

**MERSEY VALE PRIMARY SCHOOL**

**RISK ASSESSMENT - SCHOOL TRIP**

**LOCATION:**                    **KINGSWOOD ACTIVITY CENTRE, SHEFFIELD**

**DATE/S:**                    **24<sup>th</sup> – 26<sup>th</sup> April 2019**  
**Departure Time: 1:30pm approx.**  
**Arrive back: 2.30pm approx.**

**Classes/Year Groups:**    **Years 5 & 6**  
   **Yr 5 (11) Yr 6 (28) = 39 total pupils**

**Number of Adults:**        **6**

**Teacher in Charge:**      **Miss Whitehead – Assistant Headteacher**

**Accompanying Adults:**   **2 Teachers: Aleck Aspinall and Rachael Mather**  
   **3 Support Staff: Shane Farrell, Amanda Cropper, Alison Mobbs**

The trip is a repeat of previous successful visits, most recently in 2017-2018 which were originally arranged following recommendations by other schools.

**Date of Risk Assessment: 12/03/19. Updated 02/04/19 and 23/04/19**

**Name of person completing risk assessment: Catherine Whitehead (Visit Leader)**


<b>Significant Hazard</b>	<b>People at Risk</b>	<b>Precautions Taken</b>
<b><u>Coach Travel</u></b> <ul style="list-style-type: none"><li>• Accident</li><li>• Breakdown</li><li>• Lose way</li></ul>	<b><u>Pupils/Adults</u></b>	<ul style="list-style-type: none"><li>• Reliable firm used (same as previous years).</li><li>• Coach fitted with seat belts</li><li>• Pupils supervised by staff, pupils know the rules</li><li>• Clear guidance on times/route for driver</li><li>• Mobile telephone on coach – ring school on safe arrival to update parents.</li><li>• First Aid Kit and sick buckets/bags on coach</li></ul>
<b><u>Car Travel</u></b> <ul style="list-style-type: none"><li>• As above</li></ul>	<b><u>Adult</u></b>	<ul style="list-style-type: none"><li>• One member of staff (Shane Farrell) travelling by car to Kingswood – hands free phone kit to enable communication.</li><li>• Car used has business use insurance</li><li>• Will carry mobile phones for emergencies</li></ul>




<p><b><u>Homesickness / illness</u></b></p>		<p>Shane Farrell to carry a list of all medicines to be taken and to document any medicines that are administered.</p> <ul style="list-style-type: none"><li>• All adults to be aware of potential problems - to refer to Miss Whitehead. (Will phone parents if necessary). No mobile phones for children.</li><li>• In the event that a child is so upset / ill they need to return home, arrangements will be made after liaising with parents to return the child home in the following order of preference:</li><li>• Parent to collect the child from the centre and return home.</li><li>• Mrs Mullane to drive to the centre with a parent and bring the child home.</li><li>• One member of staff (SF) takes their car in case of emergency. SF and another member of staff will drive the child home to parents.</li></ul>
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<p><b><u>Losing a Child</u></b></p>	<p><b><u>Pupils</u></b></p>	<ul style="list-style-type: none"> <li>• Children organised in groups with an identified leader who has the responsibility of taking the register as regular intervals – using Kingswood Fire Register Form.</li> <li>• Counted on/off the coach</li> <li>• Kingswood centre is all on one site</li> <li>• Children and adults given tour of site by Kingswood staff on arrival.</li> <li>• Children and adults shown the office location – designated meeting point if children have lost their group.</li> <li>• Kingswood centre have mobile telephone number of CW – visit leader.</li> <li>• Group leaders remain with the same group throughout the visit.</li> <li>• Children told of any ‘out of bounds’ areas.</li> <li>• All Kingswood staff very visible due to uniforms.</li> <li>• All visiting staff easily identified by wearing a lanyard.</li> <li>• On return to school all pupils to leave with adult as planned from inside school building / office</li> </ul>
<p><b><u>Problems in the night</u></b></p>	<p><b><u>Pupils</u></b></p>	<ul style="list-style-type: none"> <li>• All children to know where adult rooms are – told to alert an adult if there is a problem. Adult rooms situated on dormitory corridors and on the adjoining corridors.</li> </ul> <p><b>(See Appendix B)</b></p>



