

RISK ASSESSMENT FORM

Activity or Situation	Boys can Move Abbeyfield School			
Potential hazards	Potential Outcome	Likelihood/ Probability	Risk Rating (Outcome x probability)	Action
Fire/Emergency evacuation	5	1	5	Staff escorting students to be made aware of Fire procedures. Fire assembly points to be identified. Visiting schools must have register of all children in case of evacuation. Visiting staff are responsible for ensuring all their students are evacuated to Fire Assembly points.
Student becomes lost	2	1	2	Visiting students must be supervised at all times by own staff. All staff should be aware that primary students are visiting and be aware of possibility of lone students. Students to remain in the Sports Hall for duration of the event.
Student becomes ill/needs medical attention	2	2	4	Visiting staff to ensure they have full medical details of all their students, including emergency contact details. Trained first aiders only to implement first aid. Students must have access to drinking water and be able to access toilets at all times.
Slip/Trip/Fall	3	1	3	Site H&S procedures are in place. Fire exits to be kept clear. All venues, apparatus and equipment must be checked before use. Staff to outline any potential hazards to students. Staff to ensure students understand how to safely use all equipment . First Aid kits to be on hand
Additional notes: Visiting school to inform venue of any specialist access requirements				

Potential Outcome	Numerical Value	Likelihood/ Probability	Numerical Value	Risk Rating	
Minor injury	1	Unlikely	1	1 – 5	LOW
Injury needing medical attention	2	Low possibility	2	6 – 12	MED
Injury-off work/school	3	Possible	3	12 +	HIGH
Serious injury/long term	4	Probable	4		
Fatality	5	Near certainty	5		

Low Risk	Visit may proceed
Medium Risk	Consultation with Head required
High Risk	VISIT MAY ONLY PROCEED WITH COUNTY APPROVAL