



Soho Parish risk assessment and risk management record: Off-site activities and educational visits at St Anne's Gardens

St Anne's Gardens are a public gardens, maintained by Westminster council. At present, the school is using the gardens for lunch play and PE (Years 2-6). Other classes may use the gardens for outdoor learning from time to time. This RA is designed to cover all occasions in which the gardens are used by the school. It also covers risks associated with Covid-19.

1. KS2 classes of up to 24 will have two accompanying adults. When two classes are there at one time, there must be at least 3 accompanying adults.
2. KS1 classes of up to 24 will have 2-3 accompanying adults, depending on the needs of the pupils. HT will make final decision, advised by class staff.
3. One adult will directly supervise the children and the other will be stationed by the main gate to Wardour Street, ensuring no children leave.
4. Headcounts will be taken on arrival and before leaving. All adults must be aware of the number of pupils in the group.
5. One adult will be designated 'lead'.
6. Lead adult will observe how many members of the public are in the gardens and make the decision as to whether the visit can proceed.
7. The lead adult will be responsible for collecting the toilet key from the office on leaving the school
8. The lead adult will ensure they have the phone number for St Anne's office (Jake 0207 437 8039) in case of an emergency evacuation through the gate to St. Anne's Church.

Site and its Environment	Risk Rating		Outcome
The gardens are enclosed on all sides with one exit	High/med/low	This enhances safety of gardens in general circumstances.	Low
Children can hide in undergrowth	High/med/low	Headcount on arrival / departure. 2-3 adults to monitor.	Low
In emergency, there are no immediate back exits	High/med/low	Church staff available office hrs to open gate. Muster in church.	Low
Open to public but supervised daily and close in eve	High/med/low	Reduced risk of drug paraphernalia / antisocial behaviour. Staff scan for risks on arrival.	Low
Group			
Younger children may 'hide'	High/med/low	Ratio of 1:8 to ensure staff can scan. Head counts. Assess ratio by pupils. Reiterate rules on arrival (stay in sight).	Low
Children with SEMH needs could try to leave gardens.	High/med/low	One exit, one staff member to stand sentry by gate. Assess ratio.	Low
Pupils may speak with members of public	High/med/low	Regular reminders of 'stranger danger'. Staff observe.	Low

Leader and activity arrangements			
Ball games not allowed	High/med/low	Other equipmnt should be taken/PE lessons carefully supervised	Low
Transport			
Crossing roads	High/med/low	Adult leading, one in roads. High vis to be worn by adult in road.	Low
		Adult ensures rd clear. Children don't talk in rd. No gaps in line.	Low
Covid			
Multiple members of public using gardens	High/med/low	Outdoors. Public usually move. Return to school if too busy.	Low
Busy pavements	High/med/low	Brief children to walk by wall. If necessary wait for others to pass.	Low
In emergency			
Unsafe event / disturbance in street	High/med/low	Lead adult calls St Anne's (number on toilet keyring), evacuate to church garden or hall. Headcount and register as soon as possible.	Low