

The Avenue Pre-Preparatory School and Nursery

Regular Offsite Trips Policy (Risk Assessments)

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Authorised by Mary Fysh, Principal and Sarah Tapp, Head and
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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 is 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 practise 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					
Destination	Lyndhurst Gardens, Finchley	Tel Number	8349 1945	Date	Every Monday and Wednesday Afternoon
Time depart	12.45	Return to school	3pm	Cost	Contract
Coach company	Southgate Coaches	Contact Name	Maxine Booth	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		Medical etc needs notified to Poolside Manor at start of each year	
Safety Information Number of Avenue staff going on trip with the children:		Monday = 3 staff, 28 children KS1 Wednesday = 3 staff, 18 children Reception	

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		

Risk Assessment for Regular Offsite Visits

POOLSIDE MANOR		
Location	Potential Hazard	Control Measures
During walk to/from Bus and Pool	Slipping / tripping	Children to walk (not allowed to run). In pairs holding hands in crocodile formation
	Getting lost	Register taken before leaving School and when getting back on the bus to return Adults to remain with group at all times
Getting on /off the bus	Falling	Close adult supervision Assistance with steps on the bus
	Road danger	Close adult supervision Children told to wait on pavement until whole group ready to move Adults stands in road to ensure traffic stopped
During coach journey	Injury during sudden stops	Adults to ensure seat belts fastened. Children are to always remain seated
In the venue – Poolside Manor	Getting lost	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
	Slipping / tripping	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
At all times	All risks	Reinforcement of expected behaviour throughout the trip off site