

School Risk Assessment

Risk assessment for	Assessment undertaken on	Assessment review
Title of setting (print): Llangollen Wharf Canal Boat Trip	Date: June 2004 by (Signed): Name (print): Position: Date:	Date:

List significant hazards.	List groups of people who are at risk from the significant hazards you have identified.	List existing controls or note where the information may be found. List risks which are not adequately controlled and the action needed.	checklist
Suitability of venue	Pupils & staff	<ul style="list-style-type: none"> • check leaflets and any other information available (eg online) • appraisal on arrival • check venue's own regulations for visits • check location of rescue device • Look for and follow and guidelines and instructions in establishment • Identify a central meeting point • Identify toilet areas and suitability • Inform pupils of boundaries 	
Proximity to water		<ul style="list-style-type: none"> • Close supervision • Staff to walk on side nearest water • Pupils to walk on side of path furthest from water • walking at all times 	
Canal Boat journey		<ul style="list-style-type: none"> • assess each pupils capabilities and medical needs prior to activity • remain seated at all times • Keep all limbs inside barge at all times • Do not touch water • Wash hands at earliest opportunity after visit 	
Drowning		<ul style="list-style-type: none"> • adequate supervision ratios • location of rescue device 	
Eating and toileting in a public place	pupils and staff	<ul style="list-style-type: none"> • ensure facilities available and good hygiene is continued as at school • adequate staffing to supervise 	
Suitability of clothing / equipment	Pupils & staff	<ul style="list-style-type: none"> • list needs prior to visit and check class 	
Supervision		<ul style="list-style-type: none"> • 3x 1 adult with 1x1:1 and 1 other • 1x 1 adult with 3 pupils 	

Transporting pupils (accidents)		<ul style="list-style-type: none"> • see minibus guidelines/car user guidelines 	
Losing a child Splitting groups and losing contact	pupils	<ul style="list-style-type: none"> • adequate staffing for all pupils • if one wanders from group , keep others in safe group and free staff to sweep area and constantly report back • decide time and place to re meet if split up • mobile phone contact available • Report to police (999) if lost for more than 10 minutes and inform school 	
Falls/ tumbles/ trips minor injuries	pupils and staff	<ul style="list-style-type: none"> • visually inspect area first and warn of any possible problems • first aid kit • first aider present • always carry medication and medical card 	
Accident requiring further treatment	pupils and staff	<ul style="list-style-type: none"> • always carry medication and medical card • ensure safety - do not move unless necessary • 1 member of staff (first aider) stay with student • 1 member of staff with remaining students. Move other students discrete distance away Assess situation <p>If emergency treatment required</p> <ul style="list-style-type: none"> • ring 999 • member of staff to remain with student in ambulance • mobile phone • inform school to <ul style="list-style-type: none"> ➢ inform parent ➢ make arrangements re return of pupils, staffing etc (if necessary) <p>If doctors treatment required</p> <ul style="list-style-type: none"> • remaining pupils in safe place with adequate staffing • 1 driver and 1 member of staff with student in rear of vehicle 	
Transfer to and from bus when parked	pupils	<ul style="list-style-type: none"> • behaviour control • park in safe places • adequate staffing to unload and stand with pupils 	

signed class staff
signed..... class staff
signed class staff
signed..... class staff
signed headteacher

Notes to accompany risk assessment sheet.

1. Life belts are carried on board the aqueduct cruise. The horse drawn boats operate in water generally less than two feet deep.
2. Safety announcements are made on both the horse drawn and the aqueduct trips, and warning signs are displayed on the horse drawn boats.
3. On the aqueduct cruise, pupils should not be allowed outside on the front deck without very close supervision. The rest of the boat is covered and the doors are too high to fall out of accidentally. On the horse drawn boats, the centre two thirds of the boat is covered, and the floor is below the level of the waterline. To fall out of the boat, a child would have to be climbing on the seats and climb over the gunnels of the boat.
4. The horses are kept inside a corral unless they are being harnessed to the boat. There is NO public access allowed to the corral. Pupils must not climb the fence or open the gate.
5. There are good toilet facilities available at the Wharf.
6. There is a first aider on duty at all times at the Wharf.
7. There is room for one coach to park at the Wharf