

Planned Outings Risk Assessment

Written risk assessments are a requirement of the Early Years Foundation Stage Statutory Framework (DCSF 2008) for anybody who is looking after children under the age of eight.

Name of locationDate of the planned visit.....

<p>Date contacted the venue/manager of the location</p>	<p>Notes – Have you received information with regards to the risk assessments belonging to the venue? Having read them are there any implications for the safety of you and or your children?</p>
<p>How many adults and children are there? (Adult: Child Ratio)</p>	<p>Notes – have you enough powers of supervision, bear in mind any child’s specific needs and the level of risk for each child?</p>
<p>Risk assess the journey</p>	<p>Note here any hazards identified with the journey, consider the logistics has every child got a car seat, refer to your annual risk assessment for a vehicle journey – just refer to it and date when you did this. The main hazard will be the car park at the other end, consider where you will park, ideally near the entrance etc.</p>
<p>Emergency contact - have you details for every child Is a First Aid kit available?</p>	<p>State where they are stored, is your phone charged, sufficient credit on it?</p>
<p>Variable hazards – like the weather, traffic jams. Have you got changes of clothes?</p>	<p>Have you got all that you need, waterproofs, sun cream hats etc? It may be beneficial to refer to a checklist of things you need to take and clip it to the back of this sheet.</p> <p>Will you take extra food and drink for everyone in case of a delay?</p>

<p>Lost children, What are you going to do if? What is your procedure Special identity tabards/labels for the children</p>	<p>Discuss how children are to behave, where are the older children going to gather if they get separated – what are your rules for the trip how have you communicated these with parents and children.</p>
<p>Parental Consents</p>	<p>Have you all that you need in place? Permission to travel, go, apply sun cream etc. Refer to existing consent forms</p>
<p>Parental Information</p>	<p>Have parents had the opportunity to ask questions? Have you all the up to date contact numbers, if you were to be late, consider the consequences for each child and their parents</p>
<p>Emergency Procedure. What will you do in the unlikely event of a serious accident</p>	<p>Who will you report this to, parents, police, the venue itself, and do not forget Ofsted</p>
<p>Hygiene Procedures</p>	<p>Refer to the sites risk assessment and recommendations, but what are you going to do when they all want to go to the toilet – hand washing and eating especially when the children may be touching animals.</p>
<p>Documentation</p>	<p>Check your car insurance details to ensure you are covered, have you got the contact number of assistance for breakdown, this is a good opportunity to check the MOT, tyre pressures etc. Who is the driver, have you got their CRB checks, have you seen their license?</p>