

**SHEFFIELD CITY COUNCIL LOCAL AUTHORITY (LA)  
GENERIC RISK ASSESSMENTS FOR OFF-SITE LEARNING**

**\*\* Denotes minor change to existing risk assessment.  
Red font denotes major addition or new risk assessment**

1. All off-site visits\*\*
2. Travel on visits\*\*
3. Residential visit accommodation\*\*
4. Use of tour operator or provider of activities\*\*
5. **Ski trips and Artificial Ski Slopes**
6. Exchange visits abroad
7. Walks in normal country
8. Walks in remote terrain
9. Remotely/indirectly supervised walks (Duke of Edinburgh Award expeditions and similar)\*\*
10. River walks, gorge or stream scramble as an adventure activity
11. Field studies in or by inland water
12. **Rock climbing and Indoor climbing walls**
13. Rock hopping and bouldering
14. Outdoor problem solving
15. **Swimming and Paddling during visits**
16. Visits to coastal locations\*\*
17. Visits to farms
18. Cycling
19. Establishment led orienteering
20. Establishment led group to orienteering event
21. Standing camps
22. Lightweight camping (Duke of Edinburgh Award expeditions and similar)\*\*
23. Caving
24. Sailing
25. Canoeing/kayaking
26. White water rafting
27. Narrowboating
28. Travel to developing countries/expeditions to remote areas abroad
29. Sports matches

30. **Activities local to establishment**
31. **Conservation, shelter building, nightlines, blindfold trails, other woodland activities**
32. **Amusement or theme parks, large public attractions**
33. **Castles, Historic buildings, Museums**
34. **Playgrounds and Adventure Playgrounds**
35. **Fishing (Angling)\*\***
36. **Rowing**
37. **Ice skating rinks**
38. **Horse riding and Trekking**
39. **Go Karting**
40. **Quad biking**
41. **Paintball**
42. **Visits to Battlefields**
43. **Zoo visits**

## 1 GENERIC RISK ASSESSMENT – ALL VISITS: Page 1 of 2

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL WHEN ALL IN PLACE
Exposure to weather	Cold injury, heat injury, over exposure to sun	Young people, staff	<ul style="list-style-type: none"> <li>Consider possible weather conditions and plan appropriate programme, clothing and equipment (warm and waterproof clothing and, in summer, sun protection)</li> <li>Plan for young people who may/do not bring suitable kit—check before departure and/or bring spares</li> <li>Daily weather forecast obtained and plans adjusted accordingly</li> </ul>	Provide clear information re suitable clothing and equipment to young people and parents	<b>Low</b>	
Pupil lost or separated from group, inadequate supervision	Injury, possible fatality	Young people	<ul style="list-style-type: none"> <li>Ensure supervising staff competent and understand their roles</li> <li>Ratios in line with LA policy</li> <li>Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named LAders, coloured caps etc)</li> <li>Discuss itinerary and arrangements with young people</li> <li>Briefing to all on what to do if separated from group</li> <li>head counts by Leaders particularly at arrival/departure points, and when separating and reforming groups</li> </ul>	Plan supervision before visit and brief staff and young people	<b>Low</b>	
Illness or injury	Illness, injury	Young people, staff	<ul style="list-style-type: none"> <li>At Least 1 Leader with each group first aid trained</li> <li>Leaders know how to call emergency services</li> <li>Young people and parents are reminded to bring individual medication and this is kept securely</li> <li>first aid and travel sickness equipment carried</li> <li>Mobile phones carried if available</li> <li>Emergency contacts with ESTABLISHMENT/headteacher and parents arranged</li> </ul>	Check first aid certs current. Remind parents young people re medication. Medication brought by young people	<b>Low</b>	
Animals, insects, poisonous plants etc	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Avoid known high risk situations</li> <li>Take necessary avoidance action if encountered</li> <li>Ensure those with known allergies carry medication</li> </ul>		<b>Low</b>	
Special needs of specific young people – medical, behavioural	Illness, injury	Young people	<ul style="list-style-type: none"> <li>Obtain information from parents</li> <li>Take advice from SENCO if appropriate</li> <li>Make necessary arrangements for individual young people including individual risk assessment and additional staffing as necessary</li> </ul>	Use recommended parental consent form	<b>Low</b>	

