

RISK ASSESSMENT (This form may be adapted by the school /establishment to assess any special risks which are specific to their particular activity, visit, venue or pupils)

ESTABLISHMENT: Jack Hunt School, Peterborough, PE3 9PN	ASSESSMENT DATE: OCTOBER 2014
ACTIVITY / ENVIRONMENT: GRANGE/ BRETTON GATE DURING SCHOOL TIME	COMPLETED BY: H JEAL
EDUCATIONAL OBJECTIVES: As defined by the accompanying letter / visits proforma	DATE REVIEWED: January 2017

1. Hazard <i>List significant hazards which may result in serious harm or affect several people.</i>	2. Who might be harmed <i>List groups of people who are especially at risk from the significant hazards identified.</i>	3. Is the risk adequately controlled? <i>List existing controls or note where the information may be found.</i> <i>(e.g. Information, instruction, training, systems or procedures)</i>	4. What further action is needed to control the risk? <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
All hazards	Pupils and staff	<ul style="list-style-type: none"> Use planning checklist in " Visits Pack" to ensure all reasonable steps have been taken to manage risks 	Staff to use checklist and 'guidance for off-site visits' document to inform all planning
Hazards associated with the location of the activity or visit	Pupils and staff	<ul style="list-style-type: none"> Carry out preliminary visit to the location to assess risks and plan the programme (or ensure the proposed locations for the visit are suitable for the activity and manageable for the group) Gain parental consent for the pupils to take part in the programme, specifying the nature of the activities which will be carried out. Brief pupils about appropriate conduct and specific risks about which they should be aware and protective equipment to wear, ie shin pads and gum shields. Brief staff about their roles, responsibilities and specific risks about which they should be aware. 	Meeting points established. First Aid kit to be taken. Consideration of staffing at the venue and walking to and from the venue and with SEN students. Staff mobile numbers available and given to reception/ Main office aware of staff contact numbers. Register taken and photo sent to reception with students marked in with a Q prior to leaving the school site.
Exposure to weather leading to cold injury, heat injury or over exposure to the sun	Pupils and staff	<ul style="list-style-type: none"> Consider possible weather conditions and plan appropriate programme, clothing and equipment Plan for pupils who may not bring suitable clothing Daily weather forecast obtained and plans adjusted accordingly 	Sun tan lotion available. Briefing regarding water, rain coats to all students and staff. Parents informed of students going to offsite PE lesson.
Pupils lost or separated from the	Pupils and staff	<ul style="list-style-type: none"> Ensure supervising staff are competent and 	

group, supervision		<p>understand their roles</p> <ul style="list-style-type: none"> • Confirm that ratios are in line with PCC policy (guidance for off-site visits document) • Plan and use suitable group control measures (e.g. buddy systems, large groups split into small groups each with named leaders, coloured caps for identification) 	<p>Meet staff and explain to the students what they need to do to remain safe when walking to and from the venue. Head count taken before and arriving and on return to school. Close monitoring of students when walking to and from the venue, ensuring a buddy system is in place and students remain visible.</p> <p>Ensure students at risk walk with the member of staff.</p>
Illness or injury	Pupils and staff	<ul style="list-style-type: none"> • First-aid kit carried • Leaders know how to call emergency services • Pupils and parents are asked to provide information about medication and medical conditions • Mobile phone carried if available • Emergency contacts with school /establishment and parents arranged (register list with student services and SLT Emergency contact where necessary). 	<p>All documentation carried with group leaders.</p> <p>Students responsible for inhalers and specific medication to be carried with them to the Grange/Bretton.</p> <p>Staff to carry a first aid kit.</p> <p>See specific procedure at the end of this risk assessment.</p>
Emergency Procedure Major Incident	Pupils and Staff	<ul style="list-style-type: none"> • See procedure at end of this risk assessment 	<p>Staff to carry mobile phone.</p> <p>Contact school reception immediately and report the incident, follow first aid lead.</p> <p>Carry out follow up paperwork after the incident and review of risk assessment if required.</p>
Special needs of specific pupils	Pupils	<ul style="list-style-type: none"> • Obtain information from parents about additional needs away from school • Take advice from SENCO if appropriate • Make necessary arrangements for individual pupils including individual risk assessment and additional staffing if necessary 	<p>SEN staff allocated to support student's needs. Letter given to TA to pass on where appropriate to inform SEN department about TA support off site for a double lesson.</p>
Indirect /remote supervision (e.g. field work, historic sites, theme park visit)		<ul style="list-style-type: none"> • Check location and pupils are suited to this mode of supervision • Ensure pupils are sufficiently briefed and competent (any individual pupils for whom indirect supervision is not suitable must be directly supervised.) • Clear guidelines and emergency procedures set and understood • Pupils remain in pairs or groups (buddy system –each 	<p>Students always directly supervised at the venue and not allowed to leave for any reason.</p>

