

GENERIC RISK ASSESSMENT: ALL EDUCATIONAL VISITS (GENERAL ADVICE)

<p>Significant HAZARDS <i>Likely places/ways that people could be seriously harmed</i></p>	<p>CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice <i>Discuss with all staff that organise or help lead offsite visits. Consider the suggested measures below, and tick those that you decide are helpful and applicable, and delete or put a cross against those that are not. Add extra measures in each section as needed.</i></p>
<p>Inadequate planning and organisation ☐ accidents/injuries.</p>	<ul style="list-style-type: none"> ☐ Group leaders will have read and will follow LA Educational Visits Safety Policy and Guidelines ☐ All staff will be appropriately trained, experienced and qualified to competently fulfil their leadership roles and responsibilities ☐ All leaders will meet prior to departure to discuss and share risk assessments and implement management plans ☐ All leaders will be made aware of their roles and responsibilities prior to departure ☐ Leaders will brief young people regarding hazards and involve them in the risk assessment and management process ☐ Parents will be informed of arrangements prior to visits and written consent given ☐
<p>Exposure to adverse effects of weather ☐ cold injury, heat injury, over exposure to sun etc.</p>	<ul style="list-style-type: none"> ☐ Staff will consider possible weather conditions, plan appropriate programmes, and ensure that young people are aware of appropriate clothing and equipment required (inc. hat, suncream etc.) ☐ Specialist personal protective clothing and equipment will be made available to group members if appropriate ☐ Staff will plan and make provision for young people who may not bring suitable kit, including arranging check-up before departure and/or bringing spares ☐ Staff will obtain daily weather forecast and adjust plans accordingly ☐
<p>Young person lost or separated from group ☐ trauma / upset / injuries.</p>	<ul style="list-style-type: none"> ☐ Group leader will ensure that supervising staff are competent and understand their roles ☐ Staffing ratios will be appropriate and sufficient ☐ Leaders will use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc) ☐ Staff will ensure that young people are fully aware of itinerary and supervision/meeting arrangements ☐ Young people will be briefed as what to do if separated from group ☐ Leaders will conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups ☐
<p>Leaders take their own children or other family members on visit ☐☐ inadequate supervision /accident</p>	<ul style="list-style-type: none"> ☐ If staff family members or volunteers accompany group, the supervision and care of young people will not be compromised ☐ Staff ratios will be amended accordingly to take account of split responsibilities ☐ The Deputy Leader will be fully briefed and competent to take over full leadership if required



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<p>Visit returns after school hours</p> <p><input type="checkbox"/> accident /upset/ lost/abducted</p>	<ul style="list-style-type: none"><input type="checkbox"/> Parents/guardians and young people will be fully informed regarding collection arrangements after a visit<input type="checkbox"/> Young people will not be left alone, and will be properly supervised after a visit until they have been safely collected or dropped-off<input type="checkbox"/> A clear pre-planned procedure will be agreed for young people who are not collected<input type="checkbox"/> A young person will not be left alone with just one member of staff
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Emergencies Inadequate procedures → delayed help/support → deterioration of condition	<ul style="list-style-type: none"> <input type="checkbox"/> The school has an emergency plan for dealing with an incident on a educational visit <input type="checkbox"/> At least one leader will carry a mobile phone (with ready charged battery and call credits if “pay as you go”) <input type="checkbox"/> Staff will carry sufficient cash or cards for pay-phones (mobiles do not work in some areas due to weak signal) <input type="checkbox"/> Leaders will have immediate access to a copy of Emergency Procedures, including all emergency contact numbers <input type="checkbox"/> Leader and Headteacher/Emergency Home Contact will have instructions regarding what to do in an emergency <input type="checkbox"/> Leaders will have an appropriate level of first aid training and at least one leader will have a current first aid qualification <input type="checkbox"/> A complete first aid kit (and travel sickness equipment) will be checked and taken with the group <input type="checkbox"/> The first aid kit will be easily accessed by all leaders <input type="checkbox"/> Contact details of parents, group leader, school and, if appropriate, head teacher/school contact’s after-hours number will be held by group leader and school contact <input type="checkbox"/> Leaders will brief young people regarding emergency procedures <input type="checkbox"/> Leaders will prepare a contingency plan in the event of an accident or breakdown (inc. safety of group, and planned means of onward travel or return home) <input type="checkbox"/>
Activities in, on or near water <input checked="" type="checkbox"/> drowning/hypothermia	<ul style="list-style-type: none"> <input type="checkbox"/> All accompanying staff are made aware of the particular and higher risks associated with many water based activities <input type="checkbox"/> Activities involving water will be carefully pre-planned, and appropriate risk assessments and control measures put in place, including availability of life saving equipment and competent, trained staff. <input type="checkbox"/> Staff will know the swimming ability and confidence of group members and will plan activities accordingly <input type="checkbox"/>
Special medical, behavioural needs of specific young people <input checked="" type="checkbox"/> injury / illness	<ul style="list-style-type: none"> <input type="checkbox"/> Uptodate information regarding special/medical needs of all group members will be obtained <input type="checkbox"/> Advice will be taken from SENCO, doctor, and parents/guardians, if appropriate <input type="checkbox"/> Individual needs and associated specific risks will be identified, recorded and shared with all relevant personnel <input type="checkbox"/> Young people will have written parental consent and will inform leaders if medication taken or required <input type="checkbox"/> Young people (and parents in letter) will be reminded to bring personal medication if required <input type="checkbox"/> Visit leader(s) will carry information regarding medical conditions and any relevant medication <input type="checkbox"/> Staff will check before departure that young people and/or leaders carry (and store securely) any necessary medication <input type="checkbox"/> Staff will be fully briefed regarding those with known special/medical needs, and trained to treat/respond accordingly <input type="checkbox"/> The programme/itinerary will be arranged with due regard to the mobility and special needs of all members of the group <input type="checkbox"/> Young people will be briefed to eat/drink sensibly and to have sufficient sleep <input type="checkbox"/> Particular care will be given to ensure safe access and involvement for all (e.g. for wheelchair users), especiallywith regard to transport, accommodation and activities



