**Staffed Site Educational Visit – Example Risk Assessment**

Cadw is committed to welcoming Educational Visits back to our sites. The majority of sites are available to book via out [online booking system.](https://cadw.gov.wales/learn/education/education-visits/self-led-education-visits) Please ensure that the [current guidance](https://gov.wales/coronavirus) is read before booking.

All educational institutions visiting a Cadw site must submit a risk assessment, if they have not already written one they are able to use this template, and submit it to the monument they wish to visit at least two weeks before visiting. Cadw are offering the risk assessor the opportunity to attend site before the visit in order to assist them with populating their school visit risk assessment; ready for EVOLVE submission.

Cadw offers free pre inspection visits to support your development of your risk assessment. This document is for your guidance only, you remain responsible for your risk assessment and any omissions

If multiple site visits are being booked, only the one risk assessment would be required as long as the circumstances of the visits are similar e.g. group size, transport to site etc.

Please see the guidance at the bottom of this template on completing the risk assessment and the measures we expect to be in place to keep our staff and other visitors safe throughout your visit.

**Booking Details**

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| --- | --- |
| Cadw Site Attending |  |
| Institution Name |  |
| Booking Number |  |
| Risk Assessor and Contact Details |  |
| Date of Visit |  |
| Number of Individuals attending site (include students, teachers, chaperones and drivers) |  |

**Risk Assessment Matrix**

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|  | **Severity** | **Likelihood** | **High Risk: 15 to 25** – Activities should cease immediately until further control measures to mitigate the risk are implemented.  **Medium Risk: 8 to 12** – Activities should only be tolerated for the short-term then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined a time period  **Low Risk: 1 to 6** – Largely acceptable, subject to reviews periodically, or after significant change. |
| **1 – No Injury** | **1 – Unlikely** |
| **2 – Minor Injury** | **2 – Possible** |
| **3 – Injury requiring Medical Treatment** | **3 – Likely** |
| **4 – Major Injury** | **4 – Probable** |
| **5 - Fatality** | **5 - Certain** |

