

## Maison Claire Fontaine Risk Assessment



<b>Activity : Anis de Flavigny factory and town</b>	<b>Teacher : Pupil Ratio 1:10</b>	<b>Location : Flavigny-sur-Ozerain</b>
---	-----------------------------------	--

Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Cars and other traffic on the road	Getting run over	Staff/pupils	Med	All pupils are escorted off the coach and asked to form a line in pairs. They are then escorted to through the town and to the entrance of the factory. All staff vigilant whilst walking around the town.	Low
Personal medical condition	Illness during visit	Staff/pupils	Low	All pupils should be informed that they need to bring any medication with them and accompanying staff to carry spare. All staff aware of medical conditions from school information sheet. At least one member of visiting staff to be fully first aid trained with first aid kit. Full first aid kit also on the coach.	Low
Pupils around the factory	Pupils getting lost or abducted. Trips or accidents.	Pupils	Med	Pupils will remain in groups for the different tours. There will be at least one member of MCF staff and/or one member of visiting staff in each group. The tour inside the factory will be led by a tour guide. We will have our own tour guide and will not be sharing with members of the public. The tour guide will give safety instructions for where to be and not to be during the tour. Accompanying teachers must ensure pupils listen to instructions carefully and follow these rules. Head counts are taken at regular intervals. All pupils are made aware of the location of the shop as a meeting point in case of emergencies.	Low
Pupils at lunch time and around the town	Trips or accidents. Pupils lost or abducted.	Pupils	Med	All the group will eat lunch together - either outside on the grass area or in the mairie in bad weather. Pupils will be escorted to toilets in groups as required. If there is a small tour of the town/church then this will be done in groups always led by at least one adult. Head counts are taken at regular intervals and all adults are able to contact each other if required. There are two emergency meeting points : one at the Anis de Flavigny shop and the other at the parking location of the coach.	Low
Weather	Sun burn, dehydration	Staff/pupils	Med	In sunny weather all pupils are told to wear sun hats or baseball caps and to carry their own water bottles.	Low
Insects	Insect bites	Staff/pupils	Med	Pupils told to wear insect repellent. First aid packs also carry insect bite relief cream.	Low
Coach journey	Coach accident	Staff/pupils	Low	Very experienced coach driver and coach company with full insurance, MOT, regular checks and excellent safety record. Coach driver uses a tachograph and can only work a certain number of hours given under European law. All pupils and staff told to wear seat belts at all time. All coaches fitted with first aid kits and fire extinguishers.	Low

<b>Last Updated : January 2020</b> Date for revision is one year from the last update unless a serious incident occurs.	<b>Company Director (Alex Elliott)</b>  Signature :
--	---

## Maison Claire Fontaine Risk Assessment



<b>Maison Claire Fontaine Risk Assessment</b>		
<b>Activity : Archery</b>	<b>Instructor Ratio 1:16</b>	<b>Location : On-Site</b>

Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Poor group awareness and control	Injuries using equipment, being shot with an arrow.	Users and staff	Med	Instructors are trained to be aware of group actions and location at all times. Clear safety instructions and procedures are outline before the activity can begin.	Low
Inadequate coaching	Injuries using the equipment, accident on the range.	Users and staff	Med	All instructors are trained to lead the session according to Archery GB guidance and are supervised by an Archery GB leader. Clear safety instructions and procedures are outlined before the activity can begin. Each individual is coached through the actions in details for the first time around. Equipment is regularly checked for damage and wear and tear.	Low
Bow string hitting the arm when the arrow is released	Injury to the arm	Users	High	All pupils are asked to wear long sleeves for this activity. In addition arm braces are worn as protection and instructors check each time that these are fitted correctly.	Med
Incorrect technique when handling arrows.	Injury to the participant or to others around them.	Users	Med	Arrows are kept behind the archer when shooting, so that it is not possible to lean forward into an arrow. Instructors give clear directions as to how to retrieve and carry the arrows from the target area.	Low
Entanglement whilst drawing bow string	Injury to head / neck	Users	Low	Long hair must be tied back and any dangly jewellery removed. Any bit of clothing that might get caught should be tucked in.	Low
Running on the range	Slips and trips	Users	Med	No running on the range. Clear directions given at the beginning of the session.	Low
Incorrect handling of the bow	Injury to the back	Users	Low	Instructors teach correct techniques for handling the bow and suitable bow selected for height and strength.	Low
Person or animal walking onto the range	Injury caused by stray arrows. Particular danger when students have finished other activities or other staff.	Users / observers / other students / animals	Med	The range and target areas are clearly identified. Clear directions are given at the beginning of the session about the importance of stopping when told and everyone responsible for shouting 'arrêt' if anyone or anything seen on the range.	Low

<b>Last Updated : January 2020</b>	<b>Company Director (Alex Elliott)</b>
Date for revision is one year from the last update unless a serious incident occurs.	Signature :

## Maison Claire Fontaine Risk Assessment

Activity : Avallon  
Investigation

Teacher : Pupil Ratio  
1:10

Location : Avallon



Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Cars and other traffic on the roads	Getting run over	Staff/pupils	Med	All pupils informed to remain on the pavement and to stay off the road. All pupils escorted safely off the coach and across the pedestrian crossing from hospital parking space. Warning given to all pupils about 'pedestrian area' in Avallon and about the traffic around the main square. Staff to situate themselves around the town and keep pupils to pedestrian pathways.	Low
Personal medical condition	Illness during visit in Avallon	Staff/pupils	Low	All pupils should be informed that they need to bring any medication with them and accompanying staff to carry spare. All staff aware of medical conditions from school information sheet. At least one member of visiting staff is fully first aid trained with first aid kit. Full first aid kit also on the coach. Avallon hospital within easy reach.	Low
Pupils around the town of Avallon	Pupils getting lost or abducted.	Pupils	Low	Pupils should not be in groups of less than 4. All are provided with maps. For younger groups, each group will be accompanied by a member of staff ( <i>to be agreed by visiting staff before excursion</i> ). All pupils will have lanyards and cards giving emergency contact details and useful questions in French. One member of staff will always be located by the Vauban statue or similar location for pupils to come to in an emergency. Other staff will distribute themselves around the town and make themselves aware of the whereabouts of the groups.	Low
Pupils around the town of Avallon	Trips or accidents	Pupils	Med	All pupils told to wear sensible clothes and footwear. Pupils told to behave sensibly and not to run around the town. For younger groups one member of staff will always stay with pupil groups to ensure sensible behaviour. For older groups staff will distribute themselves around the town to keep an eye on groups and will stay with groups if they are not sensible. One member of MCF staff will always stay at a given location (e.g. Vauban statue) to contact in an emergency. All MCF staff are in mobile contact and also in contact with the coach driver.	Low
Weather	Sun burn, dehydration	Staff/pupils	Med	In sunny weather all pupils are told to wear sun hats or baseball caps and to carry their own water bottles. Snack and orange juice are also provided if part of a whole afternoon activity.	Low
Insects	Insect bites	Staff/pupils	Med	Pupils told to wear insect repellent. First aid packs also carry insect bite relief cream.	Low
Coach journey	Coach accident	Staff/pupils	Low	Very experienced coach driver and coach company with full insurance, MOT, regular checks and excellent safety record. Coach driver uses a tachograph and can only work a certain number of hours given under European law. All pupils and staff told to wear seat belts at all time. All coaches fitted with first aid kits and fire extinguishers.	Low

Last Updated : January 2020

Date for revision is one year from the last update unless a serious incident occurs.

