

Risk Assessment – Daily Mile

What is the hazard?	Who is at risk?	What action is needed to remove or manage the risk?	Who is responsible for this action?	Frequency	Severity	Risk
Dangerous objects, e.g. glass on the floor at the park	Staff and pupils	Member of staff to check site prior to children's arrival and remove dangerous objects	AP	3	3	9
Getting hit by a car whilst walking along and crossing busy roads	Staff and pupils	Classes to cross Kensington Rod at safe point to the park, away from parked cars. Children walk on inside of pavement, adults stop traffic in road to cross the street, reminder to walk and not run, children walking in pairs. Clear instructions given. Adults to wear high vis jackets. Staff to bring phones for emergency.	Staff and pupils	1	4	4
Being approached by a member of the public during the running.	Pupils	Adults dispersed among the children so that no children are left alone. Adults keeping a look out for suspicious adults approaching. Reminding the children of 'stranger danger' before leaving school.	Staff	1	2	2
Weather conditions	Staff and pupils	Check weather forecast before running. Advise change shoes before/after if wet, suncream/hats for hot days. Parents to be communicated to/reminded.	Staff	3	2	6
Children wandering off/getting lost	Pupils	Children walk in pairs. Adult at the front and back of group. Staff to complete offsite form each day. Headcount before leaving, on arrival at the park, before leaving the park, on return to the classroom. Staff to bring <i>walkie talkies</i> or mobile devices to aid communication between staff, staff to bring phones for emergency.	Staff and pupils	1	3	3
Children becoming ill/misbehaviour	Children, incl: Children with EBD Chln who have asthma. Chln with allergies	<ul style="list-style-type: none"> Set high expectations of behaviour set & consequences explained before we leave school. Reminders at park if needed. First aid kits with us and required medicine for individuals. Contact member of SLT if needed. Behaviour plan/medical plan adhered to. Adults should be carrying mobile phones in case they need to phone the emergency services or to contact the school. Inhalers to be stored in labelled class bags. First aid trained adult at the park. 	Staff	1	3	3
Children Total Risk Score:						

Trip Organiser:

Signed: _____

Date: ____/____/____

Deputy Head:

Signed: _____

Date: ____/____/____



Risk Calculation Sheet

Determining Frequency:

Identify a hazard and decide upon the chances of it happening using the scale below.

N°	Description	Risk Factor
1	A highly improbable occurrence	Low
2	A remotely possible occurrence	Low
3	An occasional occurrence	Med
4	A frequent occurrence	Med
5	A frequent and regular occurrence	High
6	Almost a certainly (immediate action required to prevent a disaster)	High

Determining Severity:

Decide how severe the accident or illness could be using the scale below.

N°	Description	Risk Factor
1	Negligible injuries/illness/damage	Low
2	Minor injuries/illness/damage	Low
3	Major injuries/illness/damage (RIDDOR Reportable?)	Med
4	Single fatality/serious injuries/illness/damage	Med
5	Multiple fatality/very serious injuries/illness/damage	High
6	Certain death	High

Calculate the risk as follows:

Frequency x Severity = Risk Rating

Risk Assessment Calculation Table:

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12	15	18
4	4	8	12	16	20	24
5	5	10	15	20	25	30
6	6	12	18	24	30	36

Risk Assessment Score:

1 – 6	Low risk	Trip is safe and risks are improbable
8 – 12	Medium risk	Trip presents with some risks but is manageable provided staff are aware of appropriate mitigations against dangers
15 – 36	High risk	Trip cannot feasibly take place without significant training and support, if at all

Offsite Form – Daily Mile

Date: _____

Class Name:	Responsible Adult:	Contact Number:
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Please list all pupils being taken from site. If entire class, it is acceptable to write *'All registered pupils present'*

If any pupils registered are being left on site, please detail them below

Pupil Name:	Location:	Adult Responsible for Them:

Please ensure you hand this sheet to the school office before you leave site