

**VISITING SCHOOL  
SAMPLE OF RISK ASSESSMENT FORM**

Activity or Situation		Educational Visit to Compton Bassett Recycling Plant		
Potential hazards	Potential Outcome	Likelihood/ Probability	Risk Rating (Outcome x probability)	Action
Stepping off the bus without looking	2	1	2	Teacher controls the situation by giving clear instructions and alighting from the bus first.
Bus is involved in an accident while driving to, or returning from, the recycling centre	5	1	5	Students to wear seat belts and remain seated at all times.  Staff trained in First Aid  Staff to inform the school and emergency services if needed, as per school policy
Accident with machinery that processes waste	4	1	4	Talk by teacher about the behavioural expectations while on the Hill site and safety requirements  Talk by Hills personnel about safety procedures on site when the group arrives  Hills representative to guide groups around the plant  Students supervised by teacher and the group kept together  Safety cages on machines  Safety hat worn when needed (identified and provided by Hills personnel/guide)
Vehicles driving around the recycling plant	5	1	5	Students wear bright coloured tops provided by Hills  Walk on footpaths where available

<b>Additional notes:</b>
<b>This excursion has run successfully three times over the last two years.</b>

Potential Outcome	Numeric al Value	Likelihood/ Probability	Numeric al Value
Minor injury	1	Unlikely	1
Injury needing medical attention	2	Low possibility	2
Injury-off work/school	3	Possible	3
Serious injury/long term	4	Probable	4
Fatality	5	Near certainty	5

Risk Rating	
1 – 5	LOW
6 – 12	MED
12 +	HIGH

<b>Low Risk</b>	Visit may proceed
<b>Medium Risk</b>	Consultation with Head required
<b>High Risk</b>	<b>VISIT MAY ONLY PROCEED WITH COUNTY APPROVAL</b>

Assessment prepared by		Assessment approved by	
Date		Date	