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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 GroupYear Group(s)Medical/Health Conditions of participantsAllergies suffered by participantsFears/Phobias of Participants | FRA – Yes/NoRRA – Yes/No |
| 2 | Trip EmergenciesMissing Persons | ALL | Trip Leader must ensure Trip Register completed prior to departureCopy of Register provided to each member of Trip StaffCopy of Register left with Attendance Officer prior to departureTrip Leader to ensure:Fully charged School Mobile Phone obtained from Attendance Officer before departureAll Trip Staff have access to Trip Mobile PhoneAll Students provided with Trip Mobile Phone No.All Students on Trip with mobile phone, provide Trip Leader with their number in case of Trip emergenciesStudents 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/NoRRA – Yes/No |
| 3 | Medical/Health ConditionsAllergies | Medical EmergenciesIll-healthIllness | Trip Leader to ensure Register includes relevant information on all Staff & Students participating on TripMedical/Health Conditions/Allergies & any medicines required to be carried on TripStaff to provide own personal informationStudent Information to be obtained from BHS and where appropriate directly from Parents & StudentsTrip Leader to ensure where Students required to carry medicines on Trip, that medicines are available for use in an emergency before departureNOTE: Where considered appropriate Trip Leader should carry medicines on behalf of Student concernedAll Staff to be informed of Staff & Student medical/health conditions/allergies etc. before departure7 students | FRA – Yes/NoRRA – Yes/No |
| 4 | Misbehaviour | ALL | PRE-TRIP Briefing by Trip Leader to Staff & StudentsTrip Code of Conduct/Standards of Behaviour expectedActivity/Venue Code of Conduct where applicable | FRA – Yes/NoRRA – Yes/No |