

# DANES HILL SCHOOL

## AWAY MATCHES/VISITS

### RISK ASSESSMENT

HAZARD (Situation or activity to be undertaken)	POTENTIAL RISK	RISK RATING A=High B=Medium C=Low	LIKELIHOOD 1=High 2=Medium 3=Low	PREVENTION (Action taken to control potential risk/hazard)
MEETING/DEPARTURE	ACCIDENT (Traffic around the Peanut)	C/B	3	All personnel to meet by the entrance to the Coach Stop unless instructed to meet by the Ark. Must stick to the pavement!
REGISTRATION	LOSS OR GAIN OF PUPILS	C	3	Roll call (by name) of all those on the team lists either prior to or after boarding.
	LATE REPLACEMENT (Parent/form teacher uninformed)	C	2	Parent to be informed by one of pupil, staff or Cottage indicating team, venue and ko time and estimated time of return preferably prior to departure. Form teacher to be informed by Cottage.
BOARDING AND DISEMBARKING	INJURY OR LOSS OF KIT	C	3	Staff supervision and instruction.
TRAVEL (MINI BUS, COACH, STAFF/PARENT CAR)	CRASH	B/A	3	Danes Hill minibuses/approved coach companies. Pupils to wear seat belts at all times. Staff/parent supervision.
	BREAKDOWN	C	3	As above. Remain with vehicle and receive instructions from staff/parent/driver.
	GETTING LOST	C	3	Maps and directions to be taken from Reception and phone number of host school/venue.
	BAD BEHAVIOUR (driver distraction)	C	3/2	Staff supervision and instruction. Two staff per minibus when possible, especially when travelling to a tournament.
AWAY VENUE	UNSAFE CHANGING/ PLAYING AREA	C/B	3	Staff assessment and decision (eg refusal to play, abandonment of game).

	BEHAVIOUR/ DAMAGE	C/B	3	Normal school rules apply. Staff supervision.
	INJURY	C/B	3	As above. All games staff are qualified first aiders in possession of their own medical kit, to be taken.
	FOOD ALLERGY/ MEDICAL CONDITION	C/B	2	Staff knowledge of pupils. Pupil to bring personal medication if required. Possible informing opposition of special food requirements prior to fixture.
	DEHYDRATION	C	3	Pupils advised to bring their own drinks. Bottle racks to be taken to all relevant fixtures (boys only).
WEATHER	TEMPERATURE	C/B	3	Staff awareness. Pupils advised of situation and what kit/clothing to bring (including hat and suncream).
ACTIVITY (e.g. rugby, hockey)	SEE RELEVANT RISK ASSESSMENT			
GENERAL PUBLIC	ASSAULT etc	B	3	Staff supervision, vigilance and good instruction. Pupils always to be in groups of three.
PARTY SPLIT INTO SMALLER GROUPS	GETTING LOST	C	3	Muster point identified and agreed as meeting place. Good instruction and pupils always to be in groups of three.
PARENTS COLLECTING CHILDREN FROM VENUE	CHILD UNACCOUNTED FOR	B	3	Parent to request permission from/inform member of staff i/c particular team. Additional roll call on transport to confirm those present/absent.
	CONFUSION AS TO WHEN STAFF RESPONSIBILITY FOR CHILD ENDS	B/A	3	Assuming child has regained all possessions from transport, responsibility ends on 'handshake' handover.
RETURN OR OUTWARD JOURNEY (IMPORTANT INFORMATION)	LACK OF COMMUNICATION WITH SCHOOL/PARENTS	B	3	Member of staff i/c party (at least) to have mobile phone (number known to Cottage). 'Clarion call' to be set up prior to the event.
PARENTS COLLECTING FROM DANES HILL	PARENT(S) LATE!	C/B	2/1	All information re fixture/event and pick-up time to be made known to parents upon selection. However, any child, including a 'late' one, is the responsibility of the staff involved with the event and must be accompanied until a parent arrives at the Ark.

JEB

Date of Policy: 20 February 2018

Date of Policy renewal: 20 February 2019