		<p>responsible for named other)</p> <ul style="list-style-type: none"> • Rendezvous points and times set • Pupils know how to contact staff • Staff understand they remain responsible for the pupils • Parents informed and consent given 	
Leaders' own children	Pupils, other children, staff	<ul style="list-style-type: none"> • If staff or volunteers family members join the group pupil supervision must not be compromised • Staff children are similar age to group and supervised with the pupils or separate supervision is arranged. 	N/A
Medical Students / Students with Medical Needs	Pupils	<ul style="list-style-type: none"> • All staff to be aware of medical students. • All staff aware of control measures for medical students. • Students allocated to specific member of staff. • If necessary seek advice (School Nurse / Parent) or take first aid trained staff on trip. • Use of Key Worker / Teaching Assistant / Well known adult 	<p>Class teacher needs to ensure they have checked and monitored the class list and made arrangements for those students with medical needs. Check medical details on SIMS. Medical lists to be in first aid bags.</p>
<p>Safeguarding</p> <p>Are all adults Enhanced CRB checked?</p> <p>Do they need to be?</p> <p>How do you know?</p>	Pupils	<ul style="list-style-type: none"> • All Jack Hunt Staff Enhanced CRB Checked • Will students at any point be out of contact with school staff? • Are non-Jack Hunt staff (e.g. centre staff) in contact with students all CRB Checked? • How do you know? • Students supervised by Jack Hunt staff where possible. If not inform parents prior to trip- letter. • Students work in groups given information regarding contact with adults / remain in groups / emergency contact information. • Seek Advice from Pamela Kilbey / Chris Game 	<p>Students remain supervised by Jack Hunt staff.</p> <p>Any further coaching staff will have appropriate check completed and a member of Jack Hunt staff to remain with them.</p>
Other MEDICAL ISSUES RAISED;		<p>Ring home or seek advice from medical team at JH prior to leaving if unsure of any information.</p> <p>Ensure control measures are in place for students with medical needs, for example, inhalers are accessible and readily available.</p>	<p>Group leaders will be aware of any student needs on the day and briefed prior to departing.</p> <p>TAs that are directed to work with specific students will be in close liaison with the students and if needed support them at the venue.</p>

IMPORTANT - PE DEPARTMENT PROTOCOL WHEN VISITING THE GRANGE/BRETTON GATE:

Take a separate first aid kit.

Hand out letters prior to going to the Grange/Bretton – make arrangements where needed for students without consent.

Complete a register with the code Q and take a photo and email to Sheran and admin@jackhunt.net before leaving Jack Hunt.

Ensure supervision when walking to the venue, liaise with TA/GBK where needed.

Ensure all equipment is in working order; clean/dry/balls pumped up and any not in working order are reported to Ashley.

Contact reception if a medical issue for safe collection of a student or call 999 if major incident.

Reception to have a full list of staff contact details if they need to contact teaching staff in an emergency.

Emergency Procedure – For a student needing emergency care e.g. 999 is called

PE staff will assess the situation and if needed will seek advice from medical staff at school (this will be a phone call). The office has all the mobile numbers of PE staff to call back if the call gets cut off.

- In the event of a decision being made to call 999 (either by PE staff or advice being given by medical staff) this will be done by the PE staff present with the student/class.
- If the site manager is present at either the grange or bretton gate they should be qualified to provide medical support and can be used to provide assistance.
- It may not be appropriate for the member of staff to go to the hospital (consider the safety of students who are with you), therefore a member of the medical team will either go to the grange/bretton gate to provide support and then go in the ambulance (this is the preference), or will go straight to the hospital to meet the student until parents arrive and provide further support for the student and paramedics (e.g. any further medical and personal information).

If it is decided for the PE member of staff to go to hospital then cover will then need to go to the grange – Amanda Whitfield to co-ordinate following request from office staff.

If a student is injured, but does not require immediate medical support e.g. sprain/strain and they cannot walk back to school, the PE staff should ring for assistance so the student can be picked up and then taken to medical. This can be done by anyone available in the PE office (technician/ PE TA) or coordinated through medical/reception/SSD if all PE team are teaching. Ensure follow up with CAL upon returning to school should further review of risk assessment be required.