

RISK ASSESSMENT FOR OFFSITE VISIT

Upon completion this form should be checked by the EVC and then approved by the headteacher/senior youth worker at least 2 weeks prior to the visit (6 weeks for visits abroad, residential visits and those of an adventurous and hazardous nature); for the latter the risk assessment should be sent with the Approval form to the appropriate LEA officer.

Risk Assessment for: CARISBROOKE CASTLE and CARISBROOKE CASTLE MUSEUM	Assessment undertaken on:	Reviewed:
Undertaken by (signature):	Print name:	
Position:		

Hazards:	Associated Risks:	Who is at Risk?	List existing controls or attach information. Identify action needed for risks for which these controls are not adequate:	Responsibility:
Steps & Walls (exposed to elements)	Fatality- Head Injuries etc Trips / Falls Illness thro cold	Group	Supervision. Suitable footwear & clothing to be worn. Steps negotiated in single file. Weather monitored & checked with EH Castle staff before trip if appropriate. Observe warning signs and advice from staff.	Group Leader
Museum	Severe Injury- Glass; Cuts Heavy items	Pupils	Supervision.	Group Leader
EH Education Centre	Severe Injury- Heavy items Models with moving parts	Pupils	Supervision. Supplied 'Teachers Notes' used.	Group Leader

Copies of this risk assessment should also be given to:

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

Hazards:	Associated Risks:	Who is at Risk?	List existing controls or attach information. Identify action needed for risks for which these controls are not adequate:	Responsibility:
Moats & Ditches	Severe Injury- Head, Neck & Limb injuries.	Pupils	Supervision. Observe warning signs.	Group Leader
Animals	Medium Injury Illness	Pupils	Supervision. Animals may kick or bite. Wash hands after handling animals.	Group Leader
Special Needs				
Museum Schools Service activities: may involve handling potentially dangerous objects eg (blunt) swords	Injury	Pupils	Supervision Group leaders are requested to intervene if activities are considered inappropriate for particular individuals	Group leader

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