

Cirk Hes Ltd - School Trips and Educational Visits Risk Assessment

Assigned to: All locations
Organisation: Cirk Hes Ltd
Address: F8 Helston Business Park
Clodgey Lane
Helston
Cornwall
TR13 8FZ

Registered Charity # 1106043
Registered Company #
<https://www.cirkhes.co.uk>
email: info.cirkhes@gmail.com
phone: +447966660403

Risk Assessment Description

The Health and Safety at Work etc Act 1974 places overall responsibility for health and safety on educational visits with the employer (the Cirk Hes Ltd Board of Trustees). This Risk Assessment is to be used as a guide to support all educational visits and trips, involving under 18 yr olds in our care, to ensure appropriate control measures are in place to lower risk. Included are any activity or event where children are leaving our training site, under our care, as consented to by their parents/guardians, such as, but not exclusive to visits to shows, to training, creative workshop or performative events, involving their active participation at other creative/performative/circus spaces, venues.

Hazard description	Who might be harmed and how	Control measures	Risk rating	Risk rating with controls in place	Last amended
Untrained staff organising school trips and educational visits	Staff Minors in our care The Public	1. Each external visit requires the 'Visit Coordinator' (VC) to assist the Charity Manager to prepare a thorough Risk Assessment using the 'Visit Co-ordinator's Simple Risk Assessment Form' whilst following the 'Procedures and Proposals for School Trips and Visits' Flowchart. 2. The VC must ensure all external visits are properly	High	Highly unlikely-Low	Naomi Lewis 4 Feb 2025

		coordinated. 3. In the absence of trained external visit coordinators the Charity Manager is responsible for ensuring that all external visits are properly Risk Assessed. 4. Staff organising trips and visits must ensure that the venue and activities are safe - A risk assessment must be obtained from the venue for any activities that are being performed during the visit. 5. All educational visits must be planned organized and checked in accordance with the Cirk Hes Ltd 'Trips and Visits Policy'. 6. All completed educational visits risk assessments must be signed by the Charity Manager and forwarded to Cirk Hes Ltd's Georgina Hopwood (Health and Safety Officer) at least 7 days prior to any school educational visit for reviewing. 7. Educational visits should be planned in accordance with Government / H & S guidance for Off-Site Visits and Related Activities 8. No children are permitted to attend educational visits without signed appropriate			
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		consent forms being obtained from their parent/guardian/carer 9. Staff travelling with the group should hold current enhanced DBS, Safeguarding young people level 2 qualification, and first aid training.			
Walking and Crossing Roads Coach/Train Journey: Embarking / disembarking / in transit	Staff Minors in our care Public	1. Children to walk in organized pairs with adults spaced between the children at regular intervals and/or, with an adult at the front and rear of the group. 2. Children to cross the roads between two adult markers, in an organized and calm manner with an adult being maintained whilst crossing at the front and rear of the group. 3. Adults accompanying the group should wear florescent vests, or a brightly coloured coat. 4. Children to be supervised when, stepping on and off the bus/train; in pairs whilst walking to the bus/train. 5. Pupils to sit in pairs, with any seatbelts to be fastened at all times while travelling. 6. Staff members to head count and check any seat belts are fastened before	Medium	Low	

		departure. 7. Staff to be at front and back of a small group (up to 6) and middle point of a larger group 7+, on any bus or train journey. 8. No food or drink to be consumed while on the bus or train, unless the journey is longer than 2 hours. 9. Travel sickness resources and First kit on hand as required. 10. All staff to be on hand to supervise children if become ill or require first aid 11. Full dietary and medical requirements (if any), of each child in the group known to the accompanying adult members of staff.			
Medical – Accidents Slip and Trip Injuries Health issues: Accessibility of inhalers and other Medication: Data Confidentiality (Names of children, adult emergency contact details, DOB)	Minors in our care Staff Adult Guardians	1. All Educational trips and visits must have a trained first aider available at all times 2. A suitable First Aid kit must be available during transit and on site. Considerations • Staff to explain need for sensible, calm behaviour whilst walking on and off vehicles during transit. Children to follow directions and instructions from staff in order to prevent accidents and to safely	Medium	Low	

