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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 members Obtain written confirmation of total number of seats booked  Ensure sufficient tickets for all Group members  If tickets being collected on arrival, consider actions to be taken if on arrival there are insufficient tickets for all Group members  No pupils to be left unsupervised outside Performance or venue | | | FRA – Yes/No  RRA – Yes/No |
| 2 | Misbehavior | | Conflict with • Venue staff • Members of the public  Damage to reputation of the School | PRE-TRIP BRIEFING for Staff/Students  Trip Code of Conduct/Behaviour  Venue Code of Conduct  Venue 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/No  RRA – Yes/No |  |
| 3 | Contact with moving vehicles  Walking from parking areas to Venue | | Death/serious injury | PRE-TRIP BRIEFING for Staff/Students  Keep together when travelling to/from venue Be aware of moving vehicles Keep to designated footpaths/walkways/pedestrian routes & not walk on road/vehicle routes Only cross roads at designated crossing points | | | FRA – Yes/No  RRA – 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 together  Where Group is split into smaller Groups, a member of staff to sit with each Group  No Students to sit separately from Group or alone with Strangers | | | FRA – Yes/No  RRA – Yes/No |
| 5 | Students getting lost or separated from Group | | ALL | Roll-Calls to be taken on arrival at & before leaving Venue  Intermediate Roll-Calls to be taken where deemed appropriate  Staff & Students to be informed of Roll-Call Rendezvous Points on arrival at Venue  Students 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 4  Instructed to remain in Buddy Groups at all times inc. when visiting WC  Buddies to contact Staff when Buddy goes missing | | | FRA – Yes/No  RRA – Yes/No |
| 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 |
| 6 | Site Emergencies  Fire  Security etc. | |  | PRE-TRIP – Obtain  Venue Site Emergency Procedures  PRE-TRIP BRIEFING Inform Staff & Students  Site Emergency Procedures  Location(s) of Fire Exits  Location(s) of Assembly Points Follow Venue Staff Instruction  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 |