

RISK ASSESSMENT FOR OFFSITE VISIT

Upon completion this form should be checked by the Educational Visit Co-ordinator and then approved by the headteacher/senior youth worker at least 2 weeks prior to the visit. **Copies of risk assessments should be sent, with the Application for Approval and Support Form, to the relevant LEA Officer for all mainland, residential, hazardous/adventurous visits and visits abroad at least six weeks prior to departure.**

Risk Assessment for:		Assessment undertaken on: Assessment reviewed on:		
Undertaken by (signature):		Print name:		
Position:				
Hazards: <i>(eg. related to: setting, activity, travel, accommodation, behaviour, weather)</i>	Associated Risks: <i>(eg. risk of injury, getting lost, abduction)</i>	Who is at Risk? <i>(eg. young people, staff)</i>	List existing controls or attach information. Identify action needed for risks for which these controls are not adequate: <i>(eg. school policy re: behaviour on school trips, administering medicines, accident procedures)</i>	Responsibility: <i>(this could relate to specific teachers, adults or groups)</i>

Copies of this risk assessment should also be given to:

- all staff and adults on the visit;
- the headteacher/senior youth worker