## 1 GENERIC RISK ASSESSMENT – ALL VISITS: Page 2 OF 2

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Indirect/ remote supervision (includes field work, souvenir shopping, theme parks, historic sites etc)	Injury, possible fatality	Young people	<p>IF REMOTE SUPERVISION IS PROPOSED:</p> <ul style="list-style-type: none"> <li>• Check location is suitable for this mode of supervision</li> <li>• Ensure young people sufficiently briefed and competent (any individual young people for whom indirect supervision not suitable must be directly supervised)</li> <li>• Clear guidelines and emergency procedures set and understood</li> <li>• Young people remain in pairs or groups (e.g. buddy system - each responsible for named other)</li> <li>• Rendezvous points and times set</li> <li>• Young people know how to contact staff</li> <li>• Staff understand they are still responsible</li> <li>• Parents informed and consent given</li> </ul>	Included in information to parents	<b>Medium</b>	
Safeguarding children – public, volunteer helpers	Abduction, injury death	Pupils	<ul style="list-style-type: none"> <li>• Brief pupils on appropriate interaction with members of public</li> <li>• Ensure volunteer helpers are never in charge of a group without direct supervision unless CRB checked</li> <li>• Volunteer adults involved in residential visits must be CRB checked</li> </ul>	Get required CRB checks	<b>Low</b>	Safeguarding children – public, volunteer helpers
Leaders' own children	Injury, possible fatality	Young people, other children, staff	<ul style="list-style-type: none"> <li>• If staff or volunteers' families join group, pupil supervision must not be compromised</li> <li>• Staff children are similar age to group and supervised with young people <u>or</u> separate supervision must be arranged</li> </ul>	Consider before staffing agreed	<b>Low</b>	
Return from visits particularly after ESTABLISHMENT hours	Injury, possible fatality	Young people,	<ul style="list-style-type: none"> <li>• Return is pre-planned and parents are informed where to collect young people from (or it is pre-agreed with parents that older young people will walk home)</li> <li>• Suitable arrangements are made for any young people whose parents fail to collect them</li> </ul>	Include in information to parents	<b>Low</b>	
Emergencies	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• The ESTABLISHMENT has an emergency plan for dealing with an incident on a educational visit</li> <li>• Contact details of parents, group LAders, ESTABLISHMENT and, if appropriate, head teacher/ESTABLISHMENT contact's after-hours number are held by group LAders and ESTABLISHMENT contact</li> <li>• LAders and head/ESTABLISHMENT contact has instructions as to what to do in an emergency</li> </ul>	See checklist for head teachers responding to incidents during educational visits on wired.nottscc.co.uk under health and safety. Ensure all staff understand emergency plan and their role. Young people briefed appropriately	<b>Low</b>	

