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| **RISK ASSESSMENT – CASTLEVIEW PS** |

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| **Excursion/Activity: Forest Schools** | |
| **Completed By: Kirsten Mack** | **Date of Visit: Multiple** |
| **Date Risk Assessment Completed: 14/08/19** | |

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| **Hazard** | **Risk** | **Whom Affected** | **Precautions/controls** | **Risk Assessment**  **Low/Med./High** |
| Walking up to Hawkhill Woods | Uneven ground  injury  Broken glass | Children and staff | Walk on path at all times in single file. Sharp objects swept away and verbally highlighted to individuals as walking | Low |
| Crossing Craigmillar Castle Road | Traffic | Children and Staff | HT to supervise road crossing in class groups.  CT to lead their class group across and stand at a safe distance from road until entire group has crossed. Support staff and Parent helpers to observe rear of group until safely across. | Medium |
| Toileting | Child needing to use a toilet | Children | CT will ensure class are taken to toilet before leaving the school. In the event of an urgent need for the toilet the whole class group will return to school. Children to be informed of this consequence before departing for excursion by CT. | Low |
| Untoward/dangerous objects such as glass | Child cutting/harming themselves | Children | Staff and adults to be vigilant and check areas thoroughly before children sit/play in the areas. Sharps box and gloves. | Low |
| Unpredictable behaviour by 1 or 2 pupils | Pupils place their safety and that of others in danger | Children | Children being given clear guidelines before the excursion on expected behaviour and consequences of bad behaviour. Children who do not display appropriate behaviour will be escorted back to school by an allocated support staff member. Dangerous behaviour/ flight risk office called and support requested. One member evacuate area while other supervise. | Low/medium |
| Child becoming detached from group | Unauthorised contact by an adult/ lost child | Children | Children being given clear instructions/boundaries by CT. All staff and parent volunteers being vigilant. Regular headcounts made at appropriate times, before leaving school/venue  Supervision Ratio 1 : 15 max.  Call and respond made | Low |
| Child becoming unwell | High | Children | Necessary medication taken – inhalers, epi pens etc. Emergency procedure established (flowchart taken) First aid trained and severe allergies trained members of staff attending. First aid kit (HSP6 checked) taken by PSAs. | Medium |
| Venue used by public | Unauthorised contact - Low | Children | Increased supervision (1:12 minimum). Children given clear instructions/boundaries. | Low |
| Individuals unfamiliar with the route. | Moving vehicles | Children and group leader | Class Teachers and all supporting adults to give clear instructions/boundaries. | Low |
| Child Injured on Play Equipment | Play equipment newly installed and injury could occur | Children | First aid trained Support staff to take First Aid Kits. Kit to be checked for wipes, plasters, bandages, safety pins, plastic gloves, scissors etc.  In the event of more serious injuries HT to use mobile phone and call for Emergency Services.  CT to carry copies of KIC forms. | Low/medium |
| Sunburn/sunstroke | Medium | Children and adults | Parents asked to apply sunscreen before coming to school.  All parents asked to notify school if they do not want their child to have a sunscreen top up. | Low |

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