

# Risk Assessment Policy

## Regular Trips to Poolside Manor

Effective from: September 2025

Authorised by: Mary Fysh; Principal, Sarah Tapp; Head and Martin Ayres; Chair of Advisory Body

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### Rationale

At the Avenue Nursery and Pre-Preparatory School (The School) we regard the health and safety of all its pupils, staff and visitors to be of paramount importance.

To this end, we have in place stringent Health and Safety procedures which are monitored by the Principal who is the Health and Safety Officer of the School. This policy applies to the Early Years Foundation Stage and Key Stage 1.

### Policy Aims

The aim of this Policy is to ensure that serious accidents, during the course of regular offsite activities, are avoided completely and the minor incidents are kept to a minimum.

### Staff Responsibilities

The School staff are also equally responsible in ensuring that the Health and Safety Policy procedures are strictly adhered to. This should be achieved by observation and common sense. Any departures from safe practice must be rectified and brought to the attention of the Principal without delay.

In addition, staff must not be under the influence of alcohol or any other substance, which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children they must seek medical advice. The School will ensure that such practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair the staff members ability to look after children properly. Staff medication on the premises must be securely stored and out of reach of children at all times.

## Risk Assessment

It is a statutory responsibility for schools to have a written Risk Assessment Policy detailing appropriate action taken to reduce risk. The Risk Assessment Policy for the School is made up of the following documents, which, taken together, cover all aspects of the school's operations.

- Risk Assessment Policy
- Educational School Trips Policy
- Risk Assessment - School Buildings and Grounds
- Health and Safety Policy

### Details of activities involved

Destination	Day / Time	Class involved	Activity
Poolside Manor	Monday afternoons - every week	Year 1 and Year 2	Swimming
Poolside Manor	Wednesdays afternoons every week	Reception	Swimming

## Risk Assessment for Educational Visits

Details of Transport and Venue: POOLSIDE MANOR, LYNDHURST GARDENS, FINCHLEY					
Date	KS1 every Monday and Reception every Wednesday Afternoon			Tel Number	8349 1945
Time depart	12.45	Return to school	3pm	Cost	Contract
Coach company	Southgate & Finchley Coaches	Contact Name	Evelina Wantuch	Tel Number	8368 0040

### Purpose of visit / educational objectives

Year group	Reception, Yr 1 & Yr 2	Number of children	Varies each year according to class size		
Number of children with SEN or medical needs		Any medical needs notified to Poolside Manor at start of each year			
<b>Safety Information</b> Number of Avenue staff going on trip with the children:		KS1 Monday = 3 staff, 28 children Reception Wednesday = 3 staff, 18 children			
Adult: Pupil Ratio in pool		1 instructor: max 8 children	Seatbelts	Yes	
Meeting place in case of fire evacuation		Outside Pool Buildings	Toilets	In changing rooms	
First Aid taken by:		Not needed - use Poolside Manor First Aid EpiPens taken if child has one at School			
Parental Trips Consent		Signed on entry to the school			

## Coach Travel

Hazards	Risk	People Affected	Existing Control Measures	Risk	Further Action Required
Trapping children' s fingers in the side door at school.and entering the changing rooms at Poolside Manor.	Trapped fingers	Children	Side door is clipped back by a member of staff. Verbal reminders about not touching the door mechanism Staff to hold doors open	Low	Be extra vigilant.
Tripping on the steps	Falls	Children	High staff ratios. Verbal reminders.	Low	Be extra vigilant.
Crossing the roads	Being injured	Children	High staff ratios. Verbal reminders. Use the pedestrian crossing where available. Children hold hands and walk in pairs.	Low	Be extra vigilant.
Alighting the bus and leaving the bus	Slipping Falling	Children	Staff assist each child	Low	Be extra vigilant.
Fastening seat belts	Nipping fingers Inability to fasten seat belt	Children	Staff assist each child	Low	Be extra vigilant
Travel Sickness	Sickness	Children	Child moved to the front of the bus. Sick bag provided. Staff assist each child	Low	Be extra vigilant
Overheating on the bus	Overheating	Children	Outer clothing removed. Air Conditioning turned on. Roof vent opened.	Low	Be vigilant
Needing the toilet on the bus	Wetting oneself	Children	Children are reminded to use the toilet before leaving school/ the pool. Toilet provided on bus for emergencies.	Low	Be vigilant

**Evidence of Implementation** This is an active document and issues that arise during the weekly check will be documented below.

## Poolside Manor

Hazards	Risk	People Affected	Existing Control Measures	Risk	Further Action Required
During walk to/from Bus and Pool	Uneven surfaces Slipping / tripping	Children	Children to walk (not allowed to run). In pairs holding hands in crocodile formation	Low	
	Getting lost	Children	Register taken before leaving School and when getting back on the bus to return Adults to remain with group at all times	Low	
In Poolside Manor venue	Wondering off,	Children	Adults to remain with group at all times Adult supervision when children go to the toilet Adult vigilance - one on poolside, one observing behind glass A member of staff by door out of the changing room to prevent children exiting by themselves	Low	
Strangers	Strangers entering changing room	Children	Staff to remain with the children at all times and supervise changing rooms whilst the children are getting dressed.	Low	Changing room reserved solely for our use whilst at the pool
	Slipping / tripping	Children	Children to walk from place to place (not allowed to run) Children instructed to sit on the side of the pool cross legged when not in the water and reminders given In shower area children enter 2 at a time. Showers to be supervised by a member of staff	Low	

		Severity Rating				
		Death		Major injury	Absent three days	Minor
		Serious multiple injuries	Severe incapacity	Absent one month +	Plus recovery	first aid treatment only
Probability Rating						
Red: High	Almost inevitable	High	High	High	High	Medium
	Very likely/probable	High	High	High	Medium	Low
Amber: Medium	Likely/could happen occasionally	High	High	High	Medium	Low
Green: Low	Unlikely/improbable	High	Medium	Medium	Low	Low
	Very Unlikely/Almost impossible	Medium	Low	Low	Low	Low

Remember to consider if risks can be avoided/reduced by substituting the activity, reducing the number of people exposed or the exposure time.

Record your consideration in the FURTHER ACTION column.