

## EDUCATIONAL VISIT RISK ASSESSMENT - Windsor Duck Tours

STEP 1: Look for the hazards and identify possible risks.

STEP 2: Decide who might be harmed and how.

STEP 3: Evaluate risks and decide whether precautions are adequate or whether more should be done.

STEP 4: Record your findings as a risk assessment and hand to a member of the SLT for checking and signing.

STEP 5: Review your assessment and revise it if necessary.

STEP 6: In addition to having your own copy to hand, print a copy and give to the H&S officer to file, email a copy to the Head.

Visit to: Windsor Duck Tours	Date:	Class:
Address and contact details of venue: Windsor Duck Tours, 32 Thames Street, Windsor, Berkshire, SL4 1PS		
Number of pupils:	Total Number of Adults:	Pupil/Adult Ratio:
Transport Arrangements:		Food Arrangements:
Depart School:	Depart Venue:	ETA at School:
Accompanying Teachers (names, positions & mobile no.):		
Accompanying Volunteers/Parents (names & mobile no.):		
Staff Leader:		First Aid Kit Holder:
Venue Named Contact: Windsor Duck Tour Team		Venue Named Contact details (if different from above): <a href="mailto:hello@windsorducktours.co.uk">hello@windsorducktours.co.uk</a> or 01753 581158
Names of pupils with any specific medical needs (include details):		
Emergency Meeting Point: The back of the vehicle - follow instructions from staff.		

## Risk Matrix

Likelihood	Impact/Severity					
		Insignificant	Minor	Moderate	Major	Catastrophic
	Very likely	Low – Medium	Medium	Medium – High	High	High
	Likely	Low – Medium	Low – Medium	Medium	Medium – High	High
	Possible	Low	Low – Medium	Medium	Medium – High	Medium - High
	Unlikely	Low	Low – Medium	Low – Medium	Medium	Medium – High
	Very Unlikely	Low	Low	Low – Medium	Medium	Medium

Hazard	Risk	Control measures	Risk Rating			Proposed action
			L	I	R	
Boarding and disembarking vehicle	Trips, slips, falls on steps or ramp; children pushed or crowded	Staff assist boarding; children enter/exit one at a time; vehicle crew supervision; handrails used where provided	P	Mo	M	Brief children on safe boarding. Ensure staff positioned at front and back of group. No pushing or rushing.
Road journey (on amphibious bus)	Road traffic collision; sudden braking/turning; children moving around	Seatbelts (if fitted) to be worn; children to remain seated; staff supervision; safety briefing by crew	U	Ma	H	Ensure all children remain seated. Teachers to sit among group. Follow crew instructions.
Water journey (river trip)	Risk of falling overboard; water accident	Crew trained in safety procedures; lifejackets available; emergency equipment carried; closed vehicle sides	V	Cr	M	Staff to supervise continuously. Children instructed not to lean or put arms outside. Follow crew instructions in full.
Weather (rain, cold, heat)	Slips on wet surfaces; sunburn or heat exhaustion	Weather check prior to visit; suitable clothing/footwear; sun hats/sun cream if hot; raincoats if wet	P	Mo	M	Teachers to ensure children come prepared. Carry spare water.

Contact with the public	Stranger interaction, inappropriate behaviour	Staff supervision; group kept together; clear meeting points agreed	p	Mo	M	Brief children on staying with group. Allocate groups to staff leaders.
Medical emergency	Child/adult requires first aid or hospital	Crew trained in first aid; staff carry school medical info; emergency services contactable	P	Mo	LM	All staff aware of procedures. Ensure school mobile and first aid kit carried. Emergency contacts available.

Member of staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

(ECV) signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Head) signature: \_\_\_\_\_

Date: \_\_\_\_\_

(DSL) signature: \_\_\_\_\_

Date: \_\_\_\_\_