

JUNIOR CITIZEN RISK ASSESSMENT

Taking a school group to a Junior Citizen event organised by external agencies via your Local Authority means there is a joint ownership on the safety and care of children. The organisers will have risk assessed the venues and individual scenarios and should be able to provide schools with information on request. However the following points need to be considered:

- Appropriate ratio of school staff to pupils must be adhered to, this is particularly relevant when travelling to and from the event.
- The organisers will always contract coach companies who provide seat belts. However, the onus is on the school to check this provision and the conduct of the children whilst travelling.
- The organisers will send details of the event and may request specific information back from the schools regarding any special requirements of the children. School must return this in advance to ensure that individuals needs are met.
- Schools must check with the organisers whether they need to provide a qualified first- aider with their party (ordinarily this will not be necessary) If it is necessary to remove a child from the site due to medical condition/accident a member of school staff must accompany the child.
- Once on site, the children will be handed over to the organisers for the activities, however behaviour management will remain the responsibility of school staff.
- At no point should school staff leave the site.
- As the events take place in a variety of settings, which may have risk implications (e.g. military establishments) the areas out of bounds must be clearly adhered to by every one on site.

Establishment

Location/Purpose

Leader

Other staff

Group size

Ratio

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
Site and its environment	risk rating		outcome
•		•	
•		•	
•		•	
•		•	
•		•	
•		•	
Group			
•		•	
•		•	
•		•	
•		•	
•		•	
Leader and activity arrangements			
•		•	
•		•	
•		•	
•		•	
Transport			
•		•	
Variations: Record any additional assessments and control measures here if this sheet is used as a generic risk assessment			
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Generic/mandatory risk assessment, used and acknowledged

1 Council – risk assessments/guidance used

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2 Establishment – risk assessments/guidance used

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• Alternative plans (Plan 'B'/Plan 'C')

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Emergency contacts – take the emergency action cards with you! Group details – ensure you have full details close to hand.

Ongoing risk assessment

- 1 **Apply the control measures**
- 2 **Monitor how effective they are**
- 3 **Change, adapt, revise as required**

Examples

- monitor the weather
- monitor water/river levels
- monitor traffic on road
- monitor conditions underfoot

- monitor group and leaders response and motivation
- monitor behaviour
- assess group risk awareness in different environments
- monitor the response of your supporting adults

Completed:

Date -----

Signed:

Group leader -----

Head of establishment
or EVC -----