|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BUCKSWOOD SCHOOL TRIPS & VISITS RISK ASSESSMENT** | | | | | | | |
| **Trip/Visit** | |  | | | **Date(s)** |  | |
| **Year Group(s)** | |  | | | **Staff** |  | |
| **Activity** | | **RA02 UK or Overseas Residential Trips - Accommodation** | | |  |  | |
| **No.** | **Activity Hazards** | | **Risks** | **Control Measures in place**  ***Remove/Reduce Risks to lowest levels reasonably practicable*** | | | **Further action required – Yes/No?**  **Residual Risks acceptable – Yes/No?** |
| 1 | Mixed Groups | | ALL | Sufficient number of Male & Female Staff for students on trip  Where no male/female staff available for mixed Groups, Trip Leader to advise Parents before departure & seek consent for their son/daughter to attend trip  Min. 1 x Staff : 8 x Students | | | FRA – Yes/No  RRA – Yes/No |
| 2 | Accommodation | | ALL | PRE-TRIP  Obtain Information from Accommodation Provider  Fire Emergency Procedures  Security Procedures  Accident Procedures  Visitor Code of Conduct | | | FRA – Yes/No  RRA – Yes/No |
| 2 | Bedrooms  Dormitories | | ALL | WHEN BOOKING  Bedrooms to adjacent each other on same floor  Min. 2 x Students per room/No Student to sleep alone, where possible  Staff bedrooms immediately adjacent Student bedrooms  Male Staff Bedrooms adjacent Boy Student bedrooms  Female Staff Bedrooms adjacent Girl Student Bedrooms  In Dormitory accommodation, School to have exclusive use - Dormitory not to be shared with Other Schools/Persons | | | FRA – Yes/No  RRA – Yes/No |
| 3 | Accommodation Emergencies | | Fire  Security | PRE-TRIP BRIEFING  Staff/Student information on:  Accommodation Emergency Procedures - Fire/Security  Accommodation Visitor Code of Conduct  School Code of Conduct | | | FRA – Yes/No  RRA – Yes/No |
| 4 | Accommodation Emergencies | | Fire  Security | ON ARRIVAL - Identify  Location(s) of Fire Exits from bedrooms etc. being use by Group  Location(s) of Assembly Points  Days/Times of Fire Alarm Tests & any Planned Fire Drills  Provide Staff/Student Briefing as soon as possible after arrival/registration/entering rooms | | | FRA – Yes/No  RRA – Yes/No |
| 5 | Accidents, Incidents, First Aid | | Accidents | Accidents to be reported to Accommodation in accordance with Accommodation Policy  Accident details to be recorded on School Accident Report Form & completed Forms to be passed to the H & S Manager on return to the School  BHS to provide suitable First Aid Kit & Kit to be available at all times  On Overseas Trips at least 1 x Staff should be trained First Aider  ON ARRIVAL  Obtain details on contacting Emergency Services & Location of nearest Medical Facilities – Hospital etc. | | | FRA – Yes/No  RRA – Yes/No |
| 6 | Accommodation Security | | Assault  Abduction  Theft from rooms etc. | PRE-TRIP - Identify:  Accommodation Security Procedures & Measures  Fire Exits & Other non-essential external doors fitted with alarms and/or secured against intruders/unauthorised access from outside  Windows secured or fitted with restrictors  Night/Out of hours security personnel  Means of raising the alarm at night  ON ARRIVAL  Inform Staff/Students | | | FRA – Yes/No  RRA – Yes/No |
| 7 | Student Misbehaviour | | Causing damage/defects  Upsetting Accommodation Staff & Visitors | PRE-TRIP/ON ARRIVAL  Inform Staff/Students on Trip Code of Conduct/Behaviour  Actions to be taken in event of non-compliance inc. possibly being sent home at parents expense  Report room damage/defects on arrival in room/occurring during trip  Bedrooms to be kept tidy  Periodic Staff inspections to be carried out | | | FRA – Yes/No  RRA – Yes/No |
| 8 | Food | | Food Poisoning | Inform Accommodation on Staff/Student:  Dietary requirements  Food Allergies | | | FRA – Yes/No  RRA – Yes/No |
| 9 | Alcohol | | Drunkenness | Staff/Students not permitted to purchase or consume alcolhol during trip | | | FRA – Yes/No  RRA – Yes/No |