

Holy Redeemer Preschool – Risk Assessment

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| Subject: PRE-SCHOOL OUTING | | | | | |
| Prepared by: | Laura Heath/Shelley Masher | Date completed | 12/05/2025 | Date Shared with Staff: | 13/05/2025 |

| Hazard | Who is affected? | What controls are in place? | Risk level (L/M/H) | Are further controls necessary? | Action by & date | Review by & date |
|-------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|
| Crossing the road | All | <ul style="list-style-type: none"> - Ensure we have the correct ratio of staff to children - Teach and discuss, with children, the importance of road safety. What should we do before crossing the road? - Ensure that each child is holding someones hand. - Children are not allowed to cross the road on their own - Staff will ensure that there is a safe place to cross the road. | M | <ul style="list-style-type: none"> - To be aware of any unexpected hazards – road works, vehicles reversing, vehicles blocking the road etc | SM/LH As required | May 2026 |
| Trips and falls | All | <ul style="list-style-type: none"> - Be aware of the surrounding area. - Ensure that each child is holding someones hand. - Ensure that there is a qualified first aider on the outing and the first aid pouch is fully stocked and taken on the outing - Ensure that the children's emergency contact details are with an adult and a member of staff has a mobile phone to hand | L | | SM/LH As required | May 2026 |
| Losing a child | All | <ul style="list-style-type: none"> - Ensure that each child is holding someones hand. - Make sure that there is an adult at the front and back of the group. - Ensure a member of staff has a mobile phone to hand. | L | | SM/LH As required | May 2026 |

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| | | <ul style="list-style-type: none"> - Ensure all staff are aware how many children are on the outing – regular head counts. - Ensure that all children and staff are wearing a high-viz vest. - Ensure all children have a wrist band with preschool telephone number on - Use wrist reins if necessary - Ensure staff have consent forms (if necessary – permission on Family) and all contact details for each child | | | | |
| Bus Ride | | <ul style="list-style-type: none"> - Ensure that all children are on the bus - Make sure they get a seat - Ensure they are assisted in getting help to step up. - Ensure that all children get off the bus and there are regular headcounts | L | | SM/LH As required | May 2026 |
| Trip to the shops | All | <ul style="list-style-type: none"> - Ensure that all children enter the shops. One adult at the front of the group and one adult at the back. - Ensure that children do not touch anything in the shop. - Ensure that there are not hazardous products that the children can touch. | L | | SM/LH As required | May 2026 |
| Collecting conkers | All | <ul style="list-style-type: none"> - Check the grassy area for animal faeces - Supply, water, tissues and sanitiser for emergencies - | L | | SM/LH As required | May 2026 |

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Approved by: _____

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Date for Review: _____