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| **Parish** | | |  | | |
| **Parish Visit Risk Assessment** | | |  | | |
| **Date** | | |  | | |
| **Duration of Trip** | | |  | | |
| **Visit to** | | |  | | |
| **Visit Organiser** | | |  | | |
| **Group Attending** | | |  | | |
| **Total no of attendees** | | | **Adults Children** | | |
| *Please note this is just an example form. Please amend appropriately for your particular trip/visit bearing in mind extra risks that may be involved at say a swimming pool/theme park etc. You may also need to include medical/care information for some attendees.* | | | | | |
| Hazard | Risk | Level of risk before control measures are put in place | | Control measures | Level of risk after control measures are put in place |
| Children moving around coach | Injury, death | Mid | | * Parish to use reputable coach company * Speed limits to be observed at all times * Staff will share rules frequently in the days running up to the trip * Adults to sit throughout the coach including at the front and back and by the emergency exits * Adults to support children in going and down stairs * Children will be reminded to remain seated at all times | Low |
| Crossing Car Parks | Injury, death | Mid | | * There will be a ratio of 1:5 and 1:3 for children aged under five * Adults will walk at the front and back of the group of children. Adults will position themselves evenly along the group of children * Pupils will be briefed about hazards and behaviour required to walk near/across car parks safely e.g. stop, look, listen * Children will be reminded to walk in an orderly manner and stay with their adult. | Low |
| Risk of infection | Illness, death | High | | * Adult and children to all follow he rules set out in the venues risk assessment. * Staff will share rules frequently in the days running up to the trip. * Ensure one of the staff attending is a first aider * Ensure first aid kit is complete and up to date. * Food and drink may only be consumed in the designated areas. | Low |
| Physical injury | Injury, death | Mid | | * If the weather is deemed as too wet or windy leaders will assess the risk of injury and cancel activity if necessary * the Staff will share rules frequently in the days running up to the trip. * Ensure one of the staff attending is a first aider * Ensure first aid kit is complete and up to date. * There will be a ratio 1:5 and 1:3 for children aged under five * When using equipment venue rules will be observed. * Children will be briefed about hazards and behaviour required to walk near/across car parks safely e.g. stop, look, listen, think. * Children will be reminded to walk in an orderly manner and stay with their adult. | Low |
| Child/Children walking away from group near vehicles/water/animals | Separation from Group Injury, death | Mid | | * Specific children to be supported either with a member of staff or their own parent. * Social stories will be sent home with these specific children. * Children to stay with their groups and adults at all times. * There will be a ratio 1:5 and 1:3 for children aged under five * Children will be briefed about hazards and behaviour required. | Low |
| Children do not follow adult instruction | Separation from Group Injury, death | Mid | | * Expectations set out before the trip * Social stories will be sent home with these specific children prior to trip to help know what to expect. * Specific children to be supported either with a member of staff or their own parent. * Children will have instructions repeated. | Low |

**For overnight stays and trips (in hostels or guest houses) please see information and guidance attached..**

**As a parent volunteer, I understand that:**

Mobile phones (of staff or parent helpers) are **not** be used at all (unless in an emergency). Photos should only be taken on parish camera at the group leaders’ direction not on any mobile device (even of your own child).

In the case of emergencies, a key contact in the parish will be contacted to relay any messages if required. The number is Ensure you have this number in your phone.

Risk assessment must be followed.

I will follow the direction, guidance and instructions of the leader and other member of staff.

I will direct any concerns regarding behaviour or wellbeing to the leader and other members of staff. Confidentiality.

I will not be alone with a child or group of children.

An adult will walk at the front and back of the line of children. Adults will position themselves with their group along the line.

During any trip, there is an opportunity to have a break from the group. If you need to go to the toilet, please inform a member of staff so the group can be supervised.

At the end of the trip, all children and adults will return to the arranged meeting point. No children will be released to anyone except their parent/carer or other previously identified adult.

**Accommodation Residential or overnight trips away**

* A visit to the accommodation must be made prior to the residential/over night stay.
* During this visit a risk assessment must be carried out.
* If possible seek exclusive use of accommodation or in the absence of exclusive use, ensure all those attending will be in rooms located in the same part of the accommodation – not spread out.
* Ensure all dietary requirement can be met.
* Ensure you receive information regarding the venues Health & Safety and Fire Regulation policies
* Boys and girls must have separate sleeping and washing facilities which are private to them
* Mixed groups of young people must have adults of both genders involved
* Adults should have separate accommodation but in close proximity to the young people
* Young people under the age of 18 must not be left in the accommodation premises alone overnight
* There should be a rota of adults awake during the night at least until all of the young people have settled down
* Ratios of helpers to young people should be strictly followed.
* Every group must be led by at least two adults, however small the group.
* Individual adults must never be alone with children or young people
* Children will be told to act responsibly whilst not taking any unnecessary risks and must also follow the instructions of any adults in a supervisory position.
* An agreement should be reached between the organiser and parents / carers as to how much independence is appropriate for older children and young people, but the leadership should be clear that they will make decisions on site in any given situation.
* If a child is seen to cause any potential risk to themselves or others they must be withdrawn from the trip.
* Leaders must not consume alcohol on the trip, even when off duty.
* Leaders must not smoke tobacco in the presence of children.
* Obtain parental consents for trips & overnight stays
* No child under the age of 8 can be taken away on overnight stays without his or her parent or guardian accompanying them.
* Each child or young person under the age of 18 (unless they are over 16 and living away from home or married) must have the written consent of parent or guardian, which gives authority to the person named as responsible for the activity to take the young person away and to act “as a careful parent would”.
* It is important that parents have full information before giving consent. This must include as a minimum: aims and objectives of the trip and activities, venue address, timings for the trip/stay.