

Educational Visits Risk Assessment



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| Visit to: | Leader in charge of visit: | Carried out by: |
| Holmes Chapel Comprehensive School | Victoria Palethorpe | LMT team |
| Date of visit: | Persons considered in the assessment: | Date of assessment: |
| 24/09/21 | Pupils and staff | September 2021 |

| POTENTIAL HAZARDS | CONTROL MEASURES TO BE CONSIDERED | ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND/OR ACTIONS TO BE TAKEN BY |
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| 1 ENVIRONMENTAL ISSUES e.g. Weather, | <ul style="list-style-type: none"> Weather forecast checked where appropriate | In the event of bad weather, the school needs to make a decision regarding coach travel |
| 2 TRANSPORT e.g. vehicles, drivers, arrival and departure of | <i>Holmes Chapel Comprehensive has designated coach drop off and pick up which can be used by schools. A staff car park is available for extra staff cars.</i> | School staff and LMT staff will be in attendance to supervise and organise pupils during the event |

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| vehicles, breakdowns | | |
| 3 EQUIPMENT CLOTHING SUBSTANCES | <i>Sound equipment will be provided by the LMT and Holmes Chapel Primary and will be supervised by the same personnel.</i> | Holmes Chapel and LMT will have overall control of sound equipment. |
| 4 ACTIVITIES and PROCEDURES e.g. Programme of activities, down time | <ul style="list-style-type: none"> ● <i>Arrival, 20 minutes warm-up, followed by teaching of the Singfest medleys for the remainder of the 2 hour rehearsal</i> ● <i>Comfort break half way through avoiding the high school break</i> ● <i>Adequate supervision at all times</i> ● <i>Agree standards of behaviour and conduct</i> | Participating schools have been sent an email from Victoria Palethorpe. Upon arrival at Holmes Chapel Comprehensive, teachers and children will be shown to the School hall / theatre.. The fire procedures will be explained at the beginning of the rehearsal. The event is in the music theatre which has tiered seating but the pupils from primary school will be located in the hall space. There will be a qualified first aider present. Toilets are easily accessible outside the music theatre/ school hall. |
| 5 SUPERVISION COMPETENCE DISCIPLINE | <ul style="list-style-type: none"> ● <i>Prior assessment of Leaders and helpers in relation to the visit, the young people involved and the activities taking place</i> ● <i>Supervision ratio to keep sufficient check on all the party- including accompanying children other than young people</i> ● <i>Code of conduct established and maintained</i> ● <i>Adequate staffing numbers available</i> | School staff are directed to sit with their children and to supervise at all times. There will be a staff member from LMT and from Holmes Chapel attend the rehearsal in addition. |
| 6 OVERALL PLANNING MONITORING AND CONTROL e.g. Accommodation ● Emergency Contacts and Communication ● Insurance ● LA Notification ● Medical Arrangements | <ul style="list-style-type: none"> ▪ <i>Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked.</i> ▪ <i>Emergency arrangements include access to contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the leader of the party</i> ▪ <i>Mobile telephone available for emergency use</i> ▪ <i>Established appropriate emergency contacts with schools or establishments and parents</i> ▪ <i>Defer to school's Critical Incident Procedure</i> | <p>School staff have responsibility for the conduct and supervision of their children Contact numbers should be available . Critical incident policy should be followed if necessary .</p> <p>This activity takes place in a school hall which is designed with activities in mind The organisers have assessed the safe accommodation of the numbers of children and adults taking part. Parents have given their consent and these records will be held by individual schools.</p> <p>.Support for any children with health or additional needs will be the responsibility of individual schools attending.</p> <p>A pre visit has been carried out and school staff from Holmes Chapel and the LMT will be present.</p> |

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| <ul style="list-style-type: none"> ● Parental Information ● Research ● Special Needs ● Visits Abroad | <ul style="list-style-type: none"> ▪ <i>Set up effective communication procedures with the group</i> ▪ <i>Insurance cover checked and parents informed of the limits of cover provided</i> ● <i>Parental Consent</i> ● <i>Do you need and have they given their consent</i> ● <i>Researched the area, site accommodation, company</i> ● <i>Pre visit carried out</i> ● <i>Full account taken of any special needs involved</i> | |
| <p>OTHER</p> | <p>COVID MEASURES</p> | <p>Each school will be shown to the school hall upon arrival and will rehearse in school bubbles socially distanced from other groups. Contact with the High School pupils moving around the school will be avoided due to staggered arrival times and taking breaks at different times that the hosting school.</p> <p>One member of staff will provide the register of attending pupils and deliver to the school's main reception. Pupils will then enter the music department via a different entrance off the staff car park, avoiding therefore walking through the school.</p> |

A COPY OF THIS RISK ASSESSMENT, WITH VISIT SPECIFIC CONTROL MEASURES IS TO BE PROVIDED TO THE EVC, HEADTEACHER/MANAGER (AND WHERE APPROPRIATE, THE LA)

Signed _____ Victoria Palethorpe _____ Date 15/09/21 _____