

## General Risk Assessment Form

<u>HIGH WYCOMBE CHURCH OF ENGLAND SCHOOL</u>		AREA/LOCATION:	<b>Maidenhead Synagogue, Grenfell Lodge Ray Park Road Maidenhead SL6 8QX, 01628 673012,</b>	
NAME OF ASSESSOR(S):	<b>Sam Biddle (Visit Leader)</b>	JOB TYPE/WORK ACTIVITY	<b>Educational visit - exploring Jewish place of worship</b>	
DATE OF ASSESSMENT:	<b>23/02/2026</b>			
FREQUENCY/DURATION:	<b>One-off visit, approximately 3 hours including travel</b>	REVIEWED/UPDATED:	<b>23/04/2026</b>	

What are the Hazards	Who might be harmed and how? (Who is at special risk?)	What are you already doing? (Current control measures, including those for people at special risk)	What further action is necessary? (Further Control Measures)	Action by who	Action by When	Done	Risk Factor taking all controls into consideration		
							Likelihood	Severity	Risk Level
<b>Security incident at religious venue</b> (e.g., protest, threat, lockdown)	Pupils and staff could be exposed to threatening behaviour, violence, or need to shelter in place	<ul style="list-style-type: none"> <li>• Pre-visit contact with synagogue to confirm current security arrangements</li> <li>• Synagogue has confirmed: CCTV on entrance gate, entry gates locked and only opened once you announce your arrival. Gates locked behind the coach once</li> <li>No security issues at all but police now drive past regularly</li> <li>• Staff briefed on emergency procedures</li> <li>• Venue Emergency contact numbers held by school staff and added to event plan</li> </ul>	<ul style="list-style-type: none"> <li>• Complete pre-visit call to synagogue (before confirming trip)</li> <li>• Contact synagogue to confirm current security measures <b>2 weeks before visit (20th May 2026)</b> (CCTV, controlled entry, security personnel)</li> <li>Confirm security briefing will be given on arrival</li> <li>• Identify safe assembly point inside building</li> <li>• Ensure all staff have emergency contact numbers</li> </ul>	Visit Leader	Before visit date		Low (1)	Serious (3)	Low (3)

		<ul style="list-style-type: none"> <li>• Plan to follow venue staff instructions immediately</li> </ul>	<ul style="list-style-type: none"> <li>• Brief children on staying calm and following instructions</li> </ul>						
<ul style="list-style-type: none"> <li>• Reputable coach company with appropriate insurance and safety record</li> <li>• Seat belts to be worn at all times</li> <li>• Staff positioned throughout coach</li> <li>• Emergency procedures known by all staff</li> <li>• Bucks County emergency procedures in place</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm coach company credentials</li> <li>• Brief children on coach safety rules</li> <li>• Ensure visit leader has emergency contact numbers</li> </ul>	Visit Leader	Before visit date		Low (1)	Serious (3)	Low (3)		
<b>Pedestrian road safety</b> when entering/exiting venue	Pupils could be struck by vehicles when disembarking or walking to entrance	<ul style="list-style-type: none"> <li>• Coach to stop as close as possible to entrance</li> <li>• Controlled disembarkation</li> <li>• Children walk in pairs</li> <li>• Staff supervision at front, middle and rear</li> <li>• Staff check road is clear before crossing</li> </ul>	<ul style="list-style-type: none"> <li>• Consider high-visibility vests for staff</li> <li>• Pre-visit check of drop-off point</li> <li>• Brief children on road safety</li> </ul>	Visit Leader	Before visit date		Low (1)	Serious (3)	Low (3)
<b>Fire</b> at venue	Pupils and staff could be injured by fire or smoke, or trapped	<ul style="list-style-type: none"> <li>• Synagogue has own fire evacuation procedures</li> <li>• Fire safety briefing to be given on arrival</li> <li>• Staff to supervise evacuation</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm fire procedures with venue</li> <li>• Identify fire exits on arrival</li> <li>• Note assembly point</li> </ul>	Visit Leader	On arrival at venue		Low (1)	Serious (3)	Low (3)

