



RISK ASSESSMENT – School Visit to Fairford Cemetery

School name: Polish Saturday School in Swindon

Location of visit: Fairford Cemetery

Date of visit: 1 November 2025

Visit purpose: Educational and commemorative visit to pay tribute and place flowers/candles on Polish war graves.

Trip coordinator: Angelika Kardasz

Accompanying staff/volunteers: list to be attached

Number of pupils: list to be attached

Age group: 10 - 16

Travel arrangements: Pupils will be transported by approved volunteer drivers using their own vehicles.

Duration: Approx. 10:00 – 14:00

HAZARD IDENTIFICATION AND CONTROL MEASURES

Hazard	Who may be harmed	Risk (before control)	Control measures / actions	Residual risk (after control)
Road travel – accident or injury	Pupils, volunteers	Medium	Drivers verified (licence & insurance checked). Driver's Declaration Form completed. All pupils wear seat belts. Adequate supervision. No use of mobile phones while driving.	Low
Getting in/out of vehicles	Pupils	Medium	Supervision during boarding/exiting vehicles. Use of safe drop-off areas away from traffic.	Low
Walking on uneven or slippery ground at cemetery	Pupils, volunteers	Medium	Pupils advised to wear appropriate footwear. Supervisors to identify safe walking paths. Additional support for younger pupils.	Low
Weather conditions (rain, cold, wind)	Pupils, volunteers	Medium	Weather checked before departure. Pupils reminded to wear warm, waterproof clothing. Visit shortened or cancelled if severe weather.	Low
Emotional distress (cemetery environment)	Pupils	Low	Teachers and volunteers provide support and explanation. Pupils prepared in advance for respectful behaviour and atmosphere.	Low
Pupil behaviour / separation from group	Pupils	Medium	Clear supervision plan. Group register before departure and on arrival. Regular headcounts. Designated adult for each group.	Low
Medical emergencies or accidents	Pupils, volunteers	Medium	First aid kit available. At least one first-aid trained person present. Emergency contact list carried by coordinator. Parents informed of trip details.	Low
COVID-19 or communicable illness	All participants	Low	Pupils showing symptoms not to attend. Sanitiser available.	Low



SUPERVISION AND RESPONSIBILITIES

- **Trip Coordinator:** Angelika Kardasz – overall responsibility for planning, supervision, communication and incident response.
- **Volunteer Drivers:** Responsible for safe transport and compliance with school transport policy.
- **Designated Supervisors:** Each assigned to a small group of pupils for the duration of the visit.

EMERGENCY ARRANGEMENTS

- In case of emergency, coordinator to contact school management and parents.
- Nearest emergency services: Great Westers Hospital.
- Mobile phones carried by coordinator and drivers.

CONSENTS AND DOCUMENTATION

- Written parental consent required for each pupil.
- Driver's Declaration Assessment Forms completed and checked.
- Copies of driving licences and insurance documents held by the school.

FINAL REVIEW AND SIGN-OFF

Date of Review	Reviewer / Role	Summary of Review	Actions / Next Steps	Next Review Date	Notes / Comments
dd/mm/yyyy	Name / Position	Brief summary of findings, observations, or concerns	Any decisions made, actions to implement, or adjustments to risk mitigation	dd/mm/yyyy	Any additional notes or context