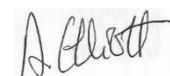
Company Director (Alex Elliott)

Signature :

Activity : Auxerre	Teacher : Pupil Ratio 1:10	Location : Beaune
--------------------	-------------------------------	-------------------



Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Cars and other traffic on the roads	Getting run over	Staff/pupils	Med	Coach park area is safe away from main traffic but is a general parking area so care must be taken to check the area at the door when everyone gets off. Pupils are escorted across the river and then carefully across the main road the other side. Care must be taken when escorting pupils around smaller roads and more dangerous areas highlighted by staff during the small group activity. This should be used to familiarise pupils with the road system before the free time. All pupils warned to be careful of the roads in free time and minimum group size of 4. This activity only to be done with older groups.	Low
Personal medical condition	Illness during visit in Auxerre	Staff/pupils	Low	All pupils should be informed that they need to bring any medication with them and accompanying staff to carry spare. All staff aware of medical conditions from school information sheet. At least one member of visiting staff is fully first aid trained with first aid kit. Full first aid kit also on the coach.	Low
Pupils around the town of Auxerre	(1) Pupils getting lost or abducted. (2) Trips or accidents.	Pupils	(1)Low (2)Med	Pupils should not be in groups of less than 4. All are provided with maps. All pupils will have lanyards and cards giving emergency contact details and useful questions in French. All pupils told to wear sensible clothes and footwear. Pupils told to behave sensibly and not to run around the town. One member of staff will always stay at the town hall/clock tower for pupils to come to in an emergency. Pupils are also shown the location of the office de tourisme. Other staff will distribute themselves around the town and make themselves aware of the whereabouts of pupils. The coach driver and first aider will always be contactable using a mobile. All MCF staff are in mobile contact.	Low
Pupils during visit to the hypermarket	(1) Pupils getting lost or abducted. (2) Trips or accidents	Pupils	(1)Low (2)Med	A member of MCF staff will stay at the entrance to the hypermarket in case of an emergency. Other staff will distribute themselves around the hypermarket and make themselves aware of the whereabouts of pupils. All staff have phone numbers to contact each other in case of a problem.	Low
Weather	Sun burn, dehydration	Staff/pupils	Med	In sunny weather all pupils are told to wear sun hats or baseball caps and to carry their own water bottles.	Low
Insects	Insect bites	Staff/pupils	Med	Pupils told to wear insect repellent. First aid packs also carry insect bite relief cream.	Low
Coach journey	Coach accident	Staff/pupils	Low	Very experienced coach driver and coach company with full insurance, MOT, regular checks and excellent safety record. Coach driver uses a tachograph and can only work a certain number of hours given under European law. All pupils and staff told to wear seat belts at all time. All coaches fitted with first aid kits and fire extinguishers.	Low

<b>Last Updated : January 2020</b>	<b>Company Director (Alex Elliott)</b>
Date for revision is one year from the last update unless a serious incident occurs.	Signature : 

## Maison Claire Fontaine Risk Assessment



Activity : Beaune	Teacher : Pupil Ratio 1:10	Location : Beaune
-------------------	-------------------------------	-------------------

Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Cars and other traffic on the roads	Getting run over	Staff/pupils	Med	Coach to use the main car park away from the main road for safe unloading and loading. Pupils to be supervised carefully when walking around between car park, town and moutarderie. Pupils in pairs with staff at the beginning in the middle and at the back. Close supervision when crossing the main roads. All pupils warned to be careful of the roads in free time.	Low
Personal medical condition	Illness during visit in Beaune	Staff/pupils	Low	All pupils should be informed that they need to bring any medication with them and accompanying staff to carry spare. All staff aware of medical conditions from school information sheet. At least one member of visiting staff is fully first aid trained with first aid kit. Full first aid kit also on the coach.	Low
Pupils around the town of Beaune	Pupils getting lost or abducted.	Pupils	Low	Pupils should not be in groups of less than 4. All are provided with maps. For younger groups, each group will be accompanied by a member of staff ( <i>to be agreed by visiting staff before excursion</i> ). All pupils will have lanyards and cards giving emergency contact details and useful questions in French. One member of staff will always be located within the central square for pupils to come to in an emergency. Other staff will distribute themselves around the town and make themselves aware of the whereabouts of the groups. A second emergency meeting may be agreed as required.	Low
Pupils around the town of Beaune	Trips or accidents	Pupils	Med	All pupils told to wear sensible clothes and footwear. Pupils told to behave sensibly and not to run around the town. For younger groups one member of staff will always stay with pupil groups to ensure sensible behaviour. For older groups staff will distribute themselves around the town to keep an eye on groups and will stay with groups if they are not sensible. One member of MCF staff will always stay at a given location to contact in an emergency. The coach driver and first aider will always be contactable using a mobile. All MCF staff are in mobile contact.	Low
Pupils during visit to hospice and moutarderie	Getting lost or hurt	Pupils	Med	Pupils will be in groups supervised by a member of staff. All staff have phone numbers to contact each other in case of a problem.	Low
Weather	Sun burn, dehydration	Staff/pupils	Med	In sunny weather all pupils are told to wear sun hats or baseball caps and to carry their own water bottles.	Low
Insects	Insect bites	Staff/pupils	Med	Pupils told to wear insect repellent. First aid packs also carry insect bite relief cream.	Low
Coach journey	Coach accident	Staff/pupils	Low	Very experienced coach driver and coach company with full insurance, MOT, regular checks and excellent safety record. Coach driver uses a tachograph and can only work a certain number of hours given under European law. All pupils and staff told to wear seat belts at all time. All coaches fitted with first aid kits and fire extinguishers.	Low

**Last Updated : January 2020**

Date for revision is one year from the last update unless a serious incident occurs.

**Company Director (Alex Elliott)**

Signature :

## Maison Claire Fontaine Risk Assessment

Activity : Caves

Teacher : Pupil Ratio  
1:10

Location : Grottes D'Arcy



Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Cars and other traffic on the road	Getting run over	Staff/pupils	Low	Large coach park available for safe drop off and pick up.	Low
Personal medical condition	Illness during visit to the chateau	Staff/pupils	Low	All pupils should be informed that they need to bring any medication with them and accompanying staff to carry spare. All staff aware of medical conditions from school information sheet. At least one member of visiting staff is fully first aid trained with first aid kit. Full first aid kit also on the coach.	Low
Pupils around the cave site	Pupils getting lost or abducted.	Pupils	Low	Pupils will always be escorted by MCF staff or accompanying teaching staff within the caves and the surrounding area. Head counts are taken at regular intervals. The coach will remain in the car park throughout the duration of the activity in case of emergencies or as a central contact point if required.	Low
Pupils in the caves	Trips or accidents	Pupils	Med	All pupils told to wear sensible clothes and footwear - the floors can be slippery. The tour will be led by an experienced guide who outlines health and safety issues throughout the visit. MCF and accompanying staff to be vigilant at all times and spread themselves out amongst the group. First aid kit available at all times.	Low
Temperatures	Cold	Staff/pupils	Med	All staff and pupils must bring a warm, long-sleeved top to wear even when the temperatures outside are hot !	Low
Coach journey	Coach accident	Staff/pupils	Low	Very experienced coach driver and coach company with full insurance, MOT, regular checks and excellent safety record. Coach driver uses a tachograph and can only work a certain number of hours given under European law. All pupils and staff told to wear seat belts at all time. All coaches fitted with first aid kits and fire extinguishers.	Low

Last Updated : January 2020

Date for revision is one year from the last update unless a serious incident occurs.

