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| **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 tripWhere no male/female staff available for mixed Groups, Trip Leader to advise Parents before departure & seek consent for their son/daughter to attend tripMin. 1 x Staff : 8 x Students | FRA – Yes/NoRRA – Yes/No |
| 2 | Accommodation | ALL | PRE-TRIPObtain Information from Accommodation ProviderFire Emergency ProceduresSecurity ProceduresAccident ProceduresVisitor Code of Conduct | FRA – Yes/NoRRA – Yes/No |
| 2 | BedroomsDormitories | ALL | WHEN BOOKINGBedrooms to adjacent each other on same floorMin. 2 x Students per room/No Student to sleep alone, where possibleStaff bedrooms immediately adjacent Student bedroomsMale Staff Bedrooms adjacent Boy Student bedroomsFemale Staff Bedrooms adjacent Girl Student BedroomsIn Dormitory accommodation, School to have exclusive use - Dormitory not to be shared with Other Schools/Persons | FRA – Yes/NoRRA – Yes/No |
| 3 | Accommodation Emergencies | FireSecurity | PRE-TRIP BRIEFINGStaff/Student information on:Accommodation Emergency Procedures - Fire/SecurityAccommodation Visitor Code of ConductSchool Code of Conduct | FRA – Yes/NoRRA – Yes/No |
| 4 | Accommodation Emergencies | FireSecurity | ON ARRIVAL - IdentifyLocation(s) of Fire Exits from bedrooms etc. being use by GroupLocation(s) of Assembly PointsDays/Times of Fire Alarm Tests & any Planned Fire DrillsProvide Staff/Student Briefing as soon as possible after arrival/registration/entering rooms | FRA – Yes/NoRRA – Yes/No |
| 5 | Accidents, Incidents, First Aid | Accidents | Accidents to be reported to Accommodation in accordance with Accommodation PolicyAccident details to be recorded on School Accident Report Form & completed Forms to be passed to the H & S Manager on return to the SchoolBHS to provide suitable First Aid Kit & Kit to be available at all timesOn Overseas Trips at least 1 x Staff should be trained First AiderON ARRIVALObtain details on contacting Emergency Services & Location of nearest Medical Facilities – Hospital etc. | FRA – Yes/NoRRA – Yes/No |
| 6 | Accommodation Security | AssaultAbductionTheft 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 outsideWindows secured or fitted with restrictorsNight/Out of hours security personnelMeans of raising the alarm at nightON ARRIVALInform Staff/Students | FRA – Yes/NoRRA – Yes/No |
| 7 | Student Misbehaviour | Causing damage/defectsUpsetting Accommodation Staff & Visitors | PRE-TRIP/ON ARRIVAL Inform Staff/Students on Trip Code of Conduct/BehaviourActions to be taken in event of non-compliance inc. possibly being sent home at parents expenseReport room damage/defects on arrival in room/occurring during tripBedrooms to be kept tidyPeriodic Staff inspections to be carried out | FRA – Yes/NoRRA – Yes/No |
| 8 | Food  | Food Poisoning | Inform Accommodation on Staff/Student:Dietary requirementsFood Allergies | FRA – Yes/NoRRA – Yes/No |
| 9 | Alcohol | Drunkenness | Staff/Students not permitted to purchase or consume alcolhol during trip | FRA – Yes/NoRRA – Yes/No |