## 2 GENERIC RISK ASSESSMENT – TRAVEL ON EDUCATIONAL VISITS Page 1 of 3

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
On foot	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Work on foot planned to avoid fast roads wherever possible</li> <li>• Supervision on pavements, roads and especially crossing of any fast roads is pre-planned</li> <li>• Young people are briefed re hazards and behaviour required</li> <li>• If abroad, young people briefed re right-hand traffic and any in-country traffic rules</li> </ul>	Planning, LAder and pupil briefing	<b>Low</b>	
Coach	Injury, possible fatality, separated from group	Young people, staff	<ul style="list-style-type: none"> <li>• Coach used meets LA recommendations (see Code of Practice 19) - Hired from accredited coach company</li> <li>• Coaches have seat belts which staff ensure are used</li> <li>• When <i>buses</i> without seatbelts used, only used for local journeys and never used on high speed roads</li> <li>• Supervision within LA ratios</li> <li>• Suitable embarkation points used (e.g. coach park, onto wide pavement)</li> <li>• Close supervision and head counts during any breaks in journey and getting on and off coach</li> </ul>	Check Code of Practice 19 “The Safe Carriage of Children and Young Persons on Private Hire Journeys”	<b>Low</b>	
Minibus	Injury, possible fatality, separated from group	Young people, staff	<ul style="list-style-type: none"> <li>• Minibus driver has PVC or SCC Permit to drive (PCV licence if abroad)</li> <li>• Bus has small bus permit in windscreen</li> <li>• Driver ensures seatbelts are used</li> <li>• Luggage on roof does not exceed 100kg</li> <li>• Luggage in vehicle securely fastened and cLAR of aisles</li> <li>• If abroad, minibus and drivers’ hours follow EC requirements</li> <li>• Driver must read and follow LA policy for educational visits re minibuses</li> <li>• Care always taken in parking in suitable place for disembarkation</li> <li>• Close supervision and head counts during any breaks in journey and getting in and out of bus</li> </ul>	Check section 3.6.1 in LA policy on Educational Visits	<b>Low</b>	

## 2 GENERIC RISK ASSESSMENT – TRAVEL ON VISITS Page 2 OF 3

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Public transport (bus, tram, train, underground etc)	Injury, possible fatality, person left behind/ separated from group	Young people, staff	<ul style="list-style-type: none"> <li>Identify higher risk points including getting on and off transport and have a specific plan for these including briefed staff and young people and head counts</li> <li>Larger parties split into manageable groups. (Unless remote supervision has been agreed), each party with adequate staffing to ensure young people all get on or off transport safely. For crowded transport situations, such as the London Underground, this can require very high ratios.</li> <li>All staff and young people know destination and route and what to do if separated from main group</li> <li>(Unless remote supervision agreed), staff are with young people in each carriage, deck of bus etc</li> </ul>	Specific plan/risk assessment completed prior to journey Briefing of staff and young people	Low	
Use of private vehicles	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Driver confirms car is insured to carry young people and is roadworthy</li> <li>Seatbelts worn at all times</li> <li>Permission obtained from parents</li> <li>In vehicles with less than 9 seats children under 12 and less than 1.35m (4'5") tall must now have booster seats</li> <li>Volunteer drivers carrying pupils should be CRB checked</li> </ul>	Check section 3.6.1 in LA policy for educational visits  CRB checks	Low	
Service station and other breaks in journey	Injury, possible fatality, left behind/ separated from group	Young people	<p>Brief young people:</p> <ul style="list-style-type: none"> <li>Re purpose and timings of stop</li> <li>How and where to contact staff</li> <li>Remain in pairs or threes (buddy system - each responsible for named other)</li> <li>Remind re moving traffic (driving on right abroad)</li> <li>Careful head count before departure</li> </ul>	Brief young people and staff	Low	

## 2 GENERIC RISK ASSESSMENT – TRAVEL ON VISITS Page 3 OF 3

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Ferry crossing	Injury possible fatality, drowning, separated from group	Young people	<ul style="list-style-type: none"> <li>• Close supervision on vehicle deck</li> <li>• “Rules” established and young people briefed especially re open deck area (not permitted in dark or if sea rough)</li> <li>• Remain in pairs or threes (buddy system - each responsible for named other)</li> <li>• Establish a specific seating area/meeting point and have a member of staff there throughout crossing</li> <li>• Explain the ferries emergency procedures (term muster station etc) to the group</li> <li>• Plan arrangements for docking reminding group of numbered stairway to coach deck</li> <li>• Careful head count before disembarkation,</li> <li>• Planned procedure for missing young people - e.g. member of staff to LAve as foot passenger</li> </ul>	Arrange procedures with staff and young people before arrival at ferry	<b>Low</b>	
Use of passenger ferries, pleasure craft etc	Drowning, injury	Young people, staff	<ul style="list-style-type: none"> <li>• LAder must check vessel licensed.</li> <li>• LAder should risk assess journey with reference to size/age of young people</li> <li>• Consider areas where smaller children could fall (overboard/ down stairways etc) and arrange close supervision</li> <li>• Consider if /when personal buoyancy should be worn</li> <li>• With groups of small children, LAder must pre-check craft has sufficient personal buoyancy of appropriate size</li> </ul>	Pre-visit Brief staff and young people re risks and control measures	<b>Low</b>	

