

Trips: risk assessments and consent forms

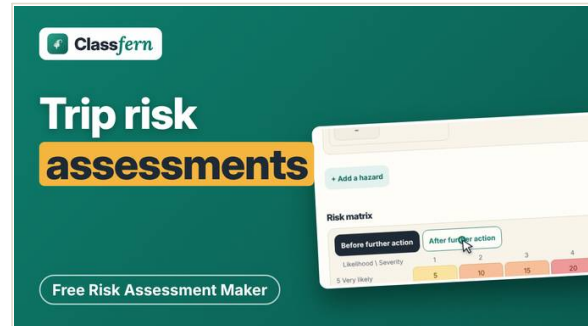
Lesson 11 · Planning · Watch the video and take the quiz online:

lessonplanner.info/training/11-trips-risk-assessments/

Where to find it: Menu → School trips and safety → Risk assessments

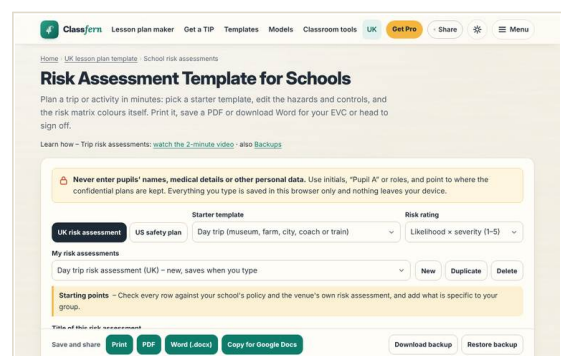
What you'll learn

- How to choose the closest starter template
- How to edit hazards and controls and rate each risk
- How to find, duplicate and back up your risk assessments
- How to download it and get it approved

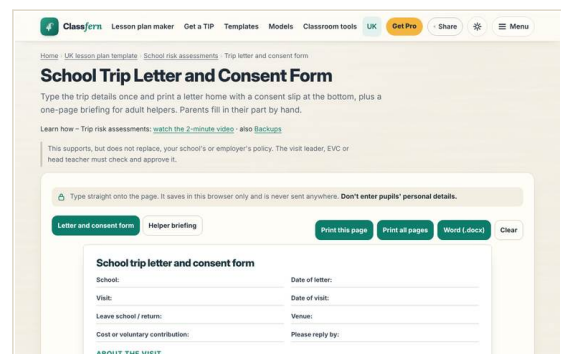


Step by step

- 1 Choose a starter template.** Open the **Risk Assessment Maker** and choose the **Starter template** closest to your visit: a day trip, residential, water, forest school, science, PE, sports day and more.
- 2 Check every line.** A template is only a starting point. Check every line against your own visit, your group and your pupils' needs.
- 3 Edit hazards and rate risks.** Edit the hazards and controls, press **+ Add a hazard** for your own, and rate each risk **Before further action** and **After further action**.
- 4 Add contacts by role.** Press **+ Add a contact** and add emergency contacts by their role (for example "Trip leader").
- 5 Reuse and back up.** It saves in this browser. Find it under **My risk assessments**, press **Duplicate** for a similar trip, and download a backup.
- 6 Send it for approval.** Download it as **Word (.docx)** or **PDF** and send it to your EVC or head teacher to approve.



The Risk Assessment Maker with a starter template.



The trip letter and consent form, ready for families.

Tips

- Always follow your school's visits policy.
- There is a trip letter and consent form too, ready for families.

Try it

Start a risk assessment for a museum day trip. Add one hazard of your own and one contact by role.

Check what you know

1. A starter template is...

- A** Ready to use without changes
- B** Only a starting point – check every line
- C** Approved by the government

2. How should emergency contacts be added?

- A** By their role
- B** With home addresses
- C** With pupils' names

3. Who should approve the finished risk assessment?

- A** Your EVC or head teacher, following your school's visits policy
- B** Classfern
- C** The pupils

Answers: 1 B · 2 A · 3 A (turn the page round to check)