RISK ASSESSMENT WIZARD



SCHOOL TRIP

Safety Guide

School Education

4	16	19
Key Benefits	Control Measures	Checklist Items

KEY BENEFITS

Real-World Learning

Provides real world experiences that deepen understanding of curriculum topics and local context.

Confidence Building

Builds independence and confidence as learners navigate unfamiliar places and routines.

Social Skills

Strengthens social skills through shared challenges, reflection, and group problem solving.

Cultural Awareness

Promotes cultural awareness and respect by engaging with diverse communities and settings.

KEY HAZARDS & CONTROL MEASURES

Transport Safety

- ✔ Use reputable, licensed transport providers
- ✔ Seatbelts worn at all times during travel
- ✔ Headcount before and after each journey
- ✔ Supervised boarding and alighting procedures

Safeguarding

- ✔ All staff have appropriate background checks
- ✔ Clear protocols for public interactions
- ✔ Buddy system and regular headcounts
- ✔ Designated meeting point if separated

Weather Exposure

- ✔ Weather forecast checked before departure
- ✔ Appropriate clothing guidance issued
- ✔ Sun protection and water available
- ✔ Indoor alternatives identified

Medical Emergencies

- ✔ Medical information collected for all pupils
- ✔ First aid trained staff on trip
- ✔ Medications carried with clear protocols
- ✔ Emergency contacts readily accessible

PRE-SESSION SAFETY CHECKLIST

Risk Assessment

- [ ] Complete and review risk assessment for this activity
- [ ] Ensure all identified hazards have control measures in place
- [ ] Brief all staff on key risks and emergency procedures

Planning

- [ ] Risk assessment complete
- [ ] Venue pre-visited
- [ ] Parent consent obtained
- [ ] Itinerary shared with school

Staffing

- [ ] Ratios appropriate
- [ ] First aider designated
- [ ] Roles clearly assigned
- [ ] Emergency contacts listed

Medical

- [ ] Medical forms collected
- [ ] Medications packed
- [ ] Allergies communicated
- [ ] First aid kit ready

On the Day

- [ ] Weather checked
- [ ] Headcount completed
- [ ] Communication devices working
- [ ] Emergency procedures briefed

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