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PE6 7QW

**Assessing the risk of General Visits and Outings  
Updated 10/12/2012**

### Assessing the risk of General Visits and Outings

<b>Hazard</b> e.g. machinery, electrical equipment, fuel, vehicles, structures, crowds	<b>What</b> could go wrong?	<b>Who</b> is likely to be injured from these items?	<b>Level and Likelihood of Risk 1-5</b> 1-Low 5-High	<b>How</b> are you going to <b>reduce</b> the possibility of someone being injured from these items?	Do you think anything else could or should be done?
Roads	A child runs into road	Children aged 0-5 or adults	Likelihood-1 Level-5	<ul style="list-style-type: none"> <li>• Double Adult ratios outside Nursery</li> <li>• Mobile phone</li> </ul>	Encourage Road safety and possibly use fluorescent bibs
Minor cuts and accidents on way	Tripping, nettle sting etc	Children	Likelihood-3 Level-2	<ul style="list-style-type: none"> <li>• Take a small first aid kit</li> <li>• Carry mobile phone</li> <li>• Take an accident form to fill in</li> </ul>	Holding hands and Encouraging sensible walking
Loss of child	A child runs away	Children	Likelihood-1 Level-5	<ul style="list-style-type: none"> <li>• Have a register of children to tick them off to school</li> <li>• Mobile phone</li> <li>• Badges</li> </ul>	With the ratios being met this is highly unlikely incident
Staff member accident or illness	A staff member gets too ill to look after children effectively	Children	Likelihood-1 Level-3	<ul style="list-style-type: none"> <li>• Use Mobile to contact for backup and advice</li> <li>• Making sure there is always 2 members of staff</li> </ul>	

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Staff Member being accused of abusing a child	A parent accusing the staff member of abuse	Nursery Staff Child	Likelihood-I Level- 5	<ul style="list-style-type: none"> <li>Staff always in pairs</li> <li>Record any Incidents</li> </ul>	
		<b>Event Title Assessing the risk of General Visits and Outings</b> <b>Event Venue Outside the setting     Manager Signature:</b>  <b>Deputy Signature:</b>			

- At least one senior manager will be part of the team.
- The children's safety will not be compromised, in the event of not having the required amount of staff to take the children due to illness then the Visit will not go ahead.
- Take contact numbers of all the children's parents
- This risk assessment runs alongside policy PWP037