Company Director (Alex Elliott)

Signature :

## Maison Claire Fontaine Risk Assessment

**Activity : Chateau  
Bazoches**

**Teacher : Pupil Ratio  
1:10**

**Location : Chateau Bazoches**



Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Cars and other traffic on the road	Getting run over	Staff/pupils	Med	All pupils are escorted off the coach and asked to form a line in pairs. They are then escorted to the entrance of the castle and told to keep to the LHS of the road. Pupils are escorted off the site to the coach in pairs and to the RHS of the road.	Low
Personal medical condition	Illness during visit to the chateau	Staff/pupils	Low	All pupils should be informed that they need to bring any medication with them and accompanying staff to carry spare. All staff aware of medical conditions from school information sheet. At least one member of visiting staff to be fully first aid trained with first aid kit. Full first aid kit also on the coach.	Low
Pupils around the chateau	Pupils getting lost or abducted.	Pupils	Low	Pupils will always be escorted by MCF staff or accompanying teaching staff. Head counts are taken at regular intervals. All pupils have lanyards with contact numbers in case of an emergency.	Low
Pupils running for the activity	Trips or accidents	Pupils	Med	All pupils told to wear sensible clothes and footwear. Members of staff to be distributed down the course as required. An alternative activity should be selected if the grass is too wet for running. First aid kit available at all times.	Low
Weather	Sun burn, dehydration	Staff/pupils	Med	In sunny weather all pupils are told to wear sun hats or baseball caps and to carry their own water bottles. Snack and orange juice are also provided half way through the afternoon.	Low
Insects	Insect bites	Staff/pupils	Med	Pupils told to wear insect repellent. First aid packs also carry insect bite relief cream.	Low
Coach journey	Coach accident	Staff/pupils	Low	Very experienced coach driver and coach company with full insurance, MOT, regular checks and excellent safety record. Coach driver uses a tachograph and can only work a certain number of hours given under European law. All pupils and staff told to wear seat belts at all time. All coaches fitted with first aid kits and fire extinguishers.	Low

**Last Updated : January 2020**

Date for revision is one year from the last update unless a serious incident occurs.

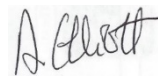
**Company Director (Alex Elliott)**

Signature :



Maison Claire Fontaine Risk Assessment		
Activity : Chateau Bussy Rabutin	Teacher : Pupil Ratio 1:10	Location : Chateau Bussy Rabutin

Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Cars and other traffic on the road	Getting run over	Staff/pupils	Med	All pupils are escorted off the coach and asked to form a line in pairs. They are then escorted to the entrance of the castle and told to keep to the LHS of the road. Pupils are escorted off the site to the coach in pairs and to the RHS of the road.	Low
Personal medical condition	Illness during visit to the chateau	Staff/pupils	Low	All pupils should be informed that they need to bring any medication with them and accompanying staff to carry spare. All staff aware of medical conditions from school information sheet. At least one member of visiting staff to be fully first aid trained with first aid kit. Full first aid kit also on the coach.	Low
Pupils around the chateau	Pupils getting lost or abducted.	Pupils	Low	Pupils will always be escorted by MCF staff or accompanying teaching staff. Head counts are taken at regular intervals.	Low
Pupils running in and out of the maze	Trips or accidents	Pupils	Med	All pupils told to wear sensible clothes and footwear. A member of staff to stand by the slope to slow pupils down on entry into the maze and the run to start from the gravel path in wet weather to avoid the slippery slope. A member of staff also by the steps in wet weather. First aid kit available at all times.	Low
Weather	Sun burn, dehydration	Staff/pupils	Med	In sunny weather all pupils are told to wear sun hats or baseball caps and to carry their own water bottles. Snack and orange juice are also provided half way through the afternoon.	Low
Insects	Insect bites	Staff/pupils	Med	Pupils told to wear insect repellent. First aid packs also carry insect bite relief cream.	Low
Coach journey	Coach accident	Staff/pupils	Low	Very experienced coach driver and coach company with full insurance, MOT, regular checks and excellent safety record. Coach driver uses a tachograph and can only work a certain number of hours given under European law. All pupils and staff told to wear seat belts at all time. All coaches fitted with first aid kits and fire extinguishers.	Low

<b>Last Updated : January 2020</b>  Date for revision is one year from the last update unless a serious incident occurs.	<b>Company Director (Alex Elliott)</b>  Signature : 
--	---



## Maison Claire Fontaine Risk Assessment

**Activity : Chateau  
Guedelon**

**Teacher : Pupil Ratio  
1:10**

**Location : Chateau Guedelon**



Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Cars and other traffic on the road	Getting run over	Staff/pupils	Med	All pupils are escorted off the coach and asked to form a line in pairs. They are then escorted to the entrance of the castle. Pupils are escorted off the site to the coach in pairs.	Low
Personal medical condition	Illness during visit to the chateau	Staff/pupils	Low	All pupils should be informed that they need to bring any medication with them and accompanying staff to carry spare. All staff aware of medical conditions from school information sheet. At least one member of visiting staff to be fully first aid trained with first aid kit. Full first aid kit also on the coach.	Low
Pupils around the chateau	Pupils getting lost or abducted.	Pupils	Low	Pupils will always be escorted by MCF staff or accompanying teaching staff. Head counts are taken at regular intervals. All pupils have lanyards with contact numbers in case of an emergency. For the drawing pupils should always be in groups of no less than 4 and must inform staff where they plan to work. For the questionnaire pupils should be in groups of no less than 4 and all staff will be surveying the site to monitor their progress. One member of staff must always stay at the base point by the café in case of emergencies.	Low
Sculpture activity	Injury to hands or eyes	Pupils	Low	The activity is run by an expert from Guedelon and pupils will be shown how to carry out the activity safely. MCF and visiting staff will stay to monitor the activity and a first aid kit is available if required.	Low
Weather	Sun burn, dehydration	Staff/pupils	Med	In sunny weather all pupils are told to wear sun hats or baseball caps and to carry their own water bottles. Snack and orange juice are also provided half way through the afternoon.	Low
Insects	Insect bites	Staff/pupils	Med	Pupils told to wear insect repellent. First aid packs also carry insect bite relief cream.	Low
Coach journey	Coach accident	Staff/pupils	Low	Very experienced coach driver and coach company with full insurance, MOT, regular checks and excellent safety record. Coach driver uses a tachograph and can only work a certain number of hours given under European law. All pupils and staff told to wear seat belts at all time. All coaches fitted with first aid kits and fire extinguishers.	Low

**Last Updated : January 2020**

Date for revision is one year from the last update unless a serious incident occurs.

