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| **BUCKSWOOD SCHOOL TRIPS & VISITS RISK ASSESSMENT** | | | | | | | |
| **Trip/Visit** | |  | | | **Date(s)** |  | |
| **Year Group(s)** | |  | | | **Staff** |  | |
| **Activity** | | **All Trips - General** | | |  |  | |
| **No.** | **Activity Hazards** | | **Risks** | **Control Measures in place**  **Remove/Reduce Risks to lowest levels reasonably practicable** | | | **Further action required?**  **Residual Risks acceptable?** |
| 1 | Suitability for Group | | ALL | Activity should be suitable for the Group  Year Group(s)  Medical/Health Conditions of participants  Allergies suffered by participants  Fears/Phobias of Participants | | | FRA – Yes/No  RRA – Yes/No |
| 2 | Trip Emergencies  Missing Persons | | ALL | Trip Leader must ensure Trip Register completed prior to departure  Copy of Register provided to each member of Trip Staff  Copy of Register left with Attendance Officer prior to departure  Trip Leader to ensure:  Fully charged School Mobile Phone obtained from Attendance Officer before departure  All Trip Staff have access to Trip Mobile Phone  All Students provided with Trip Mobile Phone No.  All Students on Trip with mobile phone, provide Trip Leader with their number in case of Trip emergencies  Students instructed in event of a Trip Emergency not to contact family or friends before checking with Trip Leader/Staff to prevent unnecessary concern/panic etc. | | | FRA – Yes/No  RRA – Yes/No |
| 3 | Medical/Health Conditions  Allergies | | Medical Emergencies  Ill-health  Illness | Trip Leader to ensure Register includes relevant information on all Staff & Students participating on Trip  Medical/Health Conditions/Allergies & any medicines required to be carried on Trip  Staff to provide own personal information  Student Information to be obtained from BHS and where appropriate directly from Parents & Students  Trip Leader to ensure where Students required to carry medicines on Trip, that medicines are available for use in an emergency before departure  NOTE: Where considered appropriate Trip Leader should carry medicines on behalf of Student concerned  All Staff to be informed of Staff & Student medical/health conditions/allergies etc. before departure7 students | | | FRA – Yes/No  RRA – Yes/No |
| 4 | Misbehaviour | | ALL | PRE-TRIP Briefing by Trip Leader to Staff & Students  Trip Code of Conduct/Standards of Behaviour expected  Activity/Venue Code of Conduct where applicable | | | FRA – Yes/No  RRA – Yes/No |