



**LPEBL KENTISH TOWN 2019/2020 PLAYGROUND OUTINGS RISK ASSESSMENT**

<b>Address:</b>	<b>22 Vicar's road London NW5 4NL</b>	<b>Responsible person:</b>	<b>Charlotte BEYAZIAN Head of administration</b>	<b>Date:</b>	<b>02/09/2019</b>
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**IDENTIFY DANGERS**

<b>CAR ACCIDENTS</b>	<b>VARIOUS ENCOUNTERS</b>
<b>At the end of Vicar's road, two-way road to be crossed by the pupils.</b>	<b>On the way to the playground, children can meet animals or people behaving strangely.</b>

**PEOPLE AT RISK**

<b>People at risk:</b>	<b>Pupils Teachers</b>	<b>Maximum nb of people at the same time:</b>	<b>Staff: minimum 6 in total Pupils: 110</b>
<b>Outing safety</b>	<b>Control measures</b>	<b>Yes/No NA</b>	<b>Recommended action and comments</b>
<b>Outing rules have been written and transmitted to the staff and pupils (line up according to instructions in front of the school; whispering voices)</b>	<b>Staff and pupils are aware of the rules and MUST implement them.</b>	<b>YES</b>	<b>02/09/2019</b>
<b>Outing sheet to be filled in prior to departure High visibility waist coat MUST be worn by ALL staff ( top, middle and end of line responsible adults)</b>	<b>Outdoor sheet to be signed in/out by each responsible adult with nb of pupils taken out of the premises. Sheets are controlled everyday by CB or ER.</b>	<b>YES</b>	<b>02/09/2019</b>
<b>First-aid kits MUST be taken for the outings and left by the entrance door First-aid kits MUST be brought back to school &amp; staff to report to the office if top-up is needed</b>	<b>Auto-report by the staff</b>	<b>YES</b>	<b>02/09/2019</b>
<b>Each year group responsible person ask pupils to line up outside, organising the line so that children can walk sensibly and QUIETLY</b>	<b>Auto-report by the staff</b>	<b>YES</b>	<b>02/09/2019</b>
<b>Before crossing the road, the adult leading the wait the for the 2 following adults to cross halfway and stop the traffic both ways, the last adult stands at the back of the group</b>	<b>Auto-report by the staff</b>	<b>YES</b>	<b>02/09/2019</b>
<b>NB: In the case, the school group in split in 2 groups, the procedure remains the same: the leading adult wait for the second adult in line is to make way across the road one way only and the group crosses lead by one adult in front and followed by one adult at the back.</b>	<b>Auto-report by the staff</b>	<b>YES</b>	<b>02/09/2019</b>



<b>Adults must be aware of the environment (strangers, animals, prams...)</b>	<b>Auto-report by the staff</b>	<b>YES</b>	<b>02/09/2019</b>
<b>Once at the playground, pupils have to stand along one of the fences while 2 adults to check for any hazards (mess, sharp objects, other people...)</b>	<b>Auto-report by the staff</b>	<b>YES</b>	<b>02/09/2019</b>
<b>Depending on the nb of pupils, Nursery and Reception classes will use one of the two pitches on their own</b>	<b>Auto-report by the staff</b>	<b>YES</b>	<b>02/09/2019</b>
<b>Football games are to take place on half of each or dedicated day playground in order to leave space for more quiet games and avoid shocks</b>	<b>Auto-report by the staff</b>	<b>YES</b>	<b>02/09/2019</b>
<b>Once in the playground, adults have to check the safety of pupils during games and roam around and not staying static</b>	<b>Auto-report by the staff</b>	<b>YES</b>	<b>02/09/2019</b>
<b>Before leaving the playground, adults have to line up the pupils and count them</b>	<b>Auto-report by the staff</b>	<b>YES</b>	<b>02/09/2019</b>
<b>First-aid kits and accident books MUST be taken for the outings and left by the entrance door</b>	<b>Auto-report by the staff</b>	<b>YES</b>	<b>02/09/2019</b>
<b>One member of the staff should always take a mobile phone</b>	<b>Auto-report by the staff</b>	<b>YES</b>	<b>02/09/2019</b>

Last updated CB 03/09/2019.