needed as per parents' instructions
Major accident	Low	<ul style="list-style-type: none"> ● Ensure mobile signal, or know location of nearest landline phone. (Puzzlewood Cafe)
Separation from group	Low	<ul style="list-style-type: none"> ● Regular head counts. Establish procedures to follow if a child goes missing. ● Children briefed on what to do if they become separated.
Adverse weather conditions	High	<ul style="list-style-type: none"> ● Children and adults all wear suitable protective clothing. ● Rain - waterproofs ● Sun protection – hat and sunscreen, adequate drinking water in hot weather.

Child safety	Low	<ul style="list-style-type: none"> • Reminder of expected behaviour around unfamiliar adults and terrain • Regular headcounts in public places
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General rules to minimise risks

Car Park	<ul style="list-style-type: none"> • Coaches to park in the gravelled area. • Beware of moving traffic in the car park area. • Children walk in supervised groups
Wood	<ul style="list-style-type: none"> • Everyone MUST stay on the paths at ALL times. • No running. • Children must stay with adults and adults must ensure this. • Some steps and paths are uneven and may be slippery so care should be taken at all times. • Use handrails on the steps (where available). Some of the steps are steep. Take care. • Some plants in the wood are prickly e.g. holly, or sting (nettles) • In wet weather the paths and steps can become slippery; take additional care. • Be aware of low branches. • Walk slowly over the bridges. Be aware that some people can be apprehensive about heights. • Walk in single file as the paths can be narrow.
Animals	<ul style="list-style-type: none"> • Read all the signs about the animals. • Animals can bite. • Do not enter fields or pens. • Do not feed the animals. • Always wash hands after touching the animals. Washing facilities are available in the toilet block and separate hand washing block. • Some children may be allergic to animals/hay/straw etc.
Play Areas	<ul style="list-style-type: none"> • The equipment can get slippery in wet weather. • Ensure adult supervision of children in your care. • Check the suitability of the equipment for the children in your specific group.
Indoor Maze	<ul style="list-style-type: none"> • Do not run • Take care on steps • Some sections are lower and will require adults and/or children to mind their heads

For Information

For the safety of our customers and staff areas of Puzzlewood are monitored by CCTV in accordance with the Industry Code of Practice and Puzzlewood is registered with the Information Commissioner's Office (ICO)