


Risk Assessment

Activities covered by this assessment	Walk up Wrekin Hill Residential trip to PGL Boreatton Park			
Site Address/Location	Wrekin Hill, nr Telford, Shropshire Grid Ref: SJ628080 PGL Boreatton Park, Baschurch, Shrewsbury, Shropshire SY4 2EZ			
Date/time of event	Monday 6 th – Friday 10 th September 2021			
Party leader	Steve Dunn			
Other staff involved	+3 others (tbc)			
Class/number of pupils	Year 6 pupils - 30			
Transport required	Yes	Provider	Ausden Clark Coaches	
Contact details	Transport House, 4 Murrayfield Road, Sunningdale Business Park, Leicester LE3 1UW	Phone	0116 262 9492	

Hazard (Something with a potential to cause harm)	Who Might be Harmed & How?	Existing Controls	Risk Rating (PxL)		
			Potential outcome	Likelihood	Risk rating
General	Children, Adults – confusion, anxiety	<ul style="list-style-type: none"> Permission has been gained for pupils to take part in the visit Emergency contact details for the pupils for the duration of the visit have been obtained and are retained at school by the off-site contact (Sharon Williams) as well as being held by the party leader An adequate ratio of staff to pupils is ensured Pupils are not allowed to leave the PGL grounds during the visit, boundaries are communicated 	2	2	4
Transport	Children, Adults – physical and emotional harm	<ul style="list-style-type: none"> Pupils sitting in seats with seat belts fastened at all times when the bus is in motion. Pupils must not be allowed to move around the vehicle when it is in motion. Where there is a toilet on board it is used only in an emergency. Toilet stops arranged for the journey at appropriate intervals as required. Pupils must not distract the driver when the vehicle is in motion. Appropriate insurance is arranged for pupils during the journey 	5	2	10
Illness and injury – pre-existing and known conditions	Children – with known illness or medical conditions	<ul style="list-style-type: none"> Pre-existing medical conditions and required medication should be known and details circulated amongst supervising adults as well as PGL staff Administration of medicines to be supervised by two staff and details recorded Asthmatics to ensure inhalers readily accessible Epipens will accompany relevant children 	4	1	4
Illness and injury – falls, slips, trips and collisions	All – cuts, grazes, bruises, sprains, lacerations, serious injury	<ul style="list-style-type: none"> Trained first aiders will be attending PGL will provide own First Aid facilities in addition to school provision School First Aid kit kept by Wendy Cripps at PGL 	2	3	6

Event of serious injury requiring further attention	Children – any serious injury or where child is distressed	<ul style="list-style-type: none"> Young people informed what to do in the case of emergency - tell nearest staff member immediately. Staff member to contact parents and request child is taken home or to hospital if necessary (contact numbers are held on pupil contact sheet) Supervision reorganised to take into account the member of staff not in supervision role 	2	2	4
Member of staff becomes ill or is injured	Adults – illness or injury	<ul style="list-style-type: none"> Supervision reorganised to take into account the member of staff now missing. Contact made with school so that next of kin can be informed as soon as possible. Plan B (dynamically assessed) brought into play if supervision levels now prevent the original activities from taking place. Additional/replacement member of staff to join the venture to maintain supervision levels if required Group return home early if supervision levels fall below the required standard for safety to be maintained. 	2	2	4
Fire/Emergency Evacuations	All – Burns, smoke inhalation, injury, possible death	<ul style="list-style-type: none"> Supervising staff are informed of emergency evacuation procedures and assembly points by PGL staff at Boreatton Park On arrival at PGL, supervising staff are made familiar with emergency evacuation escape routes, drills and assembly points. Supervising staff should ensure venue emergency procedures are complied with 	5	1	5
Exhaustion and Dehydration	Children - Dizziness, hyper-ventilating, short term problems with vision	<ul style="list-style-type: none"> Ensure drinks are freely available (including water); remind children to drink plenty and advise them to take a rest if they look/feel exhausted Designated area for children to sit if they need quiet area/time out 	2	3	6
Specific risks associated with trip: Wrekin Hill Walk					
Crossing the road from the car (coach) park to the Wrekin entrance	Children, Adults – physical harm	<ul style="list-style-type: none"> Supervising staff to lead crossing the road in a safe position Children reminded to listen to instructions re: safe crossing Children to walk smartly and not run 	5	1	5
Walking on track up the Wrekin Hill (some vehicular traffic may be present (park rangers), although not a residential area or thoroughfare)	Children, Adults – physical harm	<ul style="list-style-type: none"> Four adults will be distributed along the line of walkers. All staff are First Aid trained, with Wendy Cripps being our First Aid at Work qualified member. She will carry the First Aid kit. All staff will carry mobile phones. 'Call out' system in place to alert walkers of the presence of vehicles on the track Walkers to keep to stop and move to side of track should any vehicle be encountered 	5	1	5
Tripping hazards on uneven surfaces of tracks, paths and fields	Children, Adults – physical harm	<ul style="list-style-type: none"> Pupils and staff advised to look down when they walk and take care on uneven pathways 	2	2	4
Potential to slip on rocks at top of the hill, although	Children, Adults – physical harm	<ul style="list-style-type: none"> Pupils will be instructed not to climb on rocks at top of the hill Supervising adults ensure children stay within the area of the track and retain visibility at all times 	4	1	4
Risk of injury caused by running up/down the hill	Children, Adults – physical harm	<ul style="list-style-type: none"> Pupils will be instructed to move at a steady pace and not run up/down the hill 	2	2	4