### 3 GENERIC RISK ASSESSMENT – RESIDENTIAL VISIT ACCOMMODATION Page 1 of 2

Hazard	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Fire	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Check accommodation meets national standards i.e. meets fire officer's recommendations/or has fire certificate</li> <li>• Visit site visual inspection of fire escapes, alarms, equipment, meeting point and procedures</li> <li>• Establish no smoking rule</li> <li>• Check systems again on arrival</li> </ul>	<p>Pre-visit check usual practice. If not undertaken, check of information /assurance from reputable tour operator</p> <p>Check on arrival. Take up any issues, such as locked fire doors, with management</p> <p>Inform group re fire procedures on arrival</p>	<b>Low</b>	
<span style="color: red;">Safeguarding young people</span>	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• ESTABLISHMENT has exclusive use of sleeping accommodation</li> <li>• Staff accommodation adjacent and same floor as young people</li> <li>• External doors and windows secure against intrusion</li> <li>• If young people rooms have keys, staff have access to a master key</li> <li>• Young people can easily contact staff throughout night</li> <li>• Young people are checked into rooms at "lights out"</li> </ul>	<p>Pre-visit check and/or check of information/assurance from reputable tour operator</p>	<b>Low</b>	
Domestic hazards	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Accommodation has tourist board rating/other external validation of standards</li> <li>• Visual inspection of balconies, stairways, glass doors, electrical fittings, hazards in grounds or immediate surroundings</li> <li>• On arrival, staff and young people to report any faulty items found in rooms</li> <li>• Brief group re any hazards and establish necessary rules including no climbing on balconies, lifts are out of bounds (or supervised /careful use)</li> </ul>	<p>Pre-visit check and/or check of information/assurance from reputable tour operator</p> <p>Check on arrival and insist on changes if necessary</p> <p>Brief young people and staff</p>	<b>Low</b>	

### 3 GENERIC RISK ASSESSMENT – RESIDENTIAL VISIT ACCOMMODATION Page 2 OF 2

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Hygiene	Illness	Young people, staff	<ul style="list-style-type: none"> <li>• Tourist board rating/environmental health endorsement or similar</li> <li>• Visual inspection of washing facilities, lighting, heating, ventilation, catering</li> </ul>	Pre-visit check and/or check of information/assurance from reputable tour operator	<b>Low</b>	
Night time tendencies	Injury, possible fatality	Young people	<ul style="list-style-type: none"> <li>• Information gained from parents re young people illnesses, sleepwalking etc</li> <li>• Suitable supervision arranged to meet needs of young people</li> </ul>	Use LA/DfES recommended parental consent form	<b>Low</b>	
Special needs	Injury	Young people, staff	<ul style="list-style-type: none"> <li>• Accommodation meets any special needs of anyone in the group</li> </ul>	Pre-visit check as necessary	<b>Low</b>	