		complete the visit. • Staff should check the areas and routes being used for foreign objects and trip hazards/ other hazards • Children may trip, fall or slip whilst on the visit. First Aid to be administered by group leaders, as required. • All health issues must be recorded and the recording carried out by the group leader. • Inhalers and other medication to be clearly labelled with the child's name, kept by group leaders and be available with them at all times. 3. Group leader to be fully aware of any Educational/Health Care Plans (HCP or EHCP) and have a copy of the HCP /EHCP to ensure full compliance with any health requirements for each child with one. 4. Group leader and accompanying staff to ensure the group's data is kept secure in transit, and throughout the trip. Data to be shared on a need to know basis throughout the trip by the Group Leader.			
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Safeguarding Venue Staff Contact with members of the public. On route and at the venue (there may be members of public) Fire	Minors in our care	1. Children to be supervised by a trusted adult with current enhanced DBS check, and safeguarding level 2 training at all times. 2. Children to be warned that they must stay with the staff accompanying them, and to any areas specified at all times. 3. Children to be supervised by the correct ratio of adults to ensure contact with the public is minimal and always under supervision. 4. Children to be warned about approaching members of the public. 5. Children are to remain in their group. 6. Adult to routinely do head count to ensure all children are accounted for. . Fire Protection • In the event of a Fire activities must cease and all staff and children will proceed to the Fire Evacuation Point/Safe Area • Staff/ Teachers to check and register children • Further instructions to be given dependent on the situation by Leadership	Medium	Low	

Loss of child	Minors in our care	1. Children are to be regularly head counted/kept in small groups and checked before entering/leaving areas/ venues/ activities. 2. If any child is lost, they should meet at a predetermined designated area set at the start of the trip. 3. Children will be made aware of the meeting point, and be given the accompanying staff members phone numbers, to store on their phones for emergency use.	Medium	Low	
Behaviour	Minors in our care Staff Public	1. Individual children to be monitored by group leader. 2. Expectations to be clearly relayed to all children. 3. Code of conduct has been signed by parents prior to visit.	Low	Low	
Toileting	Minors in our care	1. Children to go to the toilet as required, with the assistance they need if required from a staff member accompanying them (all enhanced DBS and trained in Safeguarding/First Aid). 2. Ensure thorough hand washing hands. 3. Children to notify a staff member responsible for	Medium	Low	

		them at the time that they are going to the rest room. 4. Staff to ensure that only adults with DBS certificates are responsible for taking children to the toilet / supervising children. If they are unable to do so due to the nature of the activity. 5. Any adults without Cirk Hes Ltd enhanced DBS certificates are to be accompanied by Cirk hes Ltd staff member, when with groups of children,or individual children. 6. Prior to visiting other training and performative spaces, the VC and/ or Charity Manager will request risk assessments if not provided, and assurances/ evidence that their staff members/volunteers hold the necessary documentation to work safely and appropriately with Minors. 7. Minors under the age of 11 years old are restricted from attending long distance or overnight stay trips, without their parent/guardian or carer in attendance, in order to reduce the need for staff members to assist			
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		them with personal care whilst away from home.			
Weather	Minors in our care Staff	1. In the event of extreme weather conditions Hot or Cold and Wet the VC/ Group Leader will assess and decide if the event should continue 2. All Staff/children should wear sunhats and apply sun cream if the conditions dictate it. 3. All Staff/children should have access to fluids to prevent dehydration 4. Suitable clothing and footwear should be advised prior to the event. 5. Staff should ensure that children have the appropriate equipment and clothing with them to prevent injury or discomfort.	Low	Low	
Plan B Inclusion - Attendance on Educational Visits	All attending	1. Things may change due to unforeseen circumstances - consider your alternative plan 2. Children to be made aware of need for safety and behaviour requirements before and throughout the visit. 3. Inhalers Medication (clearly labelled with child's	N/A		

		name), and a first aid kit will be kept with group leader/ first aider. 4. In the event of an emergency, the party leader will contact the Charity Manager, or Health and Safety Officer/ and the Secretary to the Trustees, immediately for further instructions. Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. We are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity. Every individual has the right to be treated equally and fairly and not be			
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		discriminated against regardless of any 'protected characteristics'. The protected characteristics listed in the Act are: 1. Age. 2. Disability. 3. Sexual orientation. 4. Sex. 5. Gender reassignment. 6. Marriage and civil partnership. 7. Pregnancy and maternity. 8. Race. 9. Religion and belief. Every individual has the right to be treated with respect and dignity.			
Collection from our care after the return journey	Minors in our care	1. That a 'password' is arranged prior to the trip, to be used by the child's parent/guardian or carer on pick up, to ensure children are returned safely to their families.	Low	Low	
Theft or loss of possessions/valuables Tampering with luggage	All attending	1. All attending are discouraged from taking valuable items/ cash with them. Staff children and parents/guardians/carers are made aware that Cirk Hes Ltd is not liable for the theft or loss of such, whilst on an excursion, attending an event.	Low	Low	

		2. Event attendees are expected to be responsible for their own possessions enroute, during and returning from an event/trip/activity. 3. Group Leader will ensure that any luggage the group may have, is not left unattended at any time between secure loading, secure storage, and baggage retrieval.			
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Risk Assessment last reviewed and updated 4 February 2025 by Naomi Lewis – Charity Manager



Authorised on behalf of the Board 4 February by David Ellis Trustee and Secretary to the Board

Due for review February 2027

