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| **BUCKSWOOD SCHOOL TRIPS & VISITS RISK ASSESSMENT** |
| **Trip/Visit** |  | **Date(s)** |  |
| **Year Group(s)** |  | **Staff** |  |
| **Activity** | **RA09 Visiting Places of Entertainment – Theatre Cinema Music Venues etc.** |  |  |
| **No.** | **Activity Hazards** | **Risks** | **Control Measures in place****Remove/Reduce Risks to lowest levels reasonably practicable** | **Further action required?****Residual Risks acceptable?** |
| 1 | Insufficient Tickets/Seats | Persons not permitted access to Venue/Left unsupervised outside Venue | Pre-book tickets for all Group membersObtain written confirmation of total number of seats bookedEnsure sufficient tickets for all Group membersIf tickets being collected on arrival, consider actions to be taken if on arrival there are insufficient tickets for all Group membersNo pupils to be left unsupervised outside Performance or venue | FRA – Yes/NoRRA – Yes/No |
| 2 | Misbehavior  | Conflict with• Venue staff• Members of the publicDamage to reputation of the School | PRE-TRIP BRIEFING for Staff/StudentsTrip Code of Conduct/BehaviourVenue Code of ConductVenue Emergency Procedures – Fire/Security etc. Location(s) of Fire ExitsTrip Leader to inform staff & pupils on standards of conduct & behavior expected on the Trip | FRA – Yes/NoRRA – Yes/No |  |
| 3 | Contact with moving vehiclesWalking from parking areas to Venue | Death/serious injury | PRE-TRIP BRIEFING for Staff/StudentsKeep together when travelling to/from venueBe aware of moving vehiclesKeep to designated footpaths/walkways/pedestrian routes & not walk on road/vehicle routesOnly cross roads at designated crossing points  | FRA – Yes/NoRRA – Yes/No |
| 4 | Venue Seating Arrangements | Party not able to sit together & have to sit apart in venue | Book Tickets so all Group Members sit togetherWhere Group is split into smaller Groups, a member of staff to sit with each GroupNo Students to sit separately from Group or alone with Strangers | FRA – Yes/NoRRA – Yes/No |
| 5 | Students getting lost or separated from Group | ALL | Roll-Calls to be taken on arrival at & before leaving VenueIntermediate Roll-Calls to be taken where deemed appropriateStaff & Students to be informed of Roll-Call Rendezvous Points on arrival at VenueStudents carrying mobile phones to be given Staff Emergency contact details – Trip Mobile Phone No. Where 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 WCBuddies to contact Staff when Buddy goes missing | FRA – Yes/NoRRA – Yes/No |
| 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 |
| 6 | Site EmergenciesFireSecurity etc. |  | PRE-TRIP – ObtainVenue Site Emergency ProceduresPRE-TRIP BRIEFING Inform Staff & StudentsSite Emergency ProceduresLocation(s) of Fire ExitsLocation(s) of Assembly PointsFollow Venue Staff InstructionDo 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 |