

Hazard observed	Risk before control measures	Person at risk	Category of risk	Actions/ measures required	Action by who? Action by when?
Roads	Major/ minor injury	Pupils/Staff	Medium	<ul style="list-style-type: none"> <li>• High visibility jackets available for staff and children.</li> <li>• Use pedestrian crossings.</li> <li>• Use wide pavements when available.</li> <li>• Ensure all pupils keep well back on the pavements.</li> <li>• Supervision on pavements and road.</li> <li>• Regular headcount</li> <li>• Appropriate ratios.</li> <li>• When crossing roads, ensure an adult supervises children across.</li> <li>• Avoid fast roads where possible.</li> </ul>	Group leader to brief all adults and children before the trip
Rough, uneven ground	Slips, trips or falls	Pupils/Staff	Low	<ul style="list-style-type: none"> <li>• Verbal warning of risk.</li> <li>• Suitable footwear to be worn.</li> <li>• Ensure good behaviour and no running.</li> </ul>	Group leader to brief all adults and children before the trip
First aid, children require prescribed medication	Minor injury Serious illness	Pupils/Staff	Medium	<ul style="list-style-type: none"> <li>• Member of staff to carry first aid kit which is accessible and appropriate.</li> <li>• First aider available with every group.</li> <li>• Leaders know how to contact the emergency services.</li> <li>• Mobile phones carried for emergencies.</li> <li>• Emergency contacts arranged.</li> <li>• Any prescribed medications e.g. inhaler, epipen, with child or designated member of staff.</li> </ul>	Group leader to brief all adults before the trip. Medical needs of the group to be made clear.  First aiders to be briefed on all medical needs.
Extreme weather conditions	Sunstroke, sunburn, dehydration,	Pupils/Staff	Low	<ul style="list-style-type: none"> <li>• Check weather forecast before travel.</li> <li>• Ensure pupils have access to fluids and drinks.</li> <li>• Avoid prolonged exposure to sun.</li> <li>• Ensure pre-visit information includes importance of wearing hats and sunscreen and promote the application of it during the day.</li> </ul>	Group leader to brief all adults and children before the trip

				<ul style="list-style-type: none"> <li>• Check for correct clothing before commencing the walk.</li> <li>• Modify/ shorten the trip as necessary if adverse weather continues.</li> </ul>	
Extreme weather conditions	Hypothermia	Pupils/Staff	Low	<ul style="list-style-type: none"> <li>• Ensure pre-visit information includes information about the importance of warm layers of clothing.</li> <li>• Modify/shorten or consider cancelling activities in bad weather.</li> <li>• Provide extra clothing as necessary.</li> <li>• Be aware of pro-longed periods of inactivity.</li> </ul>	Group leader to brief all adults and children before the trip
General public	Physical, verbal, abuse, abduction,	Pupils/Staff	Medium	<ul style="list-style-type: none"> <li>• Staff volunteers to be recognisable by logos on clothing.</li> <li>• Regular headcount.</li> <li>• Staff to be vigilant- politely ask members of the public to leave work area if necessary.</li> <li>• Front and back markers to be designated with each group.</li> <li>• Attempt to de-escalate any potentially confrontational situation if safe to do so.</li> <li>• Be prepared to remove group to alternative area if necessary.</li> <li>• Follow serious incident procedure and notify police if appropriate.</li> </ul>	Group leader to brief all adults and children before the trip
Pupil lost or seperated from group	Major/ minor injury	Pupils	Medium	<ul style="list-style-type: none"> <li>• Ensure supervising staff understand their roles and responsibility.</li> <li>• Ratios in line with school policy.</li> <li>• Use suitable group control measures (for example, buddy system, large group split into small groups each with a named leader and identification system).</li> <li>• Regular headcounts by leaders particularly at arrival/departure points and when separating/reforming groups.</li> </ul>	Group leader to brief all adults and children before the trip

				<ul style="list-style-type: none"> <li>• Discuss itinerary and arrangements with children.</li> <li>• Meeting points are known by all.</li> <li>• Briefing to all what to do if seperated from group.</li> <li>• Clear boundaries for activities.</li> <li>• Ensure good behaviour</li> <li>• Regular headcounts</li> </ul>	
Dogs	Major/ minor injury	Pupils/Staff	Low	<ul style="list-style-type: none"> <li>• Verbal reminders of risk.</li> <li>• Health and safety briefing to include the importance of not approaching dogs.</li> </ul>	Group leader to brief all adults and children before the trip