**Company Director (Alex Elliott)**

Signature :

## Maison Claire Fontaine Risk Assessment

Activity : Circus Skills

Teacher : Pupil Ratio 1:10  
(excluding circus instructor)

Location : Lac Sauvín



Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Cars and other traffic on site	Getting run over	Staff/pupils	Low	All pupils are escorted off the coach and asked to form a line in pairs. They are then escorted to the entrance of the chapiteau. Pupils are escorted back to the coach and supervised during breaks.	Low
Personal medical condition	Illness during visit to the activity	Staff/pupils	Low	All pupils should be informed that they need to bring any medication with them and accompanying staff to carry spare. All staff aware of medical conditions from school information sheet. At least one member of the visiting staff is fully first aid trained with first aid kit. Full first aid kit also on the coach. MCF staff are aware of facilities in the Lac Sauvín office in the case of an emergency.	Low
Pupils around the Lac Sauvín site	Pupils getting lost or abducted.	Pupils	Low	Pupils will always be escorted by MCF staff or accompanying teaching staff. Head counts are taken at regular intervals. Pupils will only be in a small area of the Lac Sauvín site and know where the coach is parked. The toilets are located close to the circus tent.	Low
Pupils taking part in circus activities	Trips or accidents	Pupils	Med	All pupils told to wear sensible clothes. The activity is run by a qualified trainer who will do a warm up and check that pupils have appropriate clothing. Safety instructions will be given in English before each activity. Some activities will only be undertaken if the group is focussed and listening carefully to directions. MCF and accompanying school staff to distribute themselves to observe activities during the practical sessions and keep an eye on behaviour. Particular care must be taken with the tight rope. Pupils must be encouraged to balance and told not to run across the wire. Any pupil misbehaving or not listening carefully will be withdrawn. Pupils are warned about this on arrival. First aid kit available at all times including ice pack.	Low
Weather	Dehydration or overheating  Problems with the chapiteau in storms	Staff/pupils	Med	Pupils are told to bring water bottles as some of the activities are strenuous. A snack and orange juice are provided half way through the session. The surrounding chapiteau covers will be rolled up if the temperature rises above 22°C or activities will take place outside in shade area under the trees. Weather forecast will be checked before the activity and will be cancelled if high winds or lightning are possible	Low
Coach journey	Coach accident	Staff/pupils	Low	Very experienced coach driver and coach company with full insurance, MOT, regular checks and excellent safety record. Coach driver uses a tachograph and can only work a certain number of hours given under European law. All pupils and staff told to wear seat belts at all time. All coaches fitted with first aid kits and fire extinguishers.	Low

Last Updated : January 2020

Date for revision is one year from the last update unless a serious incident occurs.

Company Director (Alex Elliott)

Signature :

## Maison Claire Fontaine Risk Assessment

Activity : Dijon

Teacher : Pupil Ratio  
1:10

Location : Dijon



Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Cars and other traffic on the roads	Getting run over	Staff/pupils	Med	Coach to use the allocated drop off point for safe unloading and loading. Pupils to be supervised carefully when walking across the main roads particularly on the main roundabout after getting off or onto the bus in Dijon town and also in the car park for the shopping centre. All pupils are warned to be careful of the roads in free time and to remain in groups of minimum size 4 or accompanied by an adult as agreed with the visiting school. Pupils are accompanied by staff in groups for the initial task in town to aid familiarisation with the roads around the centre of the town in preparation for free time.	Low
Personal medical condition	Illness during the visit	Staff/pupils	Low	All pupils should be informed that they need to bring any medication with them and accompanying staff to carry spare. All staff aware of medical conditions from school information sheet. At least one member of visiting staff is fully first aid trained with first aid kit. Full first aid kit also on the coach. All MCF staff have contact numbers for all other staff if needed.	Low
Pupils around the town of Dijon	Pupils getting lost or abducted.	Pupils	Low	Pupils should not be in groups of less than 4. All pupils will have lanyards and cards giving emergency contact details and useful questions in French. At least one member of staff will always be located at the given meeting point and a second meeting point will also be given in case of a problem. Each group of pupils is given a map with the meeting points highlighted. Meeting times are clear and head counts taken regularly. All staff have mobile phones for contact.	Low
Pupils around the town of Dijon	Trips or accidents	Pupils	Med	All pupils told to wear sensible clothes and footwear. Pupils told to behave sensibly and not to run around the town. At least one member of MCF staff will always stay at a given location to contact in an emergency. The coach driver and first aider will always be contactable using a mobile. All MCF staff are in mobile contact.	Low
Pupils during visit to shopping centre	Getting lost or hurt	Pupils	Med	Pupils are given clear instructions about meeting time, meeting places and instructions as to what to do if there is a problem. Pupils must never be in group sizes less than 4. At least one member of MCF staff will always stay at a given location to contact in an emergency. The coach driver and first aider will always be contactable using a mobile. All MCF staff are in mobile contact.	Low
Weather	Sun burn, dehydration	Staff/pupils	Med	In sunny weather all pupils are told to wear sun hats or baseball caps, to apply sun cream and to carry their own water bottles.	Low
Insects	Insect bites	Staff/pupils	Med	Pupils told to wear insect repellent. First aid packs also carry insect bite relief cream.	Low
Coach journey	Coach accident	Staff/pupils	Low	Very experienced coach driver and coach company with full insurance, MOT, regular checks and excellent safety record. Coach driver uses a tachograph and can only work a certain number of hours given under European law. All pupils and staff told to wear seat belts at all time. All coaches fitted with first aid kits and fire extinguishers.	Low

Last Updated : January 2020

Date for revision is one year from the last update unless a serious incident occurs.

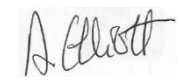
Company Director (Alex Elliott)

Signature :



Maison Claire Fontaine Risk Assessment		
Activity : Forest Walk	Teacher : Pupil Ratio 1:10	Location : Morvan Forest

Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Cars and other traffic	Getting run over	Staff/pupils	Low	All pupils are escorted across or along roads in a line in pairs or single file as required. All pupils will be stopped before a part of the walk that goes onto a road. Safe procedures will be explained for walking sensibly and together. A member of staff will lead the group at the front and one member of staff to follow at the back. Other staff to be distributed evenly along the line to supervise sensible behaviour. A member of staff will stand in the road when the group is crossing to ensure they cross safely.	Low
Personal medical conditions	Illness during the walk	Staff/pupils	Low	All pupils should be informed that they need to bring any medication with them and accompanying school staff to carry spare. All staff aware of medical conditions from school information sheet and ensure that all pupils are capable of completing the walk. Any serious conditions that may be a problem with walking should be discussed individually with accompanying school staff and specific procedures agreed if necessary. At least one member of the visiting staff is fully first aid trained with first aid kit. MCF staff carry mobile phones in case of an emergency.	Low
Pupils on the walk in the forest	Pupils getting lost or abducted.	Pupils	Low	Pupils will always be escorted by MCF staff or accompanying teaching staff. Head counts are taken at regular intervals.	Low
Pupils on the walk in the forest	Trips or accidents	Pupils	Med	All pupils told to wear sensible clothes and shoes for walking. First aid kit available at all times. MCF staff have mobile phones and can call for assistance in an emergency.	Low
Insects	Insect bites or tick bites	Staff/pupils	Med	Pupils told to wear insect repellent if required. First aid packs also carry insect bite relief cream. Any pupils who have serious insect allergies should be reminded to take epipens. All pupils asked to wear long trousers and cover up shoulders. Visiting staff to be aware of ticks and ask pupils to check after the walk. Tick removal tweezers available in the walking first aid kit and in the main first aid cupboard.	Low/ Med
Weather	Sun stroke, dehydration or overheating. Lightning strike or falling branches/ trees in high winds.	Staff/pupils	Med	Pupils are told to bring water bottles and to wear sunhats or baseball caps and apply suncream in hot weather. A snack and orange juice will be provided for walks of longer than 1 hour. If the forecast is for a storm, the walk will be cancelled and replaced with an alternative activity indoors.	Low
Coach journey (if required)	Coach accident	Staff/pupils	Low	Very experienced coach driver and coach company with full insurance, MOT, regular checks and excellent safety record. Coach driver uses a tachograph and can only work a certain number of hours given under European law. All pupils and staff told to wear seat belts at all time. All coaches fitted with first aid kits and fire extinguishers.	Low