		<ul style="list-style-type: none"> <li>• Head count at assembly point</li> <li>• Emergency services called if needed</li> </ul>	<ul style="list-style-type: none"> <li>• Brief all staff and children</li> </ul>						
<b>Child becoming separated/lost</b>	Child could become distressed, lost, or vulnerable to harm	<ul style="list-style-type: none"> <li>• Children remain in designated groups with named staff</li> <li>• Regular head counts at transition points</li> <li>• Children briefed on meeting point if separated</li> <li>• Children told to approach synagogue staff if lost</li> <li>• Staff have recent photos of all children</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm meeting point with venue</li> <li>• Ensure adequate supervision ratios</li> <li>• Brief children before departure</li> <li>• Provide children with visit leader's mobile number on wristband/card</li> </ul>	Visit Leader	Before visit date		Low (1)	Major (2)	Low (2)
<b>Child running off/absconding</b>	Child could be injured, lost, or come to harm	<ul style="list-style-type: none"> <li>• Children briefed on behaviour expectations</li> <li>• Adequate supervision ratios maintained</li> <li>• Regular head counts</li> <li>• Immediate search procedures</li> <li>• Contact synagogue staff and police if not found quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Identify any children with additional needs who may be at higher risk</li> <li>• Ensure adequate staffing for supervision</li> <li>• Brief all staff on procedures</li> </ul>	Visit Leader	Before visit date		Low (1)	Serious (3)	Low (3)
<b>Contact with members of public (safeguarding risk)</b>	Children could be approached by strangers or give out personal information	<ul style="list-style-type: none"> <li>• Children briefed not to engage with unknown adults</li> <li>• Children remain in groups with staff at all times</li> <li>• Staff positioned to maintain visual contact</li> <li>• All interactions supervised</li> </ul>	<ul style="list-style-type: none"> <li>• Clear briefing to children before departure</li> <li>• Staff vigilance throughout visit</li> <li>• Children reminded not to give personal information</li> </ul>	All staff	Before and during visit		Low (1)	Major (2)	Low (2)

<b>Medical emergencies</b> (illness, injury, asthma attack, allergic reaction)	Child could become seriously ill or injured	<ul style="list-style-type: none"> <li>• First aid kit carried by visit leader</li> <li>• Staff aware of all medical needs (separate medical sheet)</li> <li>• Children with asthma carry inhalers (plus spare with staff)</li> <li>• Children with allergies carry epipens (plus spare with staff)</li> <li>• Staff trained in epipen use</li> <li>• Emergency services called if needed</li> <li>• Parents contacted</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure medical information is up to date</li> <li>• Check all emergency medication is in date</li> <li>• Confirm staff epipen training</li> <li>• Identify nearest hospital</li> </ul>	Visit Leader	Before visit date		Low (1)	Serious (3)	Low (3)
<b>Administration of medication</b>	Incorrect medication or dosage could harm child	<ul style="list-style-type: none"> <li>• Designated staff responsible for each child's medication</li> <li>• Medication administered according to care plan</li> <li>• Each administration recorded</li> <li>• All staff aware of medical needs</li> </ul>	<ul style="list-style-type: none"> <li>• Review all care plans before visit</li> <li>• Ensure medication log sheet available</li> <li>• Brief staff on their responsibilities</li> </ul>	Visit Leader	Before visit date		Low (1)	Major (2)	Low (2)
<b>Slips, trips and falls</b> inside venue	Pupils or staff could be injured	<ul style="list-style-type: none"> <li>• Children reminded to walk sensibly</li> <li>• Staff supervise movement around building</li> <li>• Venue has public liability insurance</li> <li>• Any hazards reported to venue staff immediately</li> </ul>	<ul style="list-style-type: none"> <li>• Check venue for obvious hazards on arrival</li> <li>• Ensure adequate lighting</li> <li>• Children wearing appropriate footwear</li> </ul>	All staff	On arrival		Medium (2)	Minor (1)	Low (2)
<b>Inappropriate</b>	Pupils could	<ul style="list-style-type: none"> <li>• School code of</li> </ul>	<ul style="list-style-type: none"> <li>• Clear behaviour</li> </ul>	All	Before		Low (1)	Minor	Low

