

INTERNATIONAL SCHOOL OF ORADEA RISK ASSESSMENT FORM FOR SCHOOL TRIPS

School address and telephone and Email contacts	Address: Armatei Romane Nr1 Email: info@isor.ro
What is the location and address of proposed trip?	
When is the trip to take place?	
Who is carrying out the risk assessment?	

What is the purpose of the trip	
Which company will be used (if any) to facilitate the trip?	
Number of pupils	
Number of adults required	
Number of adults to pupil ratio	

Staffing

Series	Hazard	Risk	Likeli-hood	Conse-quence	RISK LEVEL	Control Measure/Action	Revised Risk Level
1	<i>Are there sufficient numbers of staff?</i>						
2	<i>Staff health and dietary requirements</i>						

Pupils

Series	Hazard	Risk	Likeli-hood	Conse-quence	RISK LEVEL	Control Measure/Action	<u>Revised Risk level</u>
1	<i>Are there any pupils who pose a risk? (SLD, Behaviour, other)</i>						
2	<i>Outline any specific health and dietary requirements</i>						
3	Dehydration						

Transport Arrangements

Series	Hazard	Risk	Likeli-hood	Conse-quence	RISK LEVEL	Control Measure/Action	<u>Revised Risk level</u>
1	<i>Injury</i>						

Accommodation/Catering

Series	Hazard	Risk	Likeli-hood	Conse-quence	RISK LEVEL	Control Measure/Action	<u>Revised Risk level</u>
7	<i>Eating arrangements</i>						

8	<i>Pupil dietary needs</i>						
Communication							
Series	Hazard	Risk	Likeli-hood	Conse-quence	RISK LEVEL	Control Measure/Action	<u>Revised Risk level</u>
1	<i>Are there any concerns regarding communication? N/A (check mobile coverage, phones in many rooms, wifi available).</i>						
Proposed activities							
Series	Hazard	Risk	Likeli-hood	Conse-quence	RISK LEVEL	Control Measure/Action	<u>Revised Risk level</u>
1							
Emergency Arrangements							
Outline details						Addresses Telephone numbers Email address	

	<i>Do any staff have first Aid training?</i>		
	<i>What facilities are in place with regard to medical facilities</i>		
	<i>What is the response time of the doctor/e mergency service?</i>		
	<i>Plan B Arrangements assessed?</i>		

How to calculate the risk level

Step One: Identify a risk

Step Two: Estimate the likelihood of the risk happening on a scale of one to five.

1 = Very unlikely 2 = Unlikely 3 = Fairly likely 4 = Likely 5 = Very likely

Step Three: Estimate the consequences of the risk on a scale of one to five.

1 = Insignificant 2 = Minor (e.g. simple first aid treatment) 3 = Moderate (e.g. taken to hospital) 4 = Major (e.g. loss of limb) 5 = Catastrophic (e.g. death)

Step Four: Multiply the likelihood and the consequence. Evaluate the risk in the table below, and take the necessary action.

↑ Increasing conse- quence	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
Increasing likelihood →					

	Stop activity immediately		Do not carry out unless safety can be improved
	Try to improve or consider alternative activity		Acceptable, but ensure controls maintained

Outings form *(please complete and leave with the office staff and DP)*

Date	23 rd September 2017
Year group	

LEARN

RESPECT

SUCCEED

Visit to	
Leave time	
Estimated time of return	
Members of Staff on the visit	
Emergency contact number(s) 1)	