

Al-Islah Girls High School
School Visits Risk Assessment Form

Possible Risks / Hazards	Level of Risk / Hazard		Action taken to eliminate or minimise risk / hazard
	High		
	Medium		
	Low		
	High		
	Medium		
	Low		
	High		
	Medium		
	Low		
	High		
	Medium		
	Low		
	High		
	Medium		
	Low		
Name of staff checking:	Date:		Staff signature:

Area to check	Tick if checked	Additional Notes
Has the Head teacher's prior agreement been obtained?		
Has a risk assessment been carried out?		
Has the action required to minimise the risks been taken?		
Has a Group leader and Deputy leader been appointed?		
Has the mode of transport been approved?		
Have parents been informed of details?		
Have consent slips from parents/guardians been signed and collected?		
Has the school contact person been appointed?		
Does the school (the nominated school contact person or similar person) have the address, phone number and contact details of the proposed venue?		
Does the school (the nominated school contact person or similar person) have a full list of all participants?		
Is the ratio of students to staff adequate (15-20 students per 1 supervisor)?		

Area to check	Tick if checked	Additional Notes
Have arrangements been made for any specific needs of participants i.e. medical?		
Is adequate first aid provision in place?		
Have all participants been briefed about the procedures?		
Have supervisors been made aware of specific roles and duties?		
Are travel times (leave and return) known to all relevant people, including pick-up and drop-off points?		
Have arrangements been made for participants meals etc?		
Have all participants been reminded of the emergency procedure?		
Does the group leader and his/her assistant/s have a fully charged and functional mobile phone or any other reasonable mode of contact which they will keep with them at all times?		

Name of person checking list _____

Signature _____