

Roundabout Risk Assessment Form for outing to Horsforth park

The purpose of this checklist is to start off the risk assessment process.

Such a list can never include all potential hazards and not all of the hazards will be relevant on every outing but by focusing on the items listed you should become aware of other hazards that might be present.

The checklist serves to record the significant findings of the risk assessment. Trivial risks can usually be ignored, as can risks arising from routine activities associated with life in general, unless the fact that going on an outing with children who due to their age, may be particularly vulnerable to those risks.

List of staff attending	
Named First Aider	
Description of Outing	
Venue	
Proposed Date of Trip	
Proposed Numbers	
Contact telephone numbers of parents	
Mobile numbers for outing	
Is ratios suitable for the nature of the outing	
Adult:Child ratio for the trip	
Adult:Child ratio remaining at Roundabout	

A	Are suitable footways provided to get into the venue?	Yes/No	Children to be supervised to all times. The path up to Horsforth Park is flat and even path. Everywhere else is roadside walking.
B	Is there a mobile phone signal?	Yes/no	High signal at all times
E	Are there places where children are at risk of getting lost?		Clear instructions to be given so children know what is expected of them. .Adequate supervisory ratios, Awareness and understanding of each child, staff behaviour and abilities to follow instructions. Staff to carry out regular head counts.
G	If children are at height are they prevented from falling?	Yes	Staff ratios in place/staff supervision.
H	Are suitable precautions taken to prevent fingers being trapped in doors or gates	Yes	1 member of staff will hold the gates open while the children go through it.
I	Are there potential tripping/slipping hazards?	Yes	Children are informed of hazards and stressed the importance of diligence and care. If icy or wet may be slippery.
J	Is there potential for anything to fall on children?	yes	Conkers, acorns from trees, Staff to be vigilant where they walk and to talk to children about this
K	Are there dangers from moving vehicles or crossing roads?	Yes	We inform the children of dangers crossing the road and practice safe crossing. Staff to hold children's hands at all times
M	Are there dangers from animals e.g. infections, allergies	Yes	Maybe a risk of dogs in the park – close supervision
N	Are there any dangers from any poisonous plants?	Yes	Staff are aware of the dangers.
O	Could the weather cause a potential hazard?	Yes	Children need to wear appropriate clothing to the weather. e.g., bring waterproofs, drinks, sun cream etc. Spare sun cream and facility to get a drink held by adults
P	Are there any other natural hazards	No	
Q			
R			

	Risk Assessment	Yes/No	Comments
4	First Aid – to be taken on each trip.		
a	Is the first aid kit easily accessible?	Yes	
b	Does it contain only the recommended items?	Yes	
c	Are there an appropriate number of first aiders?	Yes	
e	Do any children require to take medication with them?	Yes/No	Staff to check prior to outing.
5	Hygiene		
A	Are toilet and hand washing facilities available?	No	
B	Can they be reached by the children?	No	Children to be taken to the toilet prior to the outing. All staff and children would proceed back to the setting if the need occurs.

The significant potential hazards were: Please list all these.	Those hazards can be minimized by:	The following action has been taken to minimise this hazard: Please list all these

We have assessed the above risks and identified hazards as above.

Signed.....date.....

Signed.....date.....