

Risk Assessment for Offsite Visit

This form should be checked by the Educational Visit Co-ordinator (EVC) if applicable, and approved by the Head Teacher or Senior Youth Worker when the visit is Approved

Risk Assessment for:			Assessment undertaken on:	
			Assessment reviewed on:	
Undertaken by (signature):		Print name:		
Position:				
Hazards: (e.g. related to setting, activity, travel, accommodation, behaviour, weather)	Associated Risks: (e.g. risk of injury, getting lost, abduction)	Who is at risk? (e.g. young people, staff)	List existing controls or attach information. Identify action needed for risks for which these controls are not adequate: (e.g. school policy re: behaviour on school trips, administering medicines, accident procedures)	Responsibility: (this could relate to specific teachers, adults or groups)

Copies of this risk assessment should also be given to:

- all staff and adults on the visit
- the Head Teacher / senior youth worker