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| --- | --- | --- | --- | --- | --- |
| **Hazard** | **Who Might be Harmed and How?** | **Control Measures in Place** | **Risk Rating** | **Further Control Measures Required** | **Residual Risk** |
| School Bus transportation to site. | Driver  Teaching staff  Pupils  Volunteers  Public  Driver error  Pupils distracting the driver  Failing to wear seat belts  Malfunction of bus and attachments  Fatigue.  Slip, trip or fall on board  Hit by moving vehicle  Illness on bus causing delay | * Diver is MiDAS trained. MiDAS is for those who drive a minibus on a voluntary, not-for-profit and/or on an  occasional basis – see [Standard MiDAS Training - Community Transport](https://www.communitytransport.org/midas-training) * Pre-use vehicle inspections * LOLER examinations where bus utilises a rear tail lift. If you have a vehicle fitted with a tail lift it must have a LOLER Thorough Examination. A LOLER thorough examination must also be carried out by a competent person with the relevant experience. * Reactive maintenance In operation. * Pupils supervised at all times in line with the following *example:*   **1:2 for Nursery & Reception** — Foundation Phase under 5s  **1:6 for Year 1 & 2** — Foundation Phase 5–7 years  **1:10 for Key Stage 2 & 3**  **1:15 for Key Stage 4 +**   * All pupils are checked before bus leaves site that all seatbelts work correctly and all pupils are secure. * All luggage is placed in hold or within the on board storage systems. * Pupils do not sit directly behind the driver. * Where travelling long distances drivers take turns to reduce fatigue and adhere to tacho where fitted. * First aid kit and fire extinguisher is located on the bus and checked before use. * No walking around the bus, pupils to remain in seats. * Steps are deployed before pupils disembark. * Bus stops pavement side for safe disembark, avoiding oncoming traffic. * School’s existing bus bay and traffic management plan. * Driving for school use risk assessments * Designated parking at site.   Note – Cadw have the right to stop a visit based upon inadequate supervision ratios. | 9 |  |  |
| Hire Bus transportation to site | Driver  Teaching staff  Pupils  Volunteers  Public  Driver error  Pupils distracting the driver  Failing to wear seat belts  Malfunction of bus and attachments  Fatigue.  Slip, trip or fall on board  Hit by moving vehicle | * Hire bus company risk assessment is in place, all controls have been assessed as being adequate and mirror standards for transporting school children to and from venue. | 6 |  |  |
| Walking to and from the site | Teaching staff  Pupils  Volunteers  Public  Slip, trip or fall injuries  Hit by moving vehicle | * All pupils will wear closed in shoes / trainers/ boots, fastened to give adequate support. These will also need to be water repellent given the weather alert for the time of visit. * Pavements and crossings will be used if access is not provided directly outside the monument. * Where walking road side consider florescent jackets. * All visits will be planned during the day where hours of darkness are reduced. * Trip will be cancelled if inclement weather poses a risk of increasing slips; ice, snow, flooding etc. Please call the site to advise if you cancel your trip. Do check Cadw site pages and social media for advisories on closures. * Appropriate clothing worn during the visit to protect from weather risk. | 6 |  |  |
| Safeguarding | Pupils  Staff  Public | * Groups will stay together at all times and remain under supervision by a school representative. * Safeguarding training for teachers and assistants. * Reporting and recording processes in place. * Groups will be encouraged to use the toilet at the same time. Where required supervised within the sink area to ensure positive behaviours. * Pupils will use the appropriate toilets. * First aid will be administered by qualified school staff at the scene of the accident with supervision by another school or Cadw rep. First aid will not be administered in a closed room 1 to1 * Safeguarding risk assessments and policies apply. * Pupils will not be left in any location on their own. | 4 |  |  |
| Food allergies | Pupils  Staff | * Food to be provided by responsible adults not the school. * Food to be monitored at all times. * High allergy foods not to be eaten on the bus (nuts etc) | 8 |  |  |
| Stranger Danger | Pupils | * Behaviour expectations communicated to pupils before and during the visit. * Strict supervision * Mobile phones accessible at all times. * Support from Cadw staff and/or police where applicable. * Staff to monitor toilet areas * Pupils to be supervised at all times. * Locations for breaks are appropriate. | 8 |  |  |
| Getting lost | Pupils | * Agree common meeting place at start of each stop within the school trip if pupils get lost. * Brief pupils to go to meeting point and to not leave the premises. * Ensure correct pupil staff ratios and split pupils into groups. * Ensure pupils remain in their groups. * Ensure staff accompany pupils at all times. * Ensure pupils know the name of their visit leader, staff and school name. * Pupils will be clearly identified as being part of the school group (uniform, bibs etc) | 8 |  |  |
| Previous medical issues & First Aid | Pupils  Staff  Medical conditions worsening on site due to lack of meditational support. | * Anyone representing the school that requires medication i.e. Routine or emergency will ensure that this is taken with them to site. Clearly marked for each person and kept secure at all times. * Mobile phone carried at all times for emergencies, pre-loaded with all relevant numbers – school reception/ head teacher in order to make contact with emergency contacts for injured parties. * First aid kit to be taken onto site containing enough items to cover the group. Administered by qualified first aiders only. * Majority of sites are covered with a defibrillator. You can contact the site direct to double check if there is one on site or one locally. * Individual pupil risk assessments in place. * Support from trained Cadw staff. * Accident reporting procedures in place both for school and Cadw site. * Medical conditions made known to supervising adults before visit and all medical materials handed over to group supervisor / leader. * At least one member of staff will have training in epi pen use. | 8 |  |  |
| Inclement weather | Pupils  Staff  Extremities of weather | * Cold and wet weather gear to be worn during autumn and winter months. Trip to be postponed upon inclement weather to ensure the safety of staff and pupils. * School sun safety policy to be utilised during summer months - Sun block to be administered to pupils before arrival to school, appropriate clothing to prevent sun burn, hats with brim and plenty of water. * No trips to be undertaken during amber or red weather warnings. | 6 |  |  |
| On site Activities | Teaching staff  Pupils  Volunteers  Public  Slip, trip or fall injuries  Fall from height risk  Dangerous artefacts | * Any Cadw or interpretation group led activity is risk assessed and adhere to supervision guidelines. * Cadw Site risk assessment in situ. * Cadw have provided notes for teachers for some sites on historic information and a site map for ease of navigation. * Pupils will adhere to the site rules including one way systems. Safety Signs will be identified as part of the visit and behaviours reinforced before entry. * Pupils will be split into manageable groups to avoid large gatherings in higher risk areas e.g. wall walks, towers stairwells * School staff and representatives will maintain supervision throughout the visit and prevent any climbing or running on the monument. * Single file ascend and descend of tower stairwells. Pupils encouraged to use hand rails where provided. Pupils encouraged to take their time when going down a staircase, not to rush or push, leave gaps in-between each other. * Lunch area will be predetermined and agreed with the site head / lead custodian, so as to avoid blocking main walkways, fire exits or interpretation. * Any area of the site that is out of bounds will be clearly marked and significant risk identified upon booking. Cadw Staff will ensure these area are protected (areas of conservation / construction work)   Note – at staffed cadw sites, cadw staff withhold the right to eject a school and report to the Head Teacher, if a visit is deemed to be run in a way that could put children, cadw staff or other visitors at risk. Ultimately a school can be banned from future visits. | 9 |  |  |