



RISK BENEFIT ASSESSMENT

Activity:	Excursions – All trips including Heatherslaw Mill & Railway, Etal Castle, Lindisfarne, Farne Islands, Bamburgh, Alnwick Castle	Date:	March 2018
Assessors:	Pete Harrison & Ben Wire	Review date:	March 2019

Benefits: Giving our guests the opportunity to explore places of interest in Northumberland, which may be linked to work they are covering.

Risks: See below.

Accessibility: Our senior staff will ensure that medical notes for visitors are checked and understood prior to arrival. Our staff are aware of various inclusive strategies and will endeavour to meet the needs of all our guests.

Hazard	Who is at risk	PRECAUTIONS in place to reduce the risk of injury
Visitor/child getting lost	ALL	Thorough liaison between Head Office and Party Leader in advance to arrange excursions.
Visitor/child run over		Liaison between Centre Manager & Party Leader, plus accompanying Ford Castle staff member, to ensure objectives of excursion are met.
Visitor/child straying onto unsafe ground		Sensible group leader training where necessary, group leader carries phone and first aid kit.
Visitor/child falling from rocks		Group leader and teachers to block roads (where applicable) to ensure safe crossing of roads, and to supervise whilst children safely disembark of coach. Discussion with coach drivers/operators to agree sensible parking locations (where necessary).
Visitor/child drowning		Weather considerations taken into account before departure, plans altered if necessary.
Visitor/child falling on steps, general slips, trips & falls		Local guides used on Farne Islands, and other excursions if necessary. Location of toilets & shops known to group leaders.
		Plan for timings, lunch etc agreed prior to departure, and meeting points/times confirmed again if group is to split as part of the excursion.

Sign:  Date: 8/3/18 Sign:  Date: 8/3/18