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Misbehaviour/misconduct <input type="checkbox"/> accidents/injuries	<input type="checkbox"/> Staffing supervision will be sufficient and appropriate to manage the group safely <input type="checkbox"/> Young people will be briefed regarding conduct/behaviour required <input type="checkbox"/> Advice will be taken from SENCO and other staff if there are concerns over behaviour <input type="checkbox"/> Individual risk assessments will be carried out if required <input type="checkbox"/>
Periods of remote supervision <input type="checkbox"/> accident / separation from group Abduction/ Attack by stranger Obtaining illegal substances	<input type="checkbox"/> Group members will be assessed as sensible and competent <input type="checkbox"/> Parents/guardians will be informed of arrangements and give written consent <input type="checkbox"/> Individuals for whom indirect supervision is not considered suitable will be more directly supervised. <input type="checkbox"/> Group members will be briefed regarding conduct/behaviour required <input type="checkbox"/> Group members will be briefed regarding response if approached inappropriately by a stranger <input type="checkbox"/> Young people will remain in groups or buddy systems at all times, including visits to toilets <input type="checkbox"/> Young people will be briefed what to do and how to contact staff if required in an emergency <input type="checkbox"/> Young people will be briefed regarding procedure if lost/separated <input type="checkbox"/> Young people will have ID cards with contact details of accommodation, school and leader mobile number <input type="checkbox"/> All leaders and young people will be briefed clearly regarding rendezvous times and places <input type="checkbox"/> Staff will understand that they are still responsible and be fully briefed with respect to supervisory responsibilities
Allergic reactions, Poisons, stings, bites <input type="checkbox"/> trauma / illness	<input type="checkbox"/> Staff will be briefed regarding group members with known allergies, and will be trained to treat accordingly <input type="checkbox"/> Staff will check that young people and/or leaders carry any necessary medication <input type="checkbox"/> Known high risk situations will be avoided, and appropriate avoidance action taken if necessary <input type="checkbox"/>
Additional hazards?	<input type="checkbox"/> Additional precautions?



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Staff Agreement: "I have read and understood this risk assessment, and I agree to adopt as standard the control measures and precautions stated above"

Staff name (continue list overleaf if required)	Job title	Sept 2009 – 10 (Initials/date)	Sept 2010 – 11 (Initials/date)	Sept 2011 – 12 (Initials/date)	Sept 2012 – 13 (Initials/date)	Sept 2013 – 14 (Initials/date)
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Generic Risk Assessments

- **Purpose** - to encourage staff to identify likely hazards, agree good practice, and apply consistent standards. Follow suggested procedure below (or similar):
- **Select and print off** - all relevant and helpful forms (according to the type of visits and activities normally organised during the year) – others (e.g. that apply to one-off visits) can be added later if required.
- **How many?** - one set of forms for small staff teams - or one set per department for large staff teams.
- **Complete draft forms** - initially by one or two staff with appropriate experience;
- **Staff meeting 1** - introduce and leave draft forms in a file for all relevant staff (i.e. those who organise or help lead such visits) to inspect and consider over a short period (e.g. a week).
- **Staff meeting 2** – discuss, amend, and agree main hazards and standard practice with all relevant staff (add names and initials in table below to indicate acceptance).
- **Staff members who cannot agree** with the general consensus should complete their own risk assessment, but this must be agreed and approved by the Headteacher/Manager.
- **Check and approve** - by line manager/head of dept and/or visits coordinator (add approval signatures in table below).
- **Store** - in a marked file in a clearly known and accessible place (e.g. staff room or dept office).
- **How often?** - forms that apply to all visits (e.g. "All Educational Visits") or to regular/frequent visits (e.g. "Visits to Museums") should be completed once, then reviewed, amended, signed and dated annually.
- **Additional forms** – that apply to occasional/one-off visits (e.g. "Overseas Visits") can be completed when required – these should be reviewed, amended, signed and dated whenever such visits are planned.
- **Keep familiar**- with the agreed practice, and refer to forms as a reminder before visits if necessary (especially for activities that are less frequent or familiar to staff).
- **New leaders and volunteers** – should be asked to read all relevant forms and add their signed agreement before assisting with the organisation or leadership of a visit.
- **Review and amend** – by all relevant staff annually (or more often if necessary), and immediately if new hazards are identified or new precautions deemed necessary.
- **Stop** - this type of visit/activity if the level of risk is considered unmanageable and unacceptable.
- **Flexibility** – may be acceptable on occasion, if staff can reasonably justify their actions.
- **Specific Visit Risk Assessment** - is also required for each visit to address any extra issues relevant to the specific site/group/activities involved