

## Educational Visits Risk Assessment



<b>Visit to:</b>	<b>Leader in charge of visit:</b>	<b>Carried out by:</b>
Macclesfield Academy	Victoria Palethorpe	LMT team
<b>Date of visit:</b>	<b>Persons considered in the assessment:</b>	<b>Date of assessment:</b>
04/10/21	Pupils and staff	September 2021

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND/OR ACTIONS TO BE TAKEN BY
<b>1 ENVIRONMENTAL ISSUES</b> e.g. Weather,	<ul style="list-style-type: none"> <li><i>Weather forecast checked where appropriate</i></li> </ul>	In the event of bad weather, the school needs to make a decision regarding coach travel
<b>2 TRANSPORT</b> e.g. vehicles, drivers, arrival and departure of	<i>Macclesfield Academy 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

vehicles, breakdowns		
3 EQUIPMENT CLOTHING SUBSTANCES	<i>Sound equipment will be provided by the LMT and Macclesfield Academy and will be supervised by the same personnel.</i>	Macclesfield Academy 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"> <li>● <i>Arrival, 20 minutes warm-up, followed by teaching of the Singfest medleys for the remainder of the 2 hour rehearsal</i></li> <li>● <i>Comfort break half way through avoiding the high school break</i></li> <li>● <i>Adequate supervision at all times</i></li> <li>● <i>Agree standards of behaviour and conduct</i></li> </ul>	Participating schools have been sent an email from Victoria Palethorpe. Upon arrival at Macclesfield Academy , teachers and children will be shown to the School Hall. The fire procedures will be explained at the beginning of the rehearsal. The event is in the School Hall where pupils from primary schools will be allocated specific areas. There will be a qualified first aider present. Toilets are easily accessible outside the theatre/ school hall.
5 SUPERVISION COMPETENCE DISCIPLINE	<ul style="list-style-type: none"> <li>● <i>Prior assessment of Leaders and helpers in relation to the visit, the young people involved and the activities taking place</i></li> <li>● <i>Supervision ratio to keep sufficient check on all the party- including accompanying children other than young people</i></li> <li>● <i>Code of conduct established and maintained</i></li> <li>● <i>Adequate staffing numbers available</i></li> </ul>	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 Macclesfield Academy 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"> <li>▪ <i>Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked.</i></li> <li>▪ <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></li> <li>▪ <i>Mobile telephone available for emergency use</i></li> <li>▪ <i>Established appropriate emergency contacts with schools or establishments and parents</i></li> <li>▪ <i>Defer to school's Critical Incident Procedure</i></li> </ul>	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 . 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. .Support for any children with health or additional needs will be the responsibility of individual schools attending. A pre visit has been carried out and school staff from Macclesfield Academy and the LMT will be present.

<ul style="list-style-type: none"> <li>● Parental Information</li> <li>● Research</li> <li>● Special Needs</li> <li>● Visits Abroad</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Set up effective communication procedures with the group</i></li> <li>▪ <i>Insurance cover checked and parents informed of the limits of cover provided</i></li> <li>● <i>Parental Consent</i></li> <li>● <i>Do you need and have they given their consent</i></li> <li>● <i>Researched the area, site accommodation, company</i></li> <li>● <i>Pre visit carried out</i></li> <li>● <i>Full account taken of any special needs involved</i></li> </ul>	
<p><b>OTHER</b></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 than 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 hall via Main reception off the staff car park. This leads directly into the School Hall.</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 16/09/21