<b>behaviour</b> by pupils	cause offence, damage property, or disrupt the visit	conduct applies <ul style="list-style-type: none"> <li>• Children briefed on respectful behaviour</li> <li>• Emphasis on respecting different beliefs and traditions</li> <li>• Staff supervision throughout</li> <li>• Sanctions applied if necessary</li> </ul>	expectations communicated before visit <ul style="list-style-type: none"> <li>• Staff to model respectful behaviour</li> <li>• Immediate intervention if issues arise</li> </ul>	staff	and during visit			(1)	(1)
<b>Communication failure</b>	Unable to contact school or emergency services in emergency	<ul style="list-style-type: none"> <li>• Visit leader carries charged mobile with emergency numbers</li> <li>• Backup mobile carried by second member of staff</li> <li>• School office has visit leader's number and venue details</li> <li>• Parents given expected return time and school number</li> </ul>	<ul style="list-style-type: none"> <li>• Check mobile phones fully charged</li> <li>• Carry charger</li> <li>• Test phones before departure</li> <li>• Ensure all emergency numbers programmed in</li> </ul>	Visit Leader	Before departure		Low (1)	Major (2)	Low (2)
<b>Adverse weather</b>	Children could become too cold, wet, or uncomfortable	<ul style="list-style-type: none"> <li>• Weather forecast checked before departure</li> <li>• Children bring appropriate clothing</li> <li>• Adequate shelter available at venue</li> <li>• Outdoor elements adjusted if necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Check forecast on morning of visit</li> <li>• Remind parents about appropriate clothing</li> <li>• Have contingency plan for severe weather</li> </ul>	Visit Leader	Day before and day of visit		Low (1)	Minor (1)	Low (1)
<b>Coach breakdown</b>	Pupils and staff could be stranded or delayed	<ul style="list-style-type: none"> <li>• Reputable coach company with breakdown cover</li> <li>• Emergency contact numbers available</li> <li>• School office</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm coach company has breakdown cover</li> <li>• Have contingency plan for delays</li> </ul>	Visit Leader	Before visit date		Low (1)	Minor (1)	Low (1)

		informed of any delays • Parents contacted if significant delay	• Ensure adequate supervision if waiting						
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Control Measures Acceptable Yes / No Delete as appropriate

Revision period: - Annually

SIGNED OFF BY: Site Manager ..... DATE: .....

Further controls need to be in place and monitored as satisfactory before finally signing off this assessment

**KEY TO GENERAL RISK ASSESSMENT FORM:**

Likelihood of hazard happening:		Severity:	
Low, unlikely to happen	= Score 1	Minor e.g. cuts, bruises	= Score 1
Medium, could happen	= Score 2	Major e.g. broken bones hospitalisation	= Score 2
High, will almost certainly happen	= Score 3	Serious e.g. life threatening or fatal	= Score 3

Overall Risk = Likelihood x Severity	
Score: 6 & 9	= High, urgent action required
Score: 3 & 4	= Medium, action to an agreed timetable
Score: 1 & 2	= Low, or tolerable risk no action may be required
In completing the risk assessment either numbers or the descriptive words (high, medium, low) may be used in the risk level column	
<p><b>Potential hazard</b> - <i>item, substance or activity with the potential to cause harm.</i> A single hazardous activity can have many potential elements of harm, and it is important that those completing the risk assessment identify this, e.g. working with electricity (hazard) anticipated harm would be fire, explosion, electrocution and burns.</p>	
<p><b>Control Measures</b> – eliminate hazard, substitute with less hazardous alternative, prevent access to the hazard, control the amount of exposure, training, written instructions, personal protective equipment, welfare facilities, safety signs.</p>	