<b>Last Updated : January 2020</b>	<b>Company Director (Alex Elliott)</b>
Date for revision is one year from the last update unless a serious incident occurs.	Signature : 



Maison Claire Fontaine Risk Assessment

Activity : French Cuisine	Instructor Ratio 1:20	Location : On-Site
---------------------------	-----------------------	--------------------

Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Using cooking equipment including knives and peelers	Cuts	Pupils	Medium	Clear instructions given to pupils regarding the safety of using knives, forks and peelers. Pupils will be shown how to peel and cut an apple. There will be close supervision of all such activities by the MCF teacher and teaching assistant. A member of the visiting staff should also be present to help.	Low
Hot substances	Burns	Pupils	Low	Close supervision and clear warnings given to pupils regarding the use of bowls containing hot substances.	Low
Pupil allergies	Illness caused by the use of certain ingredients	Pupils	Low	MCF staff will check the allergy list on the information spreadsheet provided by the school. MCF staff will also check verbally with pupils before the start of the session. Alternative ingredients to be used if possible.	Low
Behaviour of pupils	Accidents or injuries	Pupils	Low	Clear directions to be given at the beginning of the activity to ensure sensible behaviour. Close supervision and awareness throughout the activity. A member of the visiting staff should also be present to help.	Low
Long hair and dirty hands	Hair in food and food poisoning	Pupils	Med	Long hair must be tied back and any dangly jewellery removed. Pupils will also wear chef hats. All pupils must wash their hands before the activity.	Low

Last Updated : January 2020

Date for revision is one year from the last update unless a serious incident occurs.

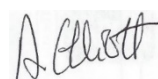
Company Director (Alex Elliott)

Signature :



Maison Claire Fontaine Risk Assessment		
Activity : Petanque	Instructor Ratio 1:20	Location : On-site / in village at Lac Sauvín

Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Behaviour of pupils	Accidents or injuries	Pupils	Medium	Clear directions to be given at the beginning of the activity to ensure sensible behaviour. Clear instructions: no throwing the boules to others, no juggling the boules, no throwing in the air. Close supervision and awareness throughout the activity. A member of the visiting staff should also be present to help.	Low
Heavy boules - particularly if metal ones used	Accidents or injuries	Staff / pupils	Medium	Clear directions given at the start about appropriate behaviour as outlined above. Petanque pitches set up with plenty of space between them and consideration given to the direction of ball throwing. Plastic boules can be used for larger groups or more difficult groups.	Low
Cars and other traffic (Lac Sauvín only)	Getting run over	Staff/pupils	Low	All pupils are escorted across the road in the village at the Lac Sauvín site. Clear directions are given to wait for staff before crossing the road.	Low

<b>Last Updated : January 2020</b>  Date for revision is one year from the last update unless a serious incident occurs.	<b>Company Director (Alex Elliott)</b>  Signature : 
--	---

## Maison Claire Fontaine Risk Assessment



<b>Activity : Canoe-Kayak</b>	<b>Instructor Ratio of external provider 1:16 In addition at least one MCF and one school staff to accompany</b>	<b>Location : River Cure or lake</b>
-------------------------------	--	--------------------------------------

Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Poor group awareness and control and inadequate coaching	Injury, drowning, losing a canoe or pupil exhaustion	Pupils	Med	Fully qualified instructors lead the activity according to French National guidance and training. In addition accompanying MCF staff and school staff should be vigilant and support instructors to ensure appropriate control. All pupils wear an approved buoyancy aid and helmet. The group is stopped regularly to check everyone is together and ok. MCF staff will ensure that refreshments are available after the activity.	Low
Pupils in boats on the water	Collisions with rocks / trees / other kayakers / water users / capsizing.	Pupils	Med	All paddlers wear buoyancy aids and helmets. Activity is limited to grade 2 water (mostly grade 1 with grade 2 passages depending on water level). Instructors carry first aid kits and have contact with main centre in an emergency. Instructors are all fully qualified to lead the activity and deal with any incident in the water. All pupils must be able to swim 25m to take part in the activity and forms must be signed by parents.	Low
Personal medical conditions	Illness during the activity	Staff/ pupils	Low	All pupils should be informed that they need to bring any medication with them and accompanying school staff to carry spare. All staff aware of medical conditions from school information sheet. MCF staff will review parent forms before the activity and any concerns discussed individually with accompanying school staff and specific procedures agreed if necessary. Information should also be passed to canoe-kayak instructors who are leading the activity.	Low
Insects	Insect bites	Staff/ pupils	Med	Pupils told to wear insect repellent. Any pupils who have serious insect allergies should be reminded to take epipens. Any medication can be taken in plastic containers in staff boat.	Low
Weather	Dangers of storms and lightning strikes	Staff/ pupils	Low	MCF staff will check the weather before the activity and it will be cancelled on the advice of the canoe-kayak instructors if there is a chance of storms or strong winds. Alternative indoor activities will be provided.	Low
Coach journey	Coach accident	Staff/ pupils	Low	Very experienced coach driver and coach company with full insurance, MOT, regular checks and excellent safety record. Coach driver uses a tachograph and can only work a certain number of hours given under European law. All pupils and staff told to wear seat belts at all time. All coaches fitted with first aid kits and fire extinguishers.	Low

**Last Updated : January 2020**

Date for revision is one year from the last update unless a serious incident occurs.

