

What about the What Ifs?

This page complements page 51/52 of the current directory and helps to address some of the recent issues.

Risk Assessment

...is a careful examination of what might cause harm to people, so you can decide about whether you have taken enough precautions.

It is mainly common sense and helps you think about what precautions are necessary when taking a group out of school.

Going through the process of assessing the risks for a trip is a vital thing to do. It helps with the forward planning, anticipates situations and offers solutions.

Remember that you must risk assess your own group and visit. Site staff will help, but cannot do this for you. The ideal time to do this would be during a planning visit to the site.

Where to get help

- Your school Educational Visits Co-ordinator.
- Your local LEA.
- Education Staff at the site you want to visit.

The information on the right is intended to complement, not replace, existing guidelines.

Some useful terms

A **HAZARD** is anything that can cause harm. A **RISK** is the likelihood that somebody will be harmed by the hazard. A **RISK ASSESSMENT** is a value judgement (an opinion) as to how likely the hazard is to cause injury (taking into account things like seriousness of the potential injury) and involves **CONTROL MEASURES** to lessen the risk or remove the hazard.

In Risk Assessments you are expected to “**take reasonable steps to ensure the risk is reduced to its lowest predictable level**”. You don’t have to remove the risk; you need to be able to say it is **LOW**.

5 Steps to Risk Assessment

Step One

Identify the hazards.

Step Two

Decide who might be harmed and how.

Step Three

Evaluate the risks (your judgement and High, Medium and Low are acceptable). Then decide if existing control measures are good enough or if more needs to be done.

Step Four

Record your findings.

Step Five

Review your assessment and revise if necessary.

