



RISK ASSESSMENT FOR ALL EDUCATIONAL VISITS

PLANNING

Pre-event planning will include the following and will be confirmed in advance of a trip.

1. Staff will be inducted and trained and appropriately experienced to competently and safely fulfil their roles and responsibilities
2. Staff will meet prior to departure to run through the itinerary and RAs and appropriate responses in the event of any incident
3. Staff will ensure the group is briefed before leaving the centre and are aware of emergency phone numbers and the name of the centre which should be stored in their phone contacts
4. To ensure all staff on the activity have completed induction training
5. To ensure all staff on the activity are familiar with the Welfare Policy (and Safeguarding Policy)
6. The expectation is that all members of staff have mobile phones, fully charged and with enough credit if PAYG
7. At least two staff members will have all emergency contacts
8. An appropriate first aid kit will be taken with the group (and checked pre departure)
9. The Staff will be aware of a company contingency plan in the event of an accident, breakdown or major incident (including terrorist) and who the immediate point of contact on the excursion is
10. All staff will be aware who has a) the mobile phone, b) the emergency contacts, c) the first aid kit and d) who is going to lead in the event of a major incident
11. Students will be given a briefing to point out the main things to remember. This will typically be:
 - a. Who the Staff are
 - b. To be careful of traffic (remembering driving on the left)

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- c. To follow instructions from the staff without question
 - d. To have their phones put away, especially when walking
 - e. What to do if lost (make sure they have lanyards, phone numbers, know the name of the school)
12. Routes are always planned in advance, and checked prior to travel to confirm arrangements and to enable staff to make alternative plans in case of disruption or changes.

Brief Description of Activity:				Assessors			Date			
All Educational Visits; to specific centres, by private transport, public transport or walking										
Hazard: <i>List what could cause harm from this activity</i>	Persons at Risk: <i>List who might be harmed e.g. staff, students, visitors</i>	Risk Factor: <i>For each hazard, decide level of risk as if you were to do the activity without controls</i>			Control Measures Required: <i>For each hazard list measures you will be taking to minimise the risk identified e.g. appointing incompetent persons, training received, planning and try-outs, use of personal protective equipment.</i>			Residual Risk: <i>For each hazard now decide the residual risk after the control measures are in place</i>		
		<i>Severity</i>	<i>Likelihood</i>	<i>Risk</i>		<i>Severity</i>	<i>Likelihood</i>	<i>Risk</i>		
Inadequate planning and organisation: → accidents / injuries	Students and Staff	4	2	Medium	<ul style="list-style-type: none"> • Staff will have read the OXSS Student Welfare Policy. • Residential Manager will be inducted / trained and appropriately experienced to competently fulfil their leadership roles and responsibilities • Residential Manager on a particular trip will meet prior to departure to discuss and share risk assessments and implement management plans • Staff will be made aware of their roles and responsibilities prior to departure • Staff will brief students regarding hazards thus involving them in the risk assessment and management process. • Residential Manager will brief staff to make sure they understand the risks involved in this activity and are clearly aware of their roles in managing students. 	2	1	Low		

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Exposure to adverse or extremes of weather → heat / rain / cold	Students and staff	2	3	Medium	<ul style="list-style-type: none"> • Staff will consider possible weather conditions and ensure students are properly briefed and prepared • Students, and Staff should always have sufficient water / sunscreen and have a hat • Students and staff should be advised to wear sensible and appropriate clothes and shoes • Staff will have a plan for any students who forget or lose water / sunscreen etc • Staff will check weather in advance and make appropriate decisions • Any appropriate protective clothing will be provided at the venue 	2	2	Low
Student lost or separated from the group → trauma / upset	Students	2	3	Medium	<ul style="list-style-type: none"> • Residential Manager to ensure supervising staff are competent and able to carry out their roles • Students be briefed about appropriate behaviour • Staff will be using appropriate systems and control measures • Staff will ensure all students are aware of the itinerary and if appropriate have information to include meeting and departure points in writing • Staff will conduct regular headcounts 	2	2	Low
Misbehaviour → accidents or other incidents	Students / Staff / public	3	2	Medium	<ul style="list-style-type: none"> • Staff supervision ratios will be sufficient and appropriate to manage the group • Any students must be made aware of staff roles 	2	2	Low
Activities form being near or in water → drowning or hypothermia	Students / Staff	5	2	Medium	<ul style="list-style-type: none"> • Staff made aware of particular risks involved with activities in or near water • Activities and visits planned to take these risks into account • Course Office (in advance) and Staff on the day to ensure a sufficient number of trained lifeguards and equipment available • Staff empowered to refuse to allow an activity to continue if appropriate safety and trained staff not in place 	5	1	Low

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Periods of remote supervision, for example shopping independently → Accident / abduction / attack by stranger / being offered illegal substances	Students / Staff	4	2	Medium	<ul style="list-style-type: none"> • Students to be briefed in advance of dangers and how to respond if approached or offered anything inappropriate by a stranger • Students will be assessed as sensible and competent • Students will have lanyards or ID with school 24/7 number. Students are all expected to have this number stored in the contacts on their phone • Students will be briefed on how to respond / behave if lost or separated from the group • Very clear instructions given to students about expected behaviour, meeting points and plans 	4	1	Low
Harm caused by other people / (Stranger Danger) 1. Assault 2. Abuse by public 3. Given drugs / alcohol 4. Abduction 5. Terrorist attack	Students / Staff	5	2	Medium	<p>Staff will ensure that:</p> <ul style="list-style-type: none"> • Staff have phone numbers of all students • Students are briefed regarding response if approached by a stranger or offered anything on the streets • Staff keep alert to media reports and guidance from government officials regarding any terrorist threats and if necessary adapt or cancel programmes according to any guidance given. Course Office will be able to inform / keep updated / assist in the event of an incident. 	5	2	Medium
Students needing to use the toilet	Students	1	3	Low	<ul style="list-style-type: none"> • Must be supervised if U16 – be mindful of staff gender • Ensure rest of group and other Staff are aware of the situation – don't leave students unsupervised 	1	2	Low
Unexpected Injury in the location – any reason	Students / Staff	3	3	Medium	<ul style="list-style-type: none"> • Prepare with first aid kit • Be aware of any first aid facilities in the location • Have contact details of Office / for advice / help if necessary 	3	2	Medium

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Fire in location	Students / Staff	5	1	Low	<ul style="list-style-type: none"> The location will have prepared fire evacuation procedures, these should be followed. It will have been confirmed in advance by Office these are in place. It is the Staff job to ensure students do not panic and that they follow clear instructions Students should be told not to use their phones until they have been successfully evacuated 	5	1	Low
Major incident	Students / Staff / public	5	2	Medium	<ul style="list-style-type: none"> Be familiar with and Follow Major incident procedures 	5	1	Low
Illness or injury including from allergic reactions (poison, stings, bites)	Students / Staff /	4	2	Medium	<ul style="list-style-type: none"> One member of staff at least will have a first aid kit with appropriate medicines to respond to allergic reactions. To know where and how to go for help if necessary 	3	2	Medium
Illegal substances (being offered, carrying, buying)	Students / Staff	4	1	Low	<ul style="list-style-type: none"> Warn students in advance (at induction) of risks Keep group together with appropriate supervision. If group being given free time. Stress not to talk to strangers etc 	4	1	Low
Additional hazards?					<ul style="list-style-type: none"> Additional precautions 			