



General risk assessment	
RA reference Click here to enter text.	Telephone no: 07517 279671
Work area/activity to be assessed: Offsite Visit	Date of assessment:
Assessor's name (print): Jo Carter	Assessor's Signature
Review Date	Reviewed By:

Significant hazard	Who may be harmed?	Possible injury/harm	Current control measures (for assistance, check here)	Level of risk (use matrix)	What further action is required?	Date completed
Travelling to and from provision	Staff and students	Hit by a car. Tripping over	Supervise crossing the roads. Brief pupils before leaving the provision. Awareness of vehicles and other hazards. Ensure any medication needed is taken with the team leader. Check weather forecasts.	Medium	In an emergency call 999. Inform manager if involved in any incidents	
Slips and trips	Staff and students	Cuts, bruises, breaks.	Workers to note any significant obstacles. Be vigilant in surrounding and check for hazards	Medium	Take first aid kit	
Safeguarding/ supervision	students	Separated or loss of a student. General public.	Ensure students are supervised at all times. Safeguarding procedures are followed. Appropriate ratios are in place. Students are aware of what to do if they become separated. All staff have mobile contacts of staff.	Medium	None	
Incident/ illness	Staff and students		Suitable first aid kit and trained member of staff. Mobile phone charged. All staff have up to date knowledge of any medical issues.	Medium	Report to Head of provision. Notify parents.	
Environment/ weather	Staff and students	Over heat Get wet	Check weather forecast and change/ cancel activity if weather is not suitable.	Low		

Team-specific Risk Assessment:

After completion retain one copy, return one copy to line management for information and any further action. **Remember** – where cost implication exceeds your resources copy to your Senior Management.

Control measures

When considering control measures, you should do so in the following steps:

Control measure	Meaning	Examples
1. Elimination	Totally eliminate the hazard – only move to option 2 if this cannot be used	Hazard: lone working. Eliminate by not allowing lone working. Hazard: working at height during maintenance. Eliminate by moving the maintenance control box to floor level.
2. Substitution	Substitute for a less harmful material/process	Hazard: use of chemicals for stripping paint. Substitute with electric infrared heater. Hazard: work at height off ladders. Substitute with mobile tower
3. Engineering controls (EC)	A physical modification or installing of equipment to prevent contaminants being released into the workplace. Can be non-ventilation controls, or ventilation controls	Hazard: cleaning with solvent on rag. EC: provide bin with lid for used rags Hazard: dust from woodworking machinery. EC: provide local exhaust ventilation system to capture the dust.
4. Signage/warnings and/or rules, training etc.	Putting up signs, introducing safe systems of work/procedures/rules, or provide training This would also include company or statutory requirements e.g. six monthly inspections of lifting equipment, fire alarm testing	Hazard: HAVs. Procedures in place to measure trigger time and provide training. Warning signage. Hazard: Lone working. Lone worker device provided/rules for staff on keeping diary up to date and checking registered before home visits. Hazard: DSE work. DSE policy, training, information, eye tests.
5. Personal protective equipment	Last resort: safety levels fall drastically when PPE is not used for the full exposure time. Must be suitable for the task and compatible with other PPE being worn and the employee's characteristics e.g. if a spectacle wearer, will need eye protection that goes over these.	Hazard: airborne e.g. chemicals, biological contaminants. PPE: e.g. filtering half mask. Hazard: dropping item on foot. PPE: protective footwear Hazard: hand exposure to chemicals, hot surfaces etc PPE: protective gloves (must be appropriate to the hazard)

Date sent to line management

I have read and understood the above/attached completed risk assessment.