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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/Parents  Departure Time from School | | | FRA – Yes/No  RRA – Yes/No |
| 2 | Non-compliance with security policies & procedures Inappropriate behaviour - Jokes etc. | | Security Alerts  Arrest  Missing Sailing | PRE-TRIP BRIEFING  Inform Staff & Students of Trip Code of Conduct/Behaviour  What can/can’t be carried on board ship  No drinking/smoking etc.  Follow instructions Port & Ship Security Staff  Do not mess around/joke or jest etc. | | | FRA – Yes/No  RRA – Yes/No |
| 3 | Misbehavior on-board ship | | Security Alerts | PRE-TRIP & ON-BOARD BRIEFING  School Code of Conduct/Behaviour on-board ship  Ship Code of Conduct  No access to restricted areas  Consideration of Ship Staff & Other Passengers | | | FRA – Yes/No  RRA – Yes/No |
| 4 | On-board Emergencies  Sinking  Fire | | ALL | PRE-TRIP & ON-BOARD BRIEFING  Ship Emergency Procedures  Locations of Muster Stations  Lifeboat Procedures  Wearing of Life Jackets | | | FRA – Yes/No  RRA – 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 times  Member of Staff at Meeting Point to hold School Trip Phone  Staff & Students to be informed of Rendezvous/Roll-Call Times at Meeting Point  Staff & Students to be given contact details – School Mobile Phone No. for staff at Meeting Point  Where Students split into Groups, member of staff to remain with each Group, where practicable  Where Students not closely monitored, Students to Buddy Up in Groups of at least 4  Instructed to remain in Buddy Groups at all times inc. when visiting WC  To contact Staff when Buddy goes missing | | | FRA – Yes/No  RRA – 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 polite  Do not talk to them alone  Do not leave Group with strangers  Do not accept offers of gifts, food, drink etc.  If they feel threatened, raise alarm – Contact Staff/Contact Site Staff  Trip Leader to instruct Students if approached by Strangers to: | FRA – Yes/No  RRA – Yes/No |
| 7 | Alcohol  Drunkenness | Confrontation with Ships Crew  Damage to School’s reputation | | Staff & students prohibited from consuming alcohol before & during sailings/crossings etc. | FRA – Yes/No  RRA – Yes/No |
| 8 | Medical Conditions inc. sea sickness | Illness at Port or On-board ship  Carriage 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/No  RRA – Yes/No |
| 9 | Inclement Weather  Rain/Sleet/Snow  String Winds | | Hypothermia  Ill-health | Monitor weather conditions  Advise Staff/Students to wear suitable clothing & footwear  Carry spare clothing  Not to go on open decks of ship | FRA – Yes/No  RRA – Yes/No |
| 10 | Exposure to the sun & extreme heat | | Sunburn & sun stroke  Heat exhaustion  Dehydration | Inform Staff/Students  Risks of exposure to sun & precautions to be taken:  Use suitable Sunblock ( Factor 30+)  Cover up to prevent/reduce skin exposure & duration of exposure  Wear sun hat  Drink plenty of fluids to prevent dehydration  Eat properly | FRA – Yes/No  RRA – Yes/No |