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| Subject of risk assessment: | Tour of school playgrounds or venues | | | | |
| Brief description of activity, location, feature, activity and equipment used. | Travelling on bus, minibus or car between school sites or learning venues such as parks and public woods.  Embarking and disembarking transport; entering outside playground spaces and indoors classroom and meeting spaces.  Using playground spaces and loose materials.  Eating refreshments and food. | | | | |
| Type of assessment  (If design process) | Designer | Provider | | | Post Installation Monitoring |
| Job title and name of person making assessment | Matt Robinson | | Signature of person making assessment |  | |
| Date of Assessment | 26 November 2018 | | Review Date | 1st January 2020 | |
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| Name of senior manager: | Carley Sefton | | Signature of senior manager: |  | |
| **Risk Management Statement**  LTL recognises that all risks cannot be reduced to nil; therefore this risk assessment prioritises the significant risks. Significant risks are those which pose risk of serious injury, chronic injury, disability or death, or risks that are overly common in interrupting our staff and clients normal work. For all activities, LTL staff will dynamically assesses risks and put in place control measures and record as required, but always within agreed and recorded RBAs.  Concerns, changes in risk management practice or minor injuries that are seen by LTL staff to be significant should be reported to the LTL manager who has signed off this RBA. The correct LTL Incident Report form should be used.  **This RBA should be read in conjunction with LTL’s Health and Safety Policy, other relevant LTL Risk Benefit Assessments and LTL Play Policy (as appropriate).** | | | | | |

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| Activity or feature: | Embarking, disembarking vehicles and crossing roads.  Driving or being driven to next venue.  Moving around playground and school buildings (or equivalent)  Seated training sessions  Eating and drinking refreshments |
| How will participants benefit? | Visiting schools and other practitioners is very effective in sharing good practice and encouraging other schools and settings. Co-ordinated tours allow us to support and share in an effective and time efficient way. |
| Who will be at risk? | LTL staff and participants.  Staff and pupils at the venues.  Members of the public. |
| Possible hazards and risks: | Vehicle crashing, leading to significant injury or death.  Being run over when crossing road or by own vehicle(s).  Getting lost en-route or separated from group in venue, leading to distress or fear.  Falls, slips or trips leading to significant injury or death.  False accusation from child or participant of inappropriate behaviour.  Food poisoning from refreshments provided. |
| Any local factors that may affect risks or controls: | Group competence, local school or authority rules. |
| Precautions and control measures to reduce the risk severity or likelihood: | Use reputable bus company or suppliers. Drivers (LTL and contractors) should be suitably competent, insured and in a fit state to drive at the time. Duty of care applied by all drivers in behaviour on the road. Vehicles of suitably roadworthy condition.  Care taken where vehicles are parked to avoid difficult road crossing and manoeuvring of vehicles around people. Parked vehicles should not cause a hazard to participants or other road users.  Group to be kept to restricted area, LTL staff to take register and headcount as needed. Vigilance for individual staff or participants being separated from or leaving the group.  Reputable caterer used, and awareness of food left uncovered or out for extended lengths of time, in line with good food hygiene.  All LTL staff delivering training courses will hold a relevant emergency first aid qualification, appropriate to the training being led, and carry a first aid kit. |
| Precedents or comparisons: | Travelling by car or bus is a widely accepted risk that is acceptable.  Crossing roads is required daily and accepted as ‘normal’ with care.  Schools and similar institutions are designed for safe play and movement around their site. |
| Judgement: | The consequences that we are most concerned about are the crossing of roads and road accidents. Caution should be applied and reaction should occur where needed, however, we accept them as reasonable risks to take in order to complete our tours of schools and everyday work. |