<p><b><u>Activities</u></b></p>	<p><b><u>All pupils/adults participating /waiting</u></b></p>	<ul style="list-style-type: none"> <li>• Kingswood staff have responsibility for activities (all are appropriately trained/qualified)</li> <li>• Kingswood runs comprehensive site-specific Risk Assessments for each of its activities</li> <li>• All activities are started with a safety talk/information.</li> <li>• Kingswood staff to check equipment etc.</li> <li>• Programme of activities approved by Miss Whitehead in advance.</li> </ul> <p><b>(See Appendix C)</b></p> <ul style="list-style-type: none"> <li>• All adults to ensure children wearing correct clothing for activity.</li> <li>• School staff to accompany/support Kingswood staff throughout all activities</li> <li>• School staff responsible for behaviour management of children in their group.</li> <li>• Children who show hesitancy or reluctance to take part in events will be actively encouraged to do so, in an attempt to get them to push themselves and try new activities. However, the child will never be compelled to take part or can change their mind during the activity, with staff always taking into account the individual qualities and skills of the child.</li> </ul>
<p><b><u>Emergencies</u></b></p>	<p><b><u>All</u></b></p>	<ul style="list-style-type: none"> <li>• Nominated ‘contacts’ back in Stockport – Jayne Mullane (Headteacher) and Claire Varetto (Deputy Headteacher)</li> <li>• LA Critical Incidents Guidelines followed if necessary.</li> </ul>
<p><b><u>Insurance</u></b></p>	<p><b><u>All</u></b></p>	<ul style="list-style-type: none"> <li>• Covered by LA Insurance</li> <li>• Kingswood Centre have own Insurance</li> </ul>
<p><b><u>Children with additional needs</u></b></p>	<p><b><u>See Appendix A. Children highlighted in yellow are detailed.</u></b></p>	

		
<b><u>Further Information</u></b>	<b><u>Parents</u></b>  <b><u>Groups of children</u></b>  <b><u>Kit</u></b>	<ul style="list-style-type: none"> <li>• Parents have been given information as detailed in the LA guidelines.</li> <li>• Meeting was held for parents. Comprehensive letter detailing type of activities to be undertaken sent home.</li> <li>• Parents given an emergency contact telephone number for the Kingswood Centre and School mobile number.</li> <li>• Care has been taken by staff to group the children appropriately – following LA guidelines as to appropriate adult/child ratio. We have at least two more adults than formally required by LA guidance.</li> <li>• Similar ages taken into account for activities.</li> <li>• Pupils are supplied with comprehensive kit-list a few weeks before the trip and importance of the right clothes is re-stressed to both children and parents/guardians.</li> <li>• More specialist items e.g. helmets, harnesses are supplied by Kingswood Centre and meet safety standards.</li> <li>• All adults to ensure that pupils are dressed appropriately for the weather and activities.</li> </ul>

Signed:  Headteacher Date: 23/4/2019

Signed:  Chair of Governors Date: 23/4/2019

Signed:  Trip Leader Date: 23/4/2019



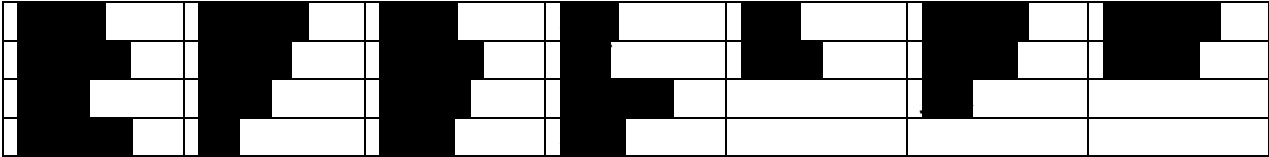


# Appendix B



## Kingswood Residential 24<sup>th</sup> – 26<sup>th</sup> April 2019 Dormitory Allocation

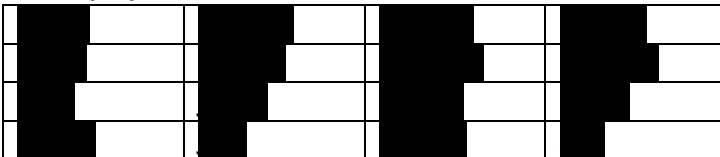
### Boys (23)



