

DESCRIPTION OF TASK / ACTIVITY	Worked example of a Risk Assessment for a Day Visit S1 off-site visit
LOCATION	National Museum of Scotland

Item	Aspect of trip: potential hazards and risks	Who is at risk?	What are you already doing, i.e., what Control Measures are already in place?	Further Actions Required
1	Travel & Transport			
	Road traffic accident	Staff, pupils and third parties	<ul style="list-style-type: none"> • Use reputable coach company • Staff to ensure all passengers wear seatbelts • Staff prepared to monitor driving standards and address any concerns 	
	Entry & exit of bus	Staff, pupils and third parties	<ul style="list-style-type: none"> • Ensure pupils are collected / dropped off in car park or kerbside • Clear procedures set for behaviour on transport • Adequate staff ratio 	
	Breakdown	Staff, pupils and third parties	<ul style="list-style-type: none"> • Communication between buses by e.g. mobile 	
2	Participants Health & Wellbeing			
	Lack of access to prescribed medication	Staff and pupils	<ul style="list-style-type: none"> • Ensure individual prescribed medication is accessible 	Check in with pupils that medical information is up to date
	Inappropriate behaviour	Staff, pupils and third parties	<ul style="list-style-type: none"> • Behaviour expectations have been clearly established with pupils • Pre-planning of pupil groups and appropriate allocation of staff • Experienced Visit Leader 	
	Discrimination against an individual with Protected characteristics	Staff, pupils and third parties	<ul style="list-style-type: none"> • Discussions with individual and museum carried out to ensure adequate and appropriate access to all facilities 	Check in with individual to ensure arrangements still appropriate
3	Venue			
	Stairs & Balconies	Staff, pupils and third parties	<ul style="list-style-type: none"> • School staff have prior knowledge of the venue • Adequate staff ratio 	
	Pupils mixing with general public	Pupils and third parties	<ul style="list-style-type: none"> • Head count before leaving school and museum • Pupils briefed about behaviour / language / running in museum 	

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			<ul style="list-style-type: none"> Pupils have been told to stay in groups within clearly identified boundaries 	
4	Activity			
	Unknown museum staff leading workshop	Pupils	<ul style="list-style-type: none"> Ensure museum has appropriate child protection procedures 	
	Remote supervision	Pupils	<ul style="list-style-type: none"> System established for communication and relocation – staff member always located at central atrium Pupils have been told to stay in groups within clearly identified boundaries 	
5	Weather & Environment			
	Adverse / forecasted weather affecting travel arrangements	Staff and pupils	<ul style="list-style-type: none"> Obtain weather forecast if necessary and monitor on day Head of Establishment and Visit Leader to make decision on the day if the trip should go-ahead 	
6	Emergencies			
	Lack of planning for action in the event of emergencies	Staff and pupils	<ul style="list-style-type: none"> Evacuation plan will be communicated to all participants on arrival Medical details and prescribed medicines carried Nominated first aider Charged mobile phones carried by all staff with numbers shared List of staff and pupil details carried by all staff List of staff and pupil details left with establishment-based contact 	
Prepared by:			Date:	
			Date for review:	
Checked and approved by:			Date:	