

Assessment Title:	Boogie to School	Ref. Number	
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School Name:	Meanwood CE Primary School	School Address:	Green Road, Leeds, LS6 4LD
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Date Assessment Undertaken:	Name of Assessor (Visit leader):	Date of visit:	Date of return:
22.10.23	JAMIE CHAPMAN	Various dates throughout the year event will happen 6 times a year Autumn 1: 26.10.23	N/A

This Risk Assessment has been shared, read, and understood by the following staff members joining the visit (initials):	All staff in school.	Main Legislation and/or Information Source:	<ul style="list-style-type: none"> - Health & Safety at Work Act 1974. - Management of H & S at Work Regulations 1999.
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Guidance:

This is a **Model Risk Assessment (MRA)** and will remain so unless the following criteria are satisfied:

1. The boxes highlighted in orange above must be completed with the required details.
2. LCC no longer requires a Chair of Governors signature. Your own Educational Visits Policy might – therefore check.
3. The Ref number can be the EVOLVE visit number if this is for Educational Visits.
4. The signature boxes above may be typed when uploading to EVOLVE.
5. The control measures identified below **MUST** be either complied with or **AMENDED** to reflect the establishment's control measures.
6. The Visit Leader is responsible for completing the **Person responsible for control measures and any further control measures identified column.**

Once criteria 1-6 have been satisfied, you should remove the 'MRA' watermark. **Design tab – Watermark – Remove Watermark.**

Risk Assessment for Children's Services (Schools).

What are the hazards?	Who might be harmed?	Control Measures. What are you already doing?	Any further Control measures Identified by School:	Person responsible for control measures and any further control measures identified: (Initials)
Traffic	Pupils, staff and other adult helpers	<ul style="list-style-type: none"> ◆ Site pre-visited by leaders and safe routes and crossing points identified and given to all adults on the trip. Choose routes which avoid areas without pavements and any road works as far as possible. ◆ Pupils briefed in safe behaviour and Highway Code before visit and as they set off, with reminders as necessary throughout the trip. ◆ Always walk towards traffic. ◆ Pupils to walk in single file on narrow pavements or roadways, towards the flow of traffic where possible. In pairs at other times. ◆ Pupils and adults to wear some form of high visibility clothing when walking on roads/narrow pavements. ◆ Adults to lead and bring up the rear of the group, with other adults interspersed throughout when walking in groups. These adults should be in high visibility vests. ◆ Appropriate adult: pupil ratio to allow strict supervision of pupils. ◆ At blind corners / bends, adult look forward to ensure the way is clear – pupils to be marshalled around adults.. <p>ABROAD – special briefing to ALL – traffic on the RIGHT</p>	<p>All adults, parents and staff will meet at the bus terminus on Green Road at 8:30am). The meeting time has been communicated to all staff and parents. All staff will be wearing high vis jackets with staff on the back making them identifiable to the children, parents and carers.</p> <p>There will be two staff members at the front of the procession and two at the back. All other members of staff attending will be dispersed amongst the people attending.</p> <p>Parents and carers attending will be reminded to ensure that they keep their children close to them at all time.</p> <p>We will process down Green Road. The procession will go into the road. The visuals of the staff at the front and back of the procession will enable cars and other road users to be aware. Staff should position themselves on the outside of the procession as well as within the procession.</p> <p>The procession will go down Green Road, then under the lichgate into the park and finally into the playground. There the children will do a final dance.</p>	JC and all staff attending.
	ALL	<ul style="list-style-type: none"> ◆ Leader to inform all members of any potential hazards previously identified. 	There will be two first aid kits taken on the 'boogie'.	JC and all staff attending.

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Trips, slips and falls		<ul style="list-style-type: none"> ◆ The above hazards should be avoided where possible, if this is not possible, ensure group leaders inform pupils of hazards and stress the importance of diligence and care. ◆ Ensure appropriate footwear is worn. ◆ Mobile phones not to be used whilst working or crossing roads. 	Any first aid incidents will be moved onto the pavement and dealt with immediately. Staff will have mobile phones to contact school or emergency services if necessary.	
Cold/wet or too hot weather	ALL	<ul style="list-style-type: none"> ◆ Pre-equipment list sent out to parents e.g., bring waterproofs, drinks, sun cream etc. Spare sun cream and facility to get a drink held by adults. ◆ Obtain weather forecast and cancel trip if adverse conditions would affect health and safety control measures e.g. visibility reduced on roadways being walked upon. <p>Procedures in place to contact parents if trip called off beforehand or procedures arranged to get pupils back to the school.</p>	Texts will be sent to parents and carers as appropriate.	JC and all staff attending
Abduction, Children getting lost / wandering into danger	Pupils	<ul style="list-style-type: none"> ◆ Clear instructions to be given so children know what is expected of them. ◆ Children have clearly laid out plans of what they are expected to achieve during the visit. ◆ Adequate supervisory ratios, at least 1:10 and following guidelines in Educational Visits Handbook. ◆ Awareness and understanding of own pupils and staff behaviour and abilities to follow instructions. ◆ Staff to have list of groupings and carry out regular head counts. ◆ Clear instructions given to all group members as to what to do if they become separated from the group. ◆ Provide identification badges or emergency cards with school name and contact numbers of group leader and school but not the child's name. ◆ Meeting point arranged and attended by an adult supervisor at all times. 	The route will be communicated to all staff, parents, carers and children before setting off. Staff to be vigilant of children who may leave the procession. High adult presence will ensure that children do not wonder off or leave the procession.	JC and all staff attending
Members of the public	Pupils	<ul style="list-style-type: none"> ◆ Close supervision of the group at all times. ◆ Clear instructions as to expectations of behaviour and responsibilities to one another and to members of the public. ◆ Make children aware of danger of talking to strangers. 	There will be a high staff presence alongside a high parent, carer presence on the boogie. Children will be told always to keep a familiar adult in sight.	JC and all staff attending

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		Adults in groups to be vigilant of strangers and members of the public affected by group activity and after activity accordingly.		
Medical Emergencies	ALL	<ul style="list-style-type: none"> Adults have list of medical conditions of pupils and check relevant medication brought with child on the day. All adults have mobile phones and a list of the contact numbers of all the other adults. Procedures in place to get pupils and adults off site and back to the school	Medical list will be kept with the trained staff who have the first lists.	JC and all staff attending

ALTERNATIVE ACTIVITIES, PLAN B – What are your arrangements if your planned activities or visit cannot proceed as anticipated due to a change in circumstances such as severe weather, illness or other significant environmental or other factor(s). The event will be cancelled.

ON-GOING / DYNAMIC RISK ASSESSMENT – Remember to assess the risks on the day and during the activity, many factors can change. Have an alternative activity (plan B) available and risk assessed in case it is needed (see above). Do not hesitate to alter or abandon the activity if the risks on the day become unacceptable. Staff on the boogie will make dynamic risk assessment as the event unfolds.

EMERGENCY PLANNING – What is your plan for dealing with an accident or serious incident? All children will be moved to school as soon as possible.