

RISK ASSESSMENT FOR AYLMERTON 2023

Academy Name:	Waveney Academies Trust	Assessment Date:	July 1st 2023
Activity Area:	Outdoor Adventure Residential		
Name:	Sarah Gallagher	Review Date:	Ongoing and final at end of residential trip
Headteacher:	Sarah Gallagher		

(L - Likelihood C - Consequence RR - Risk Rating NRR - New Risk Rating)

What are the hazards?	Who might be harmed and how	Existing Risk Controls	Assessment of Risk			Further Risk Controls Required	Residual Risk			Action By Whom	Action By When	Done
			L	C	RR		L	C	NRR			
coach hazards-sickness, tripping up coach steps	Child or adult might trip Those prone to travel sickness might be poorly	Teacher at steps making sure children step up safely Travel sickness bands/tablets and sit near front on newspaper ensure if needed travel sickness tablets taken take extra water if it's a hot day to travel and make sure children pull shades down and A/C on in coach if possible	3	2	6				AL and SG on coach	when travelling on residential		

Crossing road+getting on and off coach	Child or adult	Aylmerton residential have strict road crossing procedures followed when coming out of centre-their staff in road and school staff on either side. Children have regular reminders for each trip and crossing. When getting on and off coach school staff dismounts first and checks for safe place to wait. Aylmerton staff are also there too.	2	4	8					AL and SG +Ayl staff	Every day of trip	
Uneven terrain-woodland, beach, marsh with trip hazards such as stones, roots	Child or adult	Kit list and meeting with parents stated walking boots/sturdy shoes. Pathways through Felbrigg Hall are well walked. School staff positioned between groups of children along with 2 Aylmerton staff-therefore x4 children walking with adult to check in and make sure looking where going. Regular stops to re group and re focus.	4	2	8					AL and SG +Ayl staff		
Heatstroke	Child or Adult	All carry water bottles, Kit list and meeting stated HATS needed. Small groups of children with adults mean can observe children. AC on bus if possible. Aylmerton leaders, at morning briefing will adjust activity if very hot as check forecast. First Aid Kit with coke and salted crisps.	2	4	8					AL and SG		
Fall overboard on Broads Boat (only go if weather OK and not tidal so no waves)	Child or Adult	Safety talk before getting on board. All issued with lifejackets and Ayl. instructors check each individually having fitted right size. small group - 8 on board with Ayl. instructor and school staff member sitting with children. Have to sit down.	1	4	4					AL and SG +Ayl staff		

fall off 'hoist' in pirate activity/fall off play structures	Child	<p>Children are given safety talk and observed at all times by 2 school staff and x2 Aylmerton staff. The 'harness' system is secured by an adult and the 'water' is a tiny drop and about a foot deep.</p> <p>Play structure is observed by school staff. Children only do what they feel comfortable with. The highest platform has a fireman's pole which you can grab on and hold to slide down from sitting or standing. An adult stands underneath if needed.</p>	3	3	9					AL and SG +Ayl staff		
Allergic reaction to bite or food at lunch/ dinner	Child or adult	<p>Medical forms all received from families. Met with 2 families whose children have food allergies+held meeting. Food allergy form sent to Aylmerton. Cook will cook separate dishes without any foodstuffs that will cause allergies. Both children are only allergic through ingestion not by being nearby somebody eating that foodstuff. Piriton in First Aid kit plus bite/sting relief. Long sleeves and long trousers worn (on kit list sent out twice) to combat tics.</p>	3	3	9					AL and SG +Ayl staff	Mrs Peters as member of staff 'on call'	

Upset or ill child on trip	Child	<p>Children may be homesick - all children take a 'cuddly' and encouraged on kit list and at meeting to take a small reading light in replace of nightlight (as have to shut fire door) School staff regularly check in and also have rescue remedy pastilles and remedy oil for pillow. Try to reassure children and let them have a little chat so they're not getting back into bed upset. Let them sleep in for a bit in the morning if possible if broken sleep.</p> <p>Parents signed 'in loco parentis' for bite cream or pain relief, for example.</p> <p>If a child has been sick we'd call home for a pick up but if being very sick and needed to stay a member of school staff would stay with them until safe to travel.</p> <p>We would have enough staff to look after an ill child whilst a parent makes way to pick up IF needed as 16 children with 3 adults if 1 school staff member looking after a poorly child but we would be reduced in number on day trips away from centre.</p>	4	3	12	<p>Member of staff 'on call' to attend for the day if a child needed to stay at the centre and couldn't be picked up before rest of party went out for the day</p>	3	3	9	AL and SG		
Broken bones/sprain and hospital trip.		<p>For a hospital trip a school member of staff would make trip with child (centre staff have own cars) whilst parent would be informed. Member of staff would stay with child until parent arrives.</p>				<p>'On call' member of staff to stay at centre if required (1.5 hours away)</p>				Mrs Peters as member of staff 'on call'		

Fall out of bunk bed	Pupil	Child in top bunk bed might fall out if unused to sleeping on top bunk. Children choose if unhappy. Nobody forced to sleep in top bunk. There are slats around the bunk bed to prevent rolling off. Children have regular safety reminders before bedtime.	2	3	6					AL and SG		

TABLE 3: RISK LIKELIHOOD AND CONSEQUENCES

		Consequence				
		Extreme (5)	Major (4)	Moderate (3)	Minor (2)	Insignificant (1)
Likelihood	Almost Certain (5)	25	20	15	10	5
	Likely (4)	20	16	12	8	4
	Possible (3)	15	12	9	6	3
	Unlikely (2)	10	8	6	4	2
	Rare (1)	5	4	3	2	1

TABLE 4: RISK RATING AND ACTION REQUIRED

Action levels		How the risk should be managed
16-25	Unacceptable	Stop activity and make immediate improvements.
10-15	Significant	Identify controls needed and set timescale for improvement.
05-09	Adequate	Review current controls according to school policies and procedures.
01-04	Acceptable	No further action, but ensure controls are maintained and reviewed at next review date.