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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/ResearchLocation(s) being visited inc. Emergency Procedures & Visitor Codes of ConductTravel within City/Town Underground/Metro/Buses etc.Areas of known or perceived social risk inc. day or evening visitsAreas not perceived to be appropriate for students to visit during free-time | FRA – Yes/NoRRA – Yes/No |
| 2 | Inadequate Information/Instruction | ALL | PRE-TRIP BRIEFING – Staff/StudentsTrip Code of Conduct/BehaviourVisitor Codes of Conduct/Emergency Procedures for sites being visitedTrip ItineraryCity/Town Maps – For areas being visitedActions to be taken in event of Students beinf separated from Group/Going missing | FRA – Yes/NoRRA – Yes/No |
| 3 | Inadequate Student Supervision | Students getting separated from GroupAccidents & Incidents | Adequate Staff Supervision: Min. 1 x Staff : 8 – 10 StudentsStaff to carry out regular Roll Calls throughout Trip10 – 12 x StudentsEach Group Leader to carry School Emergency Mobile PhoneTrip Staff Emergency Contact details to be provided to all students carrying mobile phone | FRA – Yes/NoRRA – Yes/No |
| 4 | Students getting separated from Group | AccidentsIncidentsStranger Danger | Students instructed to:Buddy Up in Groups of at least 4Remain in Buddy Groups at all times inc. when visiting WCContact Staff when Buddy goes missing  | FRA – Yes/NoRRA – Yes/No |
| 5 | Stranger Danger | Assault etc. | Students instructed 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 Staff | FRA – Yes/NoRRA – Yes/No |
| 6 | Meeting with Friends & FamilyLeaving or getting separated from Group | Students getting separated from GroupAccidents & 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/NoRRA – Yes/No |
| 7 | Student Free-Time | ALL | Where Student Free-Time permittedCentral Meeting Point to be set up & member of staff to be on-duty at Point at all timesStudents instructed:On area Free-Time restricted to & not to leave designated areaRendezvous Point & Return Time To Buddy Up in Groups of at least 4To remain in Buddy Groups at all times inc. when visiting WCTo contact Staff when Buddy goes missing | FRA – Yes/NoRRA – Yes/No |
| 8 | Civil Unrest/Acts of Terrorism | Students getting separated from GroupAccidents & Incidents | PRE-TRIPReview City/Town Incidents in days leading up to Trip & where appropriate review Trip detailsReview Government Information on Terrorist Threat at time of visitDURING TRIPReview & Revise Trip Itinerary in event of Emergency | FRA – Yes/NoRRA – 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/NoRRA – Yes/No |
| 10 | Site EmergenciesFire etc. | Fire  | In event of Site Emergency – Fire etc.Follow Site Emergency Procedures & InstructionsDo not delay evacuation to collect personal belongingsGo to agreed Designated Assembly Point & Report to School StaffRemain at the Assembly Point until instructed otherwise by School or Site StaffStaff & Student Roll-Call to be taken at Assembly PointAny persons not accounted for to be reported to Site Staff and/or Emergency Services with their last known locationSTAFF MUST NOT RETURN TO SITE TO SEARCH FOR MISSING PUPILS | FRA – Yes/NoRRA – Yes/No |
| 11 | Inclement WeatherRain/Sleet/SnowString Winds | HypothermiaIll-health | Monitor weather conditionsAdvise Staff/Students to wear suitable clothing & footwearCarry spare clothingReview/revise cancel Trip where appropriate | FRA – Yes/NoRRA – Yes/No |
| 12 | 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 |