



Manchester  
Communication  
Primary  
Academy

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# Manchester Communication Primary Academy

Educational Visits Risk Assessment

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Proposal 20-21

## Approval History

Approved by;	Date if Approval	Version Approved	Comments

## Revision History

Revision Date	Previous Revision Date	REV	Summary of Changes	Changes Marked	Owner / Editor
10/20			Policy created		

A safe trip is much more enjoyable for both children and staff than one which has not been correctly risk assessed. This form is intended to contain authentic content for every individual trip, rather than copied and pasted content; this is to ensure that the trip leader has fully considered the likely hazards and how to mitigate them. Generic risk assessments may be used to support this process, but are not accepted instead of it.

There is no 'catch-all' to risk assessment; there may be risks which were not planned for on any trip. In these cases trip leaders should use their professional judgement.

Please complete each box, adding rows if needed.

To calculate the risk value, multiply likelihood by severity. E.G. a shark attack at Blackpool beach is very unlikely (1) but could be very severe (5),  $1 \times 5 = 5$ , the risk is therefore low.

20-25	Severe risk
15-20	Significant risk
10-15	Some risk
0-10	Low risk

Location including address:	
Number of children and year group:	
Trip leader:	
Additional staff:	
First-aid trained staff:	
Trip date and timings:	

What are the main hazards on this trip?	
Who may be harmed?	

## Transport

Mode of transport and provider:	
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Consider – accident, illness, traffic (getting on/off bus), use of marked paths, slips/trips/falls.

Risk	Control Measures	Likelihood (/5)	Severity (/5)	Risk (/25)

## Child-specific incident

Details of known medical conditions or allergies:	
Details of any SEMH issues which may need to be managed:	

Consider – any medical issues or allergies listed above, any SEMH issues which could have an impact.

Risk	Control Measures	Likelihood (/5)	Severity (/5)	Risk (/25)

## At Venue risks

Description of venue including and specific hazards:	
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Consider – risks specific to this venue; use of a play-area, traffic, machinery, animals, fire, stranger danger (including terrorist), getting lost etc.

You should use the venue's own risk assessment to support but not replace this process.

Risk	Control Measures	Likelihood (/5)	Severity (/5)	Risk (/25)

## Approval

Risk assessment completed by		Date	
Risk assessment approved by		Date	