Calculating and managing risk

Potential Outcome	Numerical value	Likelihood	Numerical Value	Risk Rating	
Minor injury	1	Unlikely	1	1-5	Low
Injury needs medical attention	2	Low possibility	2	6-12	Medium
Injury ~ off school/work	3	Possible	3	12+	High
Serious or long-term injury	4	Probable	4		
Fatality	5	Near certainty	5		

The contents of this Risk Assessment must be shared with all adults taking part in the excursion. All adults should be made aware of their roles and responsibilities prior to the event taking place. Please list the names of the non-staff adults supporting the event below.

None required as ratio is better than 1:8 for walk and coach trip.
PGL staff will lead activities at the centre.

Signed by lead/event organiser:

Signed by other accompanying staff/adults:

Date:

Received and approved by Education Visits Coordinator (EVC)

Name:

Signed:

Dated:



Risk Assessment - Boreatton Park

Fire

Conforms with Regulatory Reform Order (Fire Safety) and Fire Risk Assessment in place?

Yes.

Security

Rooms lockable?

All Teachers rooms are lockable. All guest rooms are lockable on request (controlled by the Party Leader). N/A for tents.

External doors locked at night?

Yes. (see note 1) Night security patrol - yes.

Identification

Every adult to wear identity pass at all times?

Yes. (see note 1)

Lighting

Control measures ensure adequate lighting of all walkways after dark?

Yes.

Slips & Trips

Are there any specific hazards identified in the risk assessment programme ? If so, detail.

All potential slips and trips are recorded in the specific risk assessments.

Utility Integrity

Are all utility installations subject to inspection?

Yes, via HQ property dept.

Traffic Hazards

Are there any specific Traffic Hazards noted in the risk assessment programme? If so, detail.

Access to centre main entrance, guests warned, staff monitor, low risk. On-site stores vehicle, speed restricted to 5mph. (see note 1)

Restricted Areas

Are the out-of-bounds areas appropriately identified? If so, detail.

Centre boundaries are clearly defined. (see note 1)

Transport

Are there any integral transport issues evident from the risk assessment programme?

No.

Fire Procedures

Insert detail of fire drill procedure.

Each new intake has a walk through explanation of the fire procedure on day of arrival. (see note 1)

Emergency Procedures

Is there an emergency action plan in place, that has been rehearsed?

Yes.

Sports Events

Where these are delivered in partnership with third party specialists, contracts and safety management systems are in place.

Note 1

An introductory site tour highlights all relevant hazards to the guests. These hazards are constantly monitored while guests are on site. As a result of this control measure, the risk level is low in all areas noted.