

SPECIFIC VISIT RISK ASSESSMENT (Appendix VGA 9.3)

This form should normally be completed, in addition to any generic risk assessments used, to record the risks associated with a specific visit, taking into account the particular **activities** undertaken, the **locations** visited, and the **individuals** involved – add extra sheets if necessary. If there are no additional specific issues to note (beyond those already recorded on the generic forms), it is advisable to state that in the form below or on the ROVER approval form

Educational visit to:	Date(s):
Name of leader(s):	Ages/year group(s) of pupils:

LA generic risk assessments followed for this visit: e.g. Travel by coach + Visits to the coast + Residential accommodation	Other site specific risk assessments followed for this visit (please attach) : e.g. Robin Hoods Bay beach RA (created by Geog Dept 2 years ago) + Whitby YH provided RA for accommodation
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Specific individuals at risk i.e. anyone who may be at particular risk of harm, or might present a hazard to others e.g. Bob Jones - occasional epileptic seizures – risk of injury when falls or during seizure	Precautions and control measures i.e. steps that will be taken to reduce the risk of harm to an acceptable level e.g. Bob Jones – ensure medication taken – staff/pupils all aware and trained to provide gentle support and padding
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Time / place / activity <small>i.e. when/where/why at risk of harm e.g. Tues a.m. – Whitby – fossil hunt</small>	Significant hazards <small>i.e. how might people foreseeably be harmed? e.g. use of hammers → rock splinters in eye</small>	Precautions and control measures <small>i.e. what steps will be taken to reduce the risk of harm to an acceptable level? e.g. all participants required to wear goggles and helmets</small>	Overall risk acceptable? <small>(Yes or No?) i.e. has the risk of harm been reduced to a reasonable and acceptable level?</small>

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The risk assessment should be discussed and agreed with all the visit leaders. If the overall risk level for any activity is considered unacceptable, additional precautions/control measures may be needed or the proposed activity might have to be cancelled. Any visit involving “high risk activities and environments” should be recorded as a Category “A” visit on ROVER and submitted for manager approval. If in doubt, group leaders are advised to seek advice and guidance from the LA Educational Visits Officer.

Risk assessment carried out by: Name(s):

Position(s):

Date:

Staff agreement: “I believe this risk assessment to be suitable and sufficient, and consider the overall risk level to be acceptable. I understand the likely risks and the recommended precautions above, but will remain alert, flexible, and ready to respond appropriately to each circumstance during the visit”.

<i>(Add extra if necessary)</i>	Name	Signature	Agreement date
Overall Group Leader			
Deputy Group Leader			
Assistant/Volunteer leader			
Assistant/Volunteer leader			
Assistant/Volunteer leader			
Assistant/Volunteer leader			
Assistant/Volunteer leader			
Assistant/Volunteer leader			
Assistant/Volunteer leader			

Managers may also request to inspect and approve risk assessment forms

Manager/Head of Dept/EVC Name:

Position:

Signature:

Date: