



Juniper Hill School – Risk Assessment – Off-Site Evacuation January 2026

<p>Purpose of Risk Assessment To identify the risks of walking the whole school off site in case of an emergency where we are told we must evacuate the building.</p>	<p>People Involved The whole Juniper Community</p>
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Theme 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)	RISK LEVEL (Low, Medium, High)	Action by whom	Additional Information/ Review Notes.
Crossing roads / using the highways. Behaviour of the children	The children	ALL staff are to wear their High-Vis jackets Staff are to walk on the road side of the pavement and intersperse amongst the children. Staff are not to walk together. A member of the Leadership Team will be at the front of the group. Another member of the Leadership Team will be at the end.	The children will be informed in a whole school assembly / in their classes we will be practising an off-site evacuation drill. The children will be informed they need to walk sensibly, in single file and in silence. If we are faced with a real off-site evacuation the children will line up in the playground as per a fire evacuation, where they will be given instructions.	Low	Whole Juniper Team	



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Inform Christ Church we are walking to the hall.	The children Christ Church aren't prepared for us.	We have an agreement with Christ Church that we can use their hall if we have to fully evacuate Juniper Hill. The contact details are in the Emergency Bag. A member of the Leadership Team / Office will call Christ Church and let them know we are leaving the site.	We need to contact the Carrington Schools to see if we can use one of their halls should there be a problem with Christ Church.	Low	The whole Juniper Community	
Communication Issues	The whole Juniper Community	All staff are to take their mobile phones out with them.	We will always inform our families when we are practising an off-site evacuation drill via the School Newsletter / ParentMail. In the event of an emergency we will contact our families via ParentMail when we have arrived at our 'safe' location. Keeping the children safe will be prioritised over informing parents initially.	Low	The whole Juniper Team	
Emergency contact details for families, class lists, emergency medicines.	The children	The office staff are responsible for bringing the emergency bag pack out. The Headteacher / a member of the Leadership Team will wear the back pack.	Lorraine Huxley to be responsible for the back pack, in her absence it will be Caralyn Preston. If both Lorraine and Caralyn aren't on site it will be the responsibility of Luisa Davis.	Low	The Office Team	



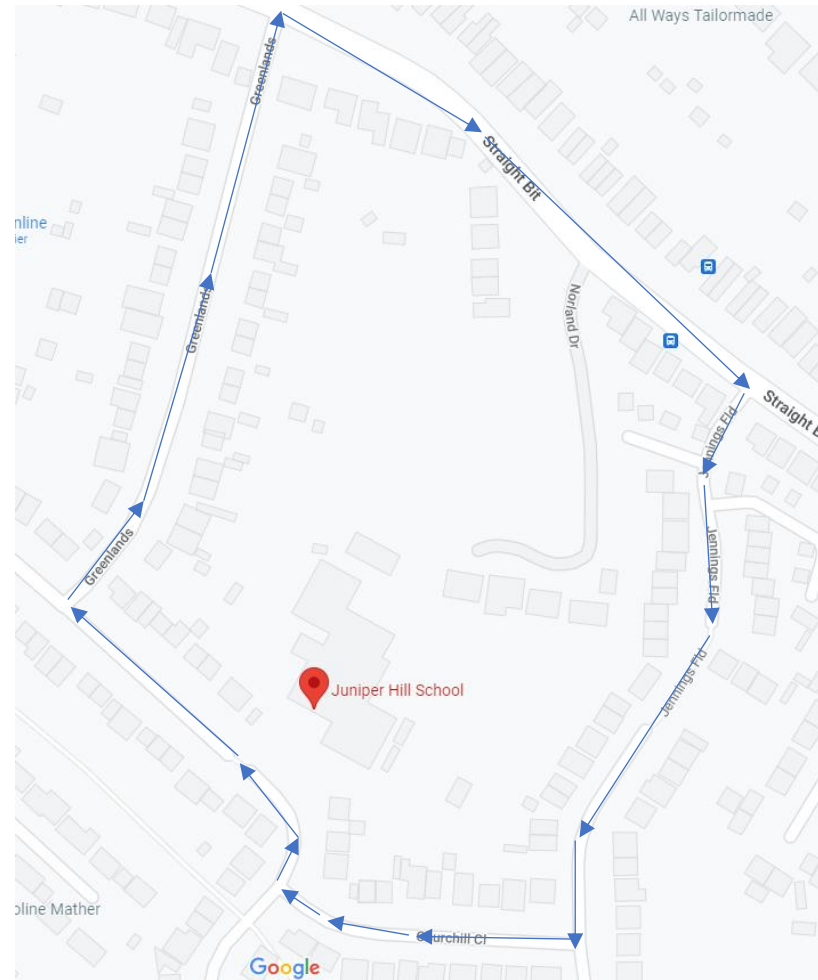
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<p>Medical Emergency while off site.</p>	<p>The children and any staff members with medical needs.</p>	<p>ALL teaching staff are to take the class medication bag with them. If there is a supply teacher in the classroom, it will be the responsibility of any LSA's working in the class to make sure the class medical bag is taken off site.</p>	<p>All staff members that have medication in school are to take their medication with them. In the event of a real evacuation this may not be possible. They will need to inform the emergency services at our 'safe location' if they have a medical need.</p>	<p>Low</p>	<p>The Juniper Team</p>	<p>If in a real emergency a class medication bag is left in school, there is an emergency inhaler and EpiPen in the red emergency back pack. We will inform the emergency services at our safe location of any children's medical needs.</p>
<p>Safe evacuation of our children with PD needs (Physical Disabilities) or anyone else on site with a PEEP (Personal Evacuation Plan)/ any adults or visitors on site with a GEEP (General Emergency Evacuation Plan)</p>	<p>Members of the school with limited mobility.</p>	<p>We will inform the families of our PD children we will be holding a practise off-site evacuation drill and ask if they can bring in any wheelchairs / walking aids the children may need. In the event of a real evacuation, if a child / member of the school / a visitor can't walk to Christ Church they will be driven in a staff members car.</p>	<p>If we have a real off-site evacuation, we will ask any adults permission before driving the children.</p>	<p>Low</p>	<p>Leadership Team.</p>	



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Appendix A – Practise Off-Site Evacuation Route





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Appendix B – Route to Christ Church, Chapel Rd, Flackwell Heath, High Wycombe HP10 9AA

