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| **BUCKSWOOD SCHOOL TRIPS & VISITS RISK ASSESSMENT** |
| **Trip/Visit** |  | **Date(s)** |  |
| **Year Group(s)** |  | **Staff** |  |
| **Activity** | **RA07 Ship & Ferry Travel** |  |  |
| **No.** | **Activity Hazards****Potential to cause harm** | **Risks** | **Control Measures in place****Remove/Reduce Risks to lowest levels reasonably practicable** | **Further action required – Yes/No?****Residual Risks acceptable – Yes/No?** |
| 1 | Missing Sailing | Missing sailing | PRE-TRIP BRIEFING for Staff/Students/ParentsDeparture Time from School  | FRA – Yes/NoRRA – Yes/No |
| 2 | Non-compliance with security policies & proceduresInappropriate behaviour - Jokes etc. | Security AlertsArrestMissing Sailing | PRE-TRIP BRIEFINGInform Staff & Students of Trip Code of Conduct/BehaviourWhat can/can’t be carried on board shipNo drinking/smoking etc.Follow instructions Port & Ship Security StaffDo not mess around/joke or jest etc. | FRA – Yes/NoRRA – Yes/No |
| 3 | Misbehavior on-board ship | Security Alerts | PRE-TRIP & ON-BOARD BRIEFINGSchool Code of Conduct/Behaviour on-board shipShip Code of ConductNo access to restricted areasConsideration of Ship Staff & Other Passengers | FRA – Yes/NoRRA – Yes/No |
| 4 | On-board EmergenciesSinkingFire | ALL | PRE-TRIP & ON-BOARD BRIEFINGShip Emergency ProceduresLocations of Muster StationsLifeboat ProceduresWearing of Life Jackets | FRA – Yes/NoRRA – Yes/No |
| 5 | Students getting lost or separated from Group | ALL | Where appropriate set up Central Meeting Point on-site with member of staff on-duty at all timesMember of Staff at Meeting Point to hold School Trip Phone Staff & Students to be informed of Rendezvous/Roll-Call Times at Meeting PointStaff & Students to be given contact details – School Mobile Phone No. for staff at Meeting PointWhere Students split into Groups, member of staff to remain with each Group, where practicableWhere Students not closely monitored, Students to Buddy Up in Groups of at least 4Instructed to remain in Buddy Groups at all times inc. when visiting WCTo contact Staff when Buddy goes missing | FRA – Yes/NoRRA – Yes/No |

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| 6 | Stranger Danger | Assault etc. | Students to be advised on actions to be taken when approached by Strangers:Always be politeDo not talk to them aloneDo not leave Group with strangersDo not accept offers of gifts, food, drink etc.If they feel threatened, raise alarm – Contact Staff/Contact Site StaffTrip Leader to instruct Students if approached by Strangers to: | FRA – Yes/NoRRA – Yes/No |
| 7 | AlcoholDrunkenness | Confrontation with Ships CrewDamage to School’s reputation | Staff & students prohibited from consuming alcohol before & during sailings/crossings etc. | FRA – Yes/NoRRA – Yes/No |
| 8 | Medical Conditions inc. sea sickness | Illness at Port or On-board shipCarriage of medication through Port Security | Trip Leader to:• Identify staff & students who suffer from any medical conditions inc. sea sickness • Ensure any medication required can be carried through security & on board ship & suitable information available for inspection | FRA – Yes/NoRRA – Yes/No |
| 9 | Inclement WeatherRain/Sleet/SnowString Winds | HypothermiaIll-health | Monitor weather conditionsAdvise Staff/Students to wear suitable clothing & footwearCarry spare clothingNot to go on open decks of ship | FRA – Yes/NoRRA – Yes/No |
| 10 | Exposure to the sun & extreme heat | Sunburn & sun strokeHeat exhaustionDehydration | Inform Staff/StudentsRisks of exposure to sun & precautions to be taken:Use suitable Sunblock ( Factor 30+) Cover up to prevent/reduce skin exposure & duration of exposureWear sun hatDrink plenty of fluids to prevent dehydrationEat properly | FRA – Yes/NoRRA – Yes/No |