


<b>Department:</b> <u>FRASERBURGH SOUTH PARK SCHOOL NURSERY</u>				<b>RISK ASSESSMENT</b>					
<b>Process/Activity:</b> Nursery, p1 and p2 end of term trip				<b>Location:</b> ADEN PARK. Mintlaw			<b>Date:</b> TBC		
<b>Describe activity:</b> Bus trip and use of facilities at Aden Park Adult-child ratio 1-8				<b>Assessor Name:</b> Miss C Irvine; Miss V Stephen			<b>Updated:</b> September 2023 and as necessary		
<b>Hazard</b>	<b>Person/s Affected</b>	<b>Risk</b>	<b>Risk level before controls are in place</b>			<b>Control Measures</b>	<b>Risk level after controls are in place</b>		
Bus travel <ul style="list-style-type: none"> <li>Travelling from school to bus</li> <li>Returning to bus</li> <li>Using bus steps</li> </ul>	Staff Pupils Helpers	Accident Trips/falls	Low	Med	High	<ul style="list-style-type: none"> <li>Registered and fully insured bus company – Kneil Travel</li> <li>Road safety talk prior to travel</li> <li>Children in pairs</li> <li>High Adult Child ratio – dependent on identified needs of children</li> <li>Staff carry charged mobile phones and base school number</li> <li>Competent staff .</li> <li>Staff high visibility jacket</li> <li>Adults with children</li> <li>Children in pairs to and from bus</li> <li>Seat belts fastened and checked</li> <li>Rules shared and safety discussed</li> <li>Adults spread throughout group</li> </ul>	Low	Med	High

						<ul style="list-style-type: none"> <li>Planned route</li> <li>Plan in place for grouping on exit from bus.</li> </ul>			
Carpark/ traffic	Children	Harm from traffic	Low	Med	High	<ul style="list-style-type: none"> <li>Road safety talk</li> <li>Children in pairs</li> <li>Adult ratio accurate</li> <li>Mobile phone</li> <li>Competent staff</li> <li>Staff high visibility jacket</li> </ul>	Low	Med	High
Loss of Pupil	Staff & Children	Lost child in danger	Low	Med	High	<ul style="list-style-type: none"> <li>Police to be informed immediately</li> <li>Increased adult and child ratios according to needs of children</li> <li>Ensure any children with support needs are escorted by an identified adult</li> <li>Head count at regular intervals, upon leaving and arriving at destination, and throughout visit duration</li> <li>Telephone held by all staff members and Emergency</li> </ul>	Low	Med	High

						<p>contacts</p> <ul style="list-style-type: none"> <li>• Use backpack and reins if necessary</li> <li>• All staff disclosed and children to be supervised by South Park staff at all times</li> <li>• All staff carry mobile phone with base numbers</li> </ul>			
Weather Conditions	Staff and Children	Cold, overheating/ Sunstroke etc	Low	Med	High	<ul style="list-style-type: none"> <li>• All children must have clothing appropriate for the weather – raincoats/sunhats etc. Sun cream will be applied before the trip and during – parental consent gained.</li> </ul>	Low	Med	High
Children unsure of expectations	Children	Confusion Lost child	Low	Med	High	<ul style="list-style-type: none"> <li>• Discussion with children prior to trip outlining responsibility and risks pointed out.</li> <li>• Plan in place and all adults are aware of routine.</li> <li>• Children made aware not to approach dogs.</li> </ul>	Low	Med	High
Sharp/unhygienic objects	Children	Cuts/bruises	Low	Med	High	<ul style="list-style-type: none"> <li>• Competent staff to assess risk and act accordingly. Broken glass/dog mess etc</li> <li>• All dogs are on leads at Aden Park</li> <li>•</li> </ul>	Low	Med	High
Terrain	Children		Low	Med	High	<ul style="list-style-type: none"> <li>• Ensure appropriate footwear for terrain</li> </ul>	Low	Med	High

Children want to roam/explore out of boundaries	Children		Low	Med	High	<ul style="list-style-type: none"> <li>• Staff to explain rules prior to leaving and on arrival</li> <li>• Adult observation at all times.</li> <li>• Use of whistle if necessary.</li> </ul>	Low	Med	High
Drowning in lake	Children		Low	Med	High	<ul style="list-style-type: none"> <li>• Children not to be allowed in the water</li> <li>• Fully explain risks associated with water.</li> <li>• Adults accompanying groups at all times.</li> </ul>	Low	Med	High
Snack and lunch	Children Adults	Dirty hands whilst eating  Allergies	Low	Med	High	<ul style="list-style-type: none"> <li>• Children will be washing hands after toileting</li> <li>• Wipes and hand sanitising gel will be provided before and after eating.</li> <li>• Children are providing own pack lunch and water bottles.</li> <li>• Staff will carry additional water in case of dehydration.</li> <li>• All staff aware of allergies – parents providing pack lunches.</li> </ul>	Low	Med	High
Medication	Children Adults	Illness not treated effectively	Low	Med	High	<ul style="list-style-type: none"> <li>• Ensure all medical conditions are known</li> <li>• Adults responsible for keeping medication safe and out of reach of others.</li> <li>• Each child with medication will have specific adult responsible for this.</li> </ul>	Low	Med	High

## **Benefits**

Children have opportunities to explore new terrain and assess risks for themselves, building a sense of responsibility and promoting self-esteem and resilience.

Exposed to new experiences to share with peers, co-operate, turn take.

Excellent transition activity – nursery will spend time with primary one teacher's, p1 with p2 teachers etc and have opportunities to make new friendships and spend time with children already transitioned up from prior year.