#### Adults on/near corridor:

**Catherine Whitehead (Visit Leader), Aleck Aspinall, Shane Farrell**

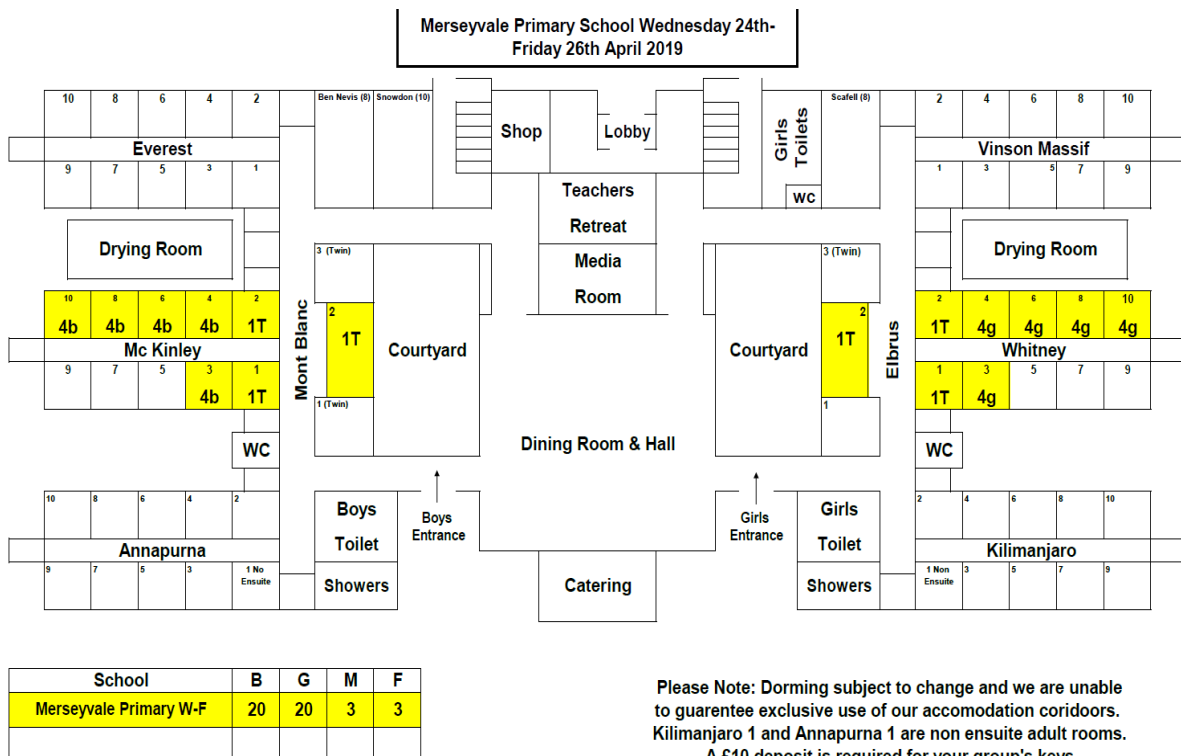
### Girls (16)



#### Adults on/near corridor:

**Rachael Mather, Amanda Cropper, Alison Mobbs**

All dormitory allocation subject to change – dependent on updates from Kingswood



Please Note: Dorming subject to change and we are unable to guarantee exclusive use of our accommodation corridors. Kilimanjaro 1 and Annapurna 1 are non ensuite adult rooms. A £10 deposit is required for your group's keys.

## Appendix C



### **Kingswood Residential** **24<sup>th</sup> – 26<sup>th</sup> April 2019** **Programme of Activities**

Merseyvale Primary School - KW58326 24.04.2019 - 26.04.2019										
Wed	Breakfast	09:30 - 10:40	10:50 - 12:00	12:05 - 13:15	13:15 - 14:25	14:30 - 15:40	15:50 - 17:00	17:05 - 18:15	18:15 - 19:25	19:45 - 21:00
4	Breakfast					Arrival	Problem Solving	Dinner	3G Swing	Campfire
5	Breakfast					Arrival	Problem Solving	Dinner	Bouldering	Campfire
6	Breakfast					Arrival	Problem Solving	Dinner	Laser	Campfire
Thu	Breakfast	09:30 - 10:40	10:50 - 12:00	12:05 - 13:15	13:15 - 14:25	14:30 - 15:40	15:50 - 17:00	17:05 - 18:15	18:15 - 19:25	19:45 - 21:00
4	Breakfast	Raft Building..	Raft Building..	Lunch	Bouldering	Leap of Faith	Nightline	Dinner	Archery	Disco
5	Breakfast	Bushcraft - Shelter Building	Nightline	Lunch	3G Swing	Raft Building..	Raft Building..	Dinner	Laser	Disco
6	Breakfast	Leap of Faith	Nightline	Lunch	Bushcraft - Shelter Building	Raft Building..	Raft Building..	Dinner	Bouldering	Disco
Fri	Breakfast	09:30 - 10:40	10:50 - 12:00	12:05 - 13:15	13:15 - 14:25	14:30 - 15:40	15:50 - 17:00	17:05 - 18:15	18:15 - 19:25	19:45 - 21:00
4	Breakfast	Bushcraft - Shelter Building	Laser	Lunch	Departure					
5	Breakfast	Archery	Leap of Faith	Lunch	Departure					
6	Breakfast	Archery	3G Swing	Lunch	Departure					