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| **BUCKSWOOD SCHOOL TRIPS & VISITS RISK ASSESSMENT** | | | | | | | |
| **Trip/Visit** | |  | | | **Date(s)** |  | |
| **Year Group(s)** | |  | | | **Staff** |  | |
| **Activity** | | **RA10 Visits to Cities & Towns** | | |  |  | |
| **No.** | **Activity Hazards** | | **Risks** | **Control Measures in place**  **Remove/Reduce Risks to lowest levels reasonably practicable** | | | **Further action required?**  **Residual Risks acceptable?** |
| 1 | City/Town | | ALL | PRE-TRIP – Site Visit/Research  Location(s) being visited inc. Emergency Procedures & Visitor Codes of Conduct Travel within City/Town Underground/Metro/Buses etc.  Areas of known or perceived social risk inc. day or evening visits Areas not perceived to be appropriate for students to visit during free-time | | | FRA – Yes/No  RRA – Yes/No |
| 2 | Inadequate Information/Instruction | | ALL | PRE-TRIP BRIEFING – Staff/Students  Trip Code of Conduct/Behaviour  Visitor Codes of Conduct/Emergency Procedures for sites being visited  Trip Itinerary  City/Town Maps – For areas being visited  Actions to be taken in event of Students beinf separated from Group/Going missing | | | FRA – Yes/No  RRA – Yes/No |
| 3 | Inadequate Student Supervision | | Students getting separated from Group  Accidents & Incidents | Adequate Staff Supervision:  Min. 1 x Staff : 8 – 10 Students  Staff to carry out regular Roll Calls throughout Trip10 – 12 x Students Each Group Leader to carry School Emergency Mobile Phone  Trip Staff Emergency Contact details to be provided to all students carrying mobile phone | | | FRA – Yes/No  RRA – Yes/No |
| 4 | Students getting separated from Group | | Accidents  Incidents  Stranger Danger | Students instructed to:  Buddy Up in Groups of at least 4  Remain in Buddy Groups at all times inc. when visiting WC  Contact Staff when Buddy goes missing | | | FRA – Yes/No  RRA – Yes/No |
| 5 | Stranger Danger | | Assault etc. | Students instructed 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 | | | FRA – Yes/No  RRA – Yes/No |
| 6 | Meeting with Friends & Family  Leaving or getting separated from Group | | Students getting separated from Group  Accidents & Incidents | Students instructed not to leave Trip & Buddy Group if they encounter family or friends on Trip to spend time with them, without the permission of the Trip Leader | | | FRA – Yes/No  RRA – Yes/No |
| 7 | Student Free-Time | | ALL | Where Student Free-Time permitted  Central Meeting Point to be set up & member of staff to be on-duty at Point at all times  Students instructed:  On area Free-Time restricted to & not to leave designated area  Rendezvous Point & Return Time  To Buddy Up in Groups of at least 4  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 |
| 8 | Civil Unrest/Acts of Terrorism | | Students getting separated from Group  Accidents & Incidents | PRE-TRIP  Review City/Town Incidents in days leading up to Trip & where appropriate review Trip details  Review Government Information on Terrorist Threat at time of visit  DURING TRIP  Review & Revise Trip Itinerary in event of Emergency | | | FRA – Yes/No  RRA – Yes/No |
| 9 | Group Accidents & Injury | | Injury | Trip Leader to ensure: • That one or more staff are trained First Aiders • They obtain staff & pupil medical information before the trip takes place • Emergency First Aid kit carried | | | FRA – Yes/No  RRA – Yes/No |
| 10 | Site Emergencies  Fire etc. | | Fire | In event of Site Emergency – Fire etc.  Follow Site Emergency Procedures & Instructions  Do not delay evacuation to collect personal belongings  Go to agreed Designated Assembly Point & Report to School Staff  Remain at the Assembly Point until instructed otherwise by School or Site Staff  Staff & Student Roll-Call to be taken at Assembly Point  Any persons not accounted for to be reported to Site Staff and/or Emergency Services with their last known location  STAFF MUST NOT RETURN TO SITE TO SEARCH FOR MISSING PUPILS | | | FRA – Yes/No  RRA – Yes/No |
| 11 | Inclement Weather  Rain/Sleet/Snow  String Winds | | Hypothermia  Ill-health | Monitor weather conditions  Advise Staff/Students to wear suitable clothing & footwear  Carry spare clothing  Review/revise cancel Trip where appropriate | | | FRA – Yes/No  RRA – Yes/No |
| 12 | 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 |