**Company Director (Alex Elliott)**

Signature :



## Maison Claire Fontaine Risk Assessment

Activity : Market

Teacher : Pupil Ratio 1:10

Location : Avallon, Vermenton, Chatel  
Censoir, Noyers-sur-Serein and  
return to centre

Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Cars and other traffic on the roads	Getting run over	Staff/pupils	Med	All pupils escorted on and off the bus and led in a line to a safe area in the market for clear instructions. Clear safety talk given to all pupils outlining safe procedures around the market. All staff vigilant around the market throughout the activity. Pupils are escorted in groups to the boulangerie in Noyers.	Low
Personal medical condition	Illness during the activity	Staff/pupils	Low	All pupils should be informed that they need to bring any medication with them and accompanying staff to carry spare. All staff aware of medical conditions from school information sheet. Pupils are told to be aware of specific allergies or food requirements within their groups when purchasing foods. At least one member of visiting staff is fully first aid trained with first aid kit. Full first aid kit also on the coach.	Low
Pupils around the market	Pupils getting lost or abducted.	Pupils	Low	Pupils should not be in groups of less than 4. All pupils will have lanyards and cards giving emergency contact details and useful questions in French. Pupils will be given a base point for returning to at the end of the activity and to come to if any problems. A member of staff will always be positioned at the base point. Other staff will distribute themselves around the market and make themselves aware of the whereabouts of the groups.	Low
Pupils around the market	Trips or accidents	Pupils	Med	All pupils told to wear sensible clothes and footwear. Pupils told to behave sensibly and not to run around the market. A member of staff will always be positioned at the base point. The coach driver and first aider will always be contactable using a mobile. All MCF staff are in mobile contact.	Low
Weather	Sun burn, dehydration	Staff/pupils	Med	In sunny weather all pupils are told to wear sun hats or baseball caps, to put on sun cream and to carry their own water bottles.	Low
Insects	Insect bites	Staff/pupils	Med	Pupils told to wear insect repellent if appropriate.	Low
Coach journey	Coach accident	Staff/pupils	Low	Very experienced coach driver and coach company with full insurance, MOT, regular checks and excellent safety record. Coach driver uses a tachograph and can only work a certain number of hours given under European law. All pupils and staff told to wear seat belts at all time. All coaches fitted with first aid kits and fire extinguishers.	Low
Using equipment including knives and peelers	Cuts	Pupils	Low	Clear instructions given to pupils regarding the safety of using knives, forks and peelers. Close supervision of all such activities by MCF staff.	Low
Food from the market	Food poisoning	Pupils / Staff	Med	Clear instructions given to clean hands, tie back hair and clean all fruit and vegetables in water provided. In addition any cooked meats, particularly chicken, should be checked that it is properly cooked before eating. If there is any doubt, the chicken should be thrown away and not eaten. All staff to be vigilant and ensure pupils follow directions. Any roast chicken or potatoes will be placed in the oven to ensure proper cooking on return to the centre. [	Low

**Last Updated : January 2020**

Date for revision is one year from the last update unless a serious incident occurs.

**Company Director (Alex Elliott)**


Signature :





Maison Claire Fontaine Risk Assessment		
Activities : Mosaic	Instructor Ratio 1:20	Location : On-Site

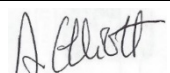
Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Poor group awareness and control	Injuries using equipment. Cement in eyes or cuts with mosaic pieces.	Pupils	Med	MCF staff are trained to be aware of group actions and location at all times. Clear safety instructions and procedures are outlined before the activity can begin. First aid kit always available in activity room or nearby. Any particularly silly or dangerous behaviour and pupils will be removed from the activity to sit with school staff.	Low
Personal medical conditions	Illness during the activity	Pupils	Low	MCF staff are aware of medical conditions from school information sheet. MCF staff should also be aware of the location of school staff on duty if not attending the activity. First aid kits always easily accessible.	Low

<b>Last Updated : January 2020</b>  Date for revision is one year from the last update unless a serious incident occurs.	<b>Company Director (Alex Elliott)</b>  Signature : 
--	---



Activity : Paintball / Orienteering	Teacher : Pupil Ratio 1:10 In addition to qualified staff from the Activity Centre	Location : Avallon
--	---	-----------------------

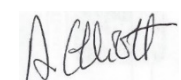
Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Poor group awareness, silly behaviour, carelessness and lack of control	Injury, not listening, falling	Pupils	High	All pupils are given clear instructions about the activity and the relevant safety points. All staff remain vigilant throughout the activities and respond to any silly or inappropriate behaviour. Pupils who do not listen or are behaving in a dangerous manner will be stopped from doing the activity. One warning may be given if thought appropriate.	Low
Pupils hit in the face or exposed areas of the body <i>Paintball</i>	Damage to sight / bruising	Pupils	Med	A complete safety talk will be given by the qualified instructor from the activity centre before any activities can begin. All pupils must wear a <i>masque</i> during the activity and wear the <i>combinaison</i> and neck protection provided by the centre. It is recommended that pupils also bring their own gloves to protect their hands. The <i>bouchon de canon</i> must always be in place on the end of the <i>pistolet</i> and the safety catch must be on when outside the activity area. A minimum shooting distance is also given. All staff to be vigilant and check that these rules are followed at all times. There must be one adult attached to each team to ensure rules are adhered to. These adults will wear different coloured jackets and will not shoot and cannot be shot. A first aid kit is always available and the coach is available to take pupils to Avallon hospital in an emergency.	Low
Zip wires and other hazards <i>Orienteering</i>	Collisions / injuries	Pupils	Low	During the briefing at the beginning of the activity pupils will be shown the hazards of the course on the map. They will be asked to stay vigilant around areas used for the tree climbing activity if there are other members of the public using the course. MCF staff and visiting staff will also make themselves aware of these areas. Pupils are told to send one member of the team straight to the meeting point where a member of staff will always be stationed if a problem arises.	Low
Pupils leaving the activity area <i>Orienteering</i>	Getting lost / leaving the site	Pupils	Low	The activity takes place in an enclosed area. There will always be a member of staff at the meeting point by the main entrance and therefore it will not be possible for pupils to leave the area. All pupils will have a map and can easily reach a member of staff at the meeting point in case of a problem.	Low
Pupils on the ground	Tripping over	Pupils	Med	The ground is uneven and the pupils must pay attention when they are involved with the activities. Pupils are asked to wear sensible footwear for the forest. They will be told to take care when running, looking carefully at the route they will take.	Low
Personal medical conditions	Illness during the activity	Staff/ pupils	Low	All pupils should be informed that they need to bring any medication with them and accompanying school staff to carry spare. All staff aware of medical conditions from school information sheet. MCF staff will review parent forms before the activity and any concerns discussed individually with accompanying school staff and specific procedures agreed if necessary.	Low
Weather	Dangers of storms	Staff/ pupils	Low	MCF staff will check the weather before the activity and it will be cancelled on the advice of activity instructors if there is a chance of storms or strong winds. Alternative indoor activities will be provided.	Low
Coach journey	Coach accident	Staff/ pupils	Low	Very experienced coach driver and coach company with full insurance, MOT, regular checks and excellent safety record. Coach driver uses a tachograph and can only work a certain number of hours given under European law. All pupils and staff told to wear seat belts at all time. All coaches fitted with first aid kits and fire extinguishers.	Low

<b>Last Updated : January 2020</b> Date for revision is one year from the last update unless a serious incident occurs.	<b>Company Director (Alex Elliott)</b> 
--	---

Activity : Restaurant	Teacher : Pupil Ratio 1:10	Location : Le Relais Fleuri, Avallon
-----------------------	----------------------------	--------------------------------------



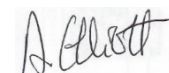
Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Cars and other traffic on the roads	Getting run over	Staff/pupils	Med	MCF staff meet the coach to escort pupils safely across the road (if required) and into the restaurant.	Low
Personal medical condition	Illness during the activity	Staff/pupils	Med	All pupils should be informed that they need to bring any medication with them and accompanying staff to carry spare. All staff aware of medical conditions from school information sheet. MCF staff to clarify allergies with the restaurant and with the visiting staff on arrival so that visiting staff are aware of any changes to the menu. The coach driver is with the group or in contact with the group if needed in an emergency. Hotel staff are also able to contact emergency services if required. MCF staff with ensure that visiting staff are familiar with emergency procedures and numbers.	Low
Coach journey	Coach accident	Staff/pupils	Low	Very experienced coach driver and coach company with full insurance, MOT, regular checks and excellent safety record. Coach driver uses a tachograph and can only work a certain number of hours given under European law. All pupils and staff told to wear seat belts at all time. All coaches fitted with first aid kits and fire extinguishers.	Low

Last Updated : January 2020	Company Director (Alex Elliott)
Date for revision is one year from the last update unless a serious incident occurs.	Signature : 



Maison Claire Fontaine Risk Assessment		
Activities : Sculpture	Instructor Ratio 1:20	Location : On-Site

Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Poor group awareness and control	Injuries using equipment. Dust in eyes or cuts using peelers.	Pupils	Med	MCF staff are trained to be aware of group actions and location at all times. Clear safety instructions and procedures are outlined before the activity can begin. Goggles worn at all times. Clear directions given to carve carefully and not towards other pupils. Blocks to be tapped on tables and dust not blown away. MCF staff to be vigilant at all times to ensure directions are followed. First aid kit always available in activity room or nearby. Any particularly silly or dangerous behaviour and pupils will be removed from the activity to sit with school staff.	Low
Personal medical conditions	Illness during the activity	Pupils	Low	MCF staff are aware of medical conditions from school information sheet. MCF staff should also be aware of the location of school staff on duty if not attending the activity. First aid kits always easily accessible.	Low

<b>Last Updated : January 2020</b>  Date for revision is one year from the last update unless a serious incident occurs.	<b>Company Director (Alex Elliott)</b>  Signature : 
--	---

## Maison Claire Fontaine Risk Assessment



<b>Activity : Self-Defense</b>	<b>Teacher : Pupil Ratio 1:20</b>	<b>Location : On site at Lac Sauvin or Meluzien</b>
--------------------------------	-----------------------------------	---

Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Personal medical condition	Illness during the activity	Staff/pupils	Low	All pupils should be informed that they need to have any medication with them particularly if it is needed for physical activity. Visiting staff must inform the trainer if there are any particular illnesses or requirements for medication that they should be aware of.	Low
Pupils taking part in physical activities	Trips or accidents	Pupils	Med	All pupils told to wear sensible clothes. The activity is run by a qualified trainer who will do a warm up and check that pupils have appropriate clothing. Safety instructions will be given in English before each activity. Some activities will only be undertaken if the group is focussed and listening carefully to directions. All activities take place on safety matting.  A member of the visiting staff must be available near at hand if required. First aid kit available.	Low
Weather	Dehydration or overheating	Staff/pupils	Med	Pupils are told to bring water bottles as some of the activities are strenuous. If the activity takes place outside the mats will be placed in a shaded area if at all possible and regular breaks introduced if required.	Low

<b>Last Updated : January 2020</b>	<b>Company Director (Alex Elliott)</b>
Date for revision is one year from the last update unless a serious incident occurs.	Signature :

## Maison Claire Fontaine Risk Assessment



<b>Activity : Tree Adventure</b>	<b>Teacher : Pupil Ratio 1:8</b> In addition to qualified staff from Tree Adventure Activity Centre	<b>Location : Avallon</b>
----------------------------------	--	---------------------------

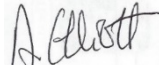
Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Poor group awareness, silly behaviour, carelessness and lack of control	Injury, not listening, falling	Pupils	High	All parents are asked to go through the information sheet with pupils before the trip to ensure that pupils are aware of their responsibilities and care needed with this activity. Fully qualified instructors lead the activity according to French National guidance on training and safety. In addition accompanying MCF staff and school staff accompany the group with a minimum ratio of 1:8 to ensure pupils listen and act carefully and safely. All safety instructions are translated into English. All pupils must complete the practice level safely and carefully and must be seen to do this by qualified instructors before they are allowed to go on to the next level of activity. Pupils must complete the practice run and the blue run before they are allowed on the red run. All staff remain vigilant, particularly at the start and end of stations and the beginning of zip wires. Pupils who do not listen or are behaving in a dangerous manner will be stopped and brought down from the activity. One warning may be given if thought appropriate.	Low
Pupils up in the trees during the activity	Slipping, falling, accidents.	Pupils	High	Control measures as above. All pupils have safety harnesses and are secure at all times. All staff are vigilant during the activity to ensure that they are following safety instructions carefully. Trained staff from the centre are also in attendance with walkie talkies to aid communication around the site. Trained staff are available and able to bring pupils to the ground at any time.	Low
Zip wires	Burning hands on zip wires	Pupils	Med	During the safety talk at the start pupils are told never to hold the top cable, but to always grasp the rope below the pulley. They are also shown how to attach the pulley safely at the beginning of a zip wire and not to jump at the start of the zip. MCF staff and school staff should be vigilant at the start and end of zip wires to ensure pupils are following directions, particularly ensuring that hands are not placed on the pulley cable. If the large zip wires are used an adult is always placed in the middle to supervise the changeover and ensure pupils arrive safely and re-attach properly.	Low
Pupils on the ground	Tripping over on the trees	Pupils	Med	Pupils are reminded to walk between activities and not run around the forest as the floor is very uneven. MCF and accompanying school staff to enforce this during the activity.	Low
Personal medical conditions	Illness during the activity	Staff/pupils	Low	All pupils should be informed that they need to bring any medication with them and accompanying school staff to carry spare. All staff aware of medical conditions from school information sheet. MCF staff will review parent forms before the activity and any concerns discussed individually with accompanying school staff and specific procedures agreed if necessary. At least one member of the school staff is fully first aid trained. Avallon hospital is within easy reach in case of emergency.	Low
Weather	Dangers of storms	Staff/pupils	Low	MCF staff will check the weather before the activity and it will be cancelled on the advice of the tree adventure centre instructors if there is a chance of storms or strong winds. Alternative indoor activities will be provided.	Low
Coach journey	Coach accident	Staff/pupils	Low	Very experienced coach driver and coach company with full insurance, MOT, regular checks and excellent safety record. Coach driver uses a tachograph and can only work a certain number of hours given under European law. All pupils and staff told to wear seat belts at all time. All coaches fitted with first aid kits and fire extinguishers.	Low

<b>Last Updated : January 2020</b> Date for revision is one year from the last update unless a serious incident occurs.	<b>Company Director (Alex Elliott)</b> 
--	--



Maison Claire Fontaine Risk Assessment		
Activities : Vézelay	Teacher : Pupil Ratio 1:10	Location : Off-Site - Vezelay

Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Cars and other traffic on the roads	Getting run over	Staff/pupils	Med	All pupils escorted safely off the coach in the coach park areas and escorted in a line up the hill and across the road to the bottom of the main street. Instructions given at the beginning of the street and warnings given to be aware of traffic on the road.	Low
Personal medical condition	Illness during visit	Staff/pupils	Low	All pupils should be informed that they need to bring any medication with them and accompanying staff to carry spare. All staff aware of medical conditions from school information sheet. At least one member of visiting school staff is fully first aid trained with first aid kit. Full first aid kit also on the coach.	Low
Pupils around Vezelay	Pupils getting lost or abducted.	Pupils	Low	Pupils should not be in groups of less than 4. Clear directions given for the investigation activity and shopping with one clear route up or down the hill. For younger groups, each group will be accompanied by a member of staff ( <i>to be agreed by visiting staff before excursion</i> ). All pupils will have lanyards and cards giving emergency contact details and useful questions in French. Accompanying staff to distribute themselves up the hill and be vigilant about groups that may need more attention. Regular head counts taken.	Low
Pupils around Vezelay	Trips or accidents	Pupils	Med	All pupils told to wear sensible clothes and footwear. Pupils told to behave sensibly and not to run around the town. For younger groups one member of staff will always stay with pupil groups to ensure sensible behaviour. The coach driver and first aider will always be contactable using a mobile. All MCF staff are in mobile contact. Particular care with pupils when looking at the view. Pupils not to walk on the wall.	Low
Weather	Sun burn, dehydration	Staff/pupils	Med	In sunny weather all pupils are told to wear sun hats or baseball caps, put on sun cream and to carry their own water bottles. A snack and orange juice are provided.	Low
Insects	Insect bites	Staff/pupils	Med	Pupils told to wear insect repellent.	Low
Coach journey	Coach accident	Staff/pupils	Low	Very experienced coach driver and coach company with full insurance, MOT, regular checks and excellent safety record. Coach driver uses a tachograph and can only work a certain number of hours given under European law. All pupils and staff told to wear seat belts at all time. All coaches fitted with first aid kits and fire extinguishers.	Low

<b>Last Updated : January 2020</b>	<b>Company Director (Alex Elliott)</b>
Date for revision is one year from the last update unless a serious incident occurs.	Signature : 



## Maison Claire Fontaine Risk Assessment

Activities : Meluzien Site	Instructor Ratio n/a	Location : On site in Meluzien
----------------------------	----------------------	--------------------------------

Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Road	Getting run over by passing traffic	Pupils	Med	No pupils allowed on to the road without being accompanied by an adult. Clear rules given to pupils at the start of the week and also listed on posters around the centre.	Low
Pupils around the site outside in free time	Tripping / falling.	Pupils	Med	All pupils are given clear instructions about where they are allowed to go at the beginning of the week. The area near the river, the gas tank and the garage are out of bounds. Pupils are asked to be sensible around the site and not to run on the gravel area. MCF rules clearly state pupils must not jump off swings or climb on goal posts. At least one member of school staff is on duty in a visible area during breaks and meal times to be vigilant and aware of potential situations. First aid kits are easily available on site and at least one member of the visiting staff is first aid trained. Emergency phone numbers are displayed on signs around the building and by the first aid cupboard next to the dining room.	Low
Pupils inside the building in free time	Accidents	Pupils	Med	MCF rules in English and French are on the walls and given to groups before arrival. These give clear instructions to pupils not to stand or jump on beds, not to climb through windows and not to leave belongings on the floor. MCF recommends that pupils are not allowed into dormitories without an adult to accompany them and encourages pupils to be outside the building during free time. Pupils are told they should not enter the kitchen. Pupils are told they should not be in the back house without an MCF member of staff. A member of visiting school staff is always on duty and visible during free time. A first aid kit is available in the first aid area. Emergency phone numbers are displayed on signs around the building and by the first aid cupboard next to the dining room.	Low
Pupils in activities and lessons	Accidents / illness	Pupils	Low	Pupils are always supervised by MCF staff during activities and lessons. All MCF staff are aware of any particular medical needs of pupils from the school information sheet. MCF staff should also be aware of the location of the school staff on duty in case of an emergency or need for support. Emergency phone numbers are displayed on signs around the building and by the first aid cupboard next to the dining room.	Low
Personal medical condition	Illness	Staff/pupils	Med	Copies of all medical forms are kept in the bar area and all MCF staff have copies of summary sheets so are aware of any particular medical needs. School staff are responsible for medication. MCF staff should always be aware of the location of the school staff on duty and the centre directors or manager in case assistance is needed during a lesson or activity.	Low
Fire	Death by fire / suffocation / stuck in building	Staff/ pupils	Low	The building has regular fire risk assessments and is fitted with alarms and fire extinguishers. MCF staff are trained to use extinguishers and are aware of evacuation procedures. A full fire drill is carried out on the first evening and all staff and pupils are shown fire exit routes and the procedures for evacuation.	Low

<b>Last Updated : January 2020</b>  Date for revision is one year from the last update unless a serious incident occurs.	<b>Company Director (Alex Elliott)</b>  Signature :
--	---





## Maison Claire Fontaine Risk Assessment

Activities : Lac Sauvín Site	Instructor Ratio n/a	Location : On site in Lac Sauvín
------------------------------	----------------------	----------------------------------

Hazard	Risk	Who	Risk Rating	Control Measures	Revised Risk Rating
Road	Getting run over by passing traffic	Pupils	Med	Pupils are told to walk on the pavement between sites and to look carefully before crossing the road. MCF and visiting staff to be vigilant between sessions and aware of pupils crossing the road between buildings.	Low
Pupils around the site outside in free time	Tripping / falling.	Pupils	Med	All pupils are given clear instructions about where they are allowed to go at the beginning of the week. The forest area and the village are out of bounds without being accompanied by an adult. At least one member of visiting school staff must be on duty in a visible area during breaks and meal times to be vigilant and aware of potential situations. First aid kits are available in the resources room and at least one member of the visiting staff must be first aid trained. Emergency phone numbers are displayed on signs around the building.	Low
Pupils inside the building in free time	Accidents	Pupils	Med	MCF rules in English and French are on the walls and given to groups before arrival. These give clear instructions to pupils not to stand or jump on beds, not to climb through windows and not to leave belongings on the floor. MCF recommends that pupils are not allowed into dormitories without an adult to accompany them and encourages pupils to be outside the building during free time. A member of visiting school staff is always on duty and visible during free time. Emergency phone numbers are displayed on signs around the building.	Low
Pupils in activities and lessons	Accidents / illness	Pupils	Low	Pupils are always supervised by MCF staff during activities and lessons. All MCF staff are aware of any particular medical needs of pupils from the school information sheet. MCF staff should also be aware of the location of the school staff on duty in case of an emergency or need for support. Emergency phone numbers are displayed on signs around the building.	Low
Personal medical condition	Illness	Staff/pupils	Med	Copies of all medical forms are kept in the resources area and all MCF staff have copies of summary sheets so are aware of any particular medical needs. School staff are responsible for medication. MCF staff should always be aware of the location of the school staff on duty and the centre directors or site manager in case assistance is needed during a lesson or activity.	Low
Fire	Death by fire / suffocation / stuck in building	Staff/ pupils	Low	The building has regular fire risk assessments and is fitted with alarms and fire extinguishers. All MCF staff are aware of evacuation procedures. A full fire drill is carried out on the first evening and all staff and pupils are shown fire exit routes and the procedures for evacuation.	Low

<b>Last Updated : January 2020</b>  Date for revision is one year from the last update unless a serious incident occurs.	<b>Company Director (Alex Elliott)</b>  Signature :
--	---