

Assessment Title:	Walking to Church and Church visit (Holy Trinity Meanwood)	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:
9.12.22	JAMIE CHAPMAN	23.10.23	23.10.23

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)
Unsuitable paths / Access Routes	Pupils, staff & other adult helpers	<ul style="list-style-type: none"> ◆ Pre visit essential. ◆ Activity Leader to make themselves aware of access requirements to the specific area of the walk prior to the walk 	<p>The area has been visited by school staff on a number of different occasions over the past 12 months.</p> <p>The children will leave school via the front entrance (apart from year 6 who will exit through the Green Door). They will walk along Green Road, up to the cut through which takes the children onto Greenwood Mount.</p> <p>The children will have an escorted crossing across Greenwood Mount: with staff holding up traffic on either side of the road. The children and staff will then walk up Green Chase onto Church Lane. At this point members of staff will create an escorted crossing across the road. One member of staff at either side of the road.</p> <p>The children will then walk into the church yard.</p> <p>This will be repeated on the return journey.</p> <p>All staff to wear high vis jackets.</p> <p>Teaching staff to brief children on highway code before walking to church.</p> <p>Children to walk in pairs. When road is narrow on Green Road children should walk in single file.</p>	JC
Slips, trips and falls	Pupils, staff and other helpers	<ul style="list-style-type: none"> ◆ Route chosen to avoid steep sloped / sheer drops. ◆ Staff to check that suitable footwear is worn before setting off on visit. ◆ First aid kit to be taken by person with suitable knowledge of how to use it. 	There will be over 10 members of staff attending the event who are first aid trained.	All staff

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		<ul style="list-style-type: none"> ◆ If visit includes entering a remote area then a qualified first aider is to be present. Leader of the group should avoid where possible any obvious potential hazards or warn the group, e.g. steep slopes, fallen trees. 		
Being struck by traffic on the road	Pupils, staff and other helpers	<ul style="list-style-type: none"> ◆ Where there is no pavement, the group is to walk facing the oncoming traffic ◆ High visibility clothing and vests are recommended at least for all adults. ◆ All members to listen for approaching traffic and inform the rest of the group if they hear anything. <p>All children to be briefed on the strict guidelines on behaviour on the roads prior to the walk.</p>	<p>All staff to wear high vis jackets. Staff member at the front of each class group and at the back. Other staff members situated in between the class groups.</p> <p>There will be approx. 20: 214 ratio</p>	All staff
Lightning	Pupils, staff and other helpers	<p>If caught out, get down and off high ground as quickly and as safely as possible. If unable to descend, find an open space (in a low point or hollow if possible) away from trees or telegraph poles, insulate from the ground using a mat, survival bags or rucksacks, move all metal objects away from the party. Instruct party members to make as small and low as possible.</p>		All staff
Hypothermia	ALL	<ul style="list-style-type: none"> ◆ Leader trained to be aware of all the signs and symptoms and how to deal with them if they arise. ◆ All participants to be adequately clothed (hats, gloves, scarves, and waterproofs) – this must be checked before setting off on visit. ◆ Obtain a weather forecast. If it is likely for extremely wet or cold conditions, or any of the group is not suitable clothed, then make alternative arrangements. <p>Spare dry clothes to be kept at base or school or carried on long or full day walks.</p>	<p>If temperatures are due to be low parents will be informed to send their children in appropriate warm clothing.</p>	JC and HC

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Getting Lost	ALL	<ul style="list-style-type: none"> ♦ Activity leaders to have prior knowledge of route to be taken. ♦ If the party is to split, adults in charge of each group will need the above skills. ♦ The whole party needs to be informed of intended route and have maps as well as whistles. Each person needs to be made aware of what to do in the event of getting lost. <p>Adults to have designated groups of children and carry out regular head counts.</p>	<p>The staff will be told not to take any detours and stick to the route.</p> <p>If a child does become detached this will be radioed through to SLT who will make the relevant arrangements to safely search for child along the route.</p> <p>A register will be taken in class before the trip and a number in class noted down. This will be checked at church and on return to school.</p>	All staff
In church	ALL	<ul style="list-style-type: none"> ♦ Children will be sat in classes in the pews. ♦ Any 1-1 children will be sat next to their 1-1 adult. ♦ Children who are speaking will be situated at the front of the church. ♦ Children will be asked to always walk in church, when exiting or entering. 		All staff

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).

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.

EMERGENCY PLANNING – What is your plan for dealing with an accident or serious incident?

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