**4 GENERIC RISK ASSESSMENT – USE OF A PROVIDER /TOUR OPERATOR ARRANGED PROGRAMME OF VISITS/ ACTIVITY (e.g. visit to adventure centre, use of freelance instructor, cultural tour abroad) Page 1**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Provision does not meet LA standards/best practice	Injury, possible fatality	Young people, staff	<p>Check organisation is reputable, competent and safe</p> <ul style="list-style-type: none"> <li>• Check literature provided</li> <li>• Gain information from other users, LA OUTDOOR EDUCATION ADVISER</li> <li>• Check leaders of adventure activities are appropriately qualified/ centre has AALA licence (<b>not necessary for all activities</b>)</li> <li>• Pre-visit centre</li> <li>• Notification to LA completed in advance</li> <li>• Leader maintains on-going assessment throughout visit</li> </ul>	Leader/EVC to check and raise any concerns with Head Teacher/LA	<b>Low</b>	
Programme does not meet needs of group	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• establishment gives necessary information to provider about age, ability and any special needs in group</li> <li>• Programme is agreed with provider before visit</li> <li>• <b>School staff monitor provision and raise any concerns</b></li> </ul>		<b>Low</b>	
Lack of clarity re split of responsibilities between ESTABLISHMENT and provider	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• <b>Visit leader should be a member of school staff and retains overall responsibility</b></li> <li>• Ensure clear programme agreed and separate responsibilities for establishment and provider clear and that all aspects of visit, travel, accommodation and activities are properly planned and risk assessed by establishment or provider</li> <li>• Where establishment is undertaking responsibility for activities (e.g. evening activities, town visits) these are properly planned and risk assessed <b>and included in the school's event specific risk assessment</b></li> </ul>		<b>Low</b>	

## 5 GENERIC RISK ASSESSMENT – **SKI TRIPS and ARTIFICIAL SKI SLOPES** Page 1 of 4

This risk assessment assumes ESTABLISHMENT ski trip or holiday organised through a tour operator. The leader of the ski trip should have completed an English Ski Council Ski Course Leader Award course. All skiing, snowboarding and all other activities on snow must be led by staff qualified to teach/supervise the specific activity, usually instructors, nationally qualified, employed by the local ski ESTABLISHMENT. ESTABLISHMENTs must organise qualified supervision for any skiing which takes place outside instructed sessions.

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Hazards while skiing/during snow activities	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Skiing and snow activities arranged through a reputable ski ESTABLISHMENT</li> <li>• Young people only ski under supervision of qualified ski instructors, leaders or supervisors</li> <li>• Young people understand independent skiing without instructor/qualified leader is not allowed*</li> <li>• Young people briefed on sensible behaviour, (following of resort skiing code) essential including use of lifts, consequences of unacceptable behaviour and sanctions agreed</li> <li>• Young people look after each other while skiing – buddy system – and know what to do if separated from group</li> <li>• Meeting points agreed for teachers, group and instructors at end of ski sessions</li> <li>• Young people know safe procedures for carrying skis/walking in ski boots</li> <li>• ESTABLISHMENT staff understand their supervision responsibilities including for sick or injured young people</li> <li>• Insurance cards are carried by young people, or if held by staff, instructors can contact staff</li> <li>• Equipment obtained from reputable supplier and specifically fitted for each person. Young people know not to swap equipment</li> </ul> <p>* Independent skiing is occasionally agreed for experienced older young people – must be discussed with LA OUTDOOR EDUCATION ADVISER in advance</p>	<p>Ski provider checked via “External Provider” questionnaire form * Briefing of young people</p> <p>Necessity of sensible behaviour and following instructions included in pupil/ parental information and consent form</p> <p>If behaviour on ski slopes puts pupil or others at risk, pupil must be suitably supervised and/or lift pass removed</p> <p>Emergency plan agreed and staff and young people briefed</p> <p>Specific parental permission in advance</p>	<b>Low</b>	

5 GENERIC RISK ASSESSMENT – **SKI TRIPS and ARTIFICIAL SKI SLOPES** Page 2 of 4

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Cold injury, hypothermia, effects of sun	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>All briefed re suitable clothing and equipment and importance of protection against cold and sun</li> <li>Young people' clothing and equipment monitored by staff</li> </ul>	Parents and young people briefed	Low	
Hazards in ski resort	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Specific risk assessment for resort completed by leader and code of practice for "free time" agreed</li> <li>Young people briefed re low risk places/areas in resort they may go and times allowed away from hotel and return times</li> <li>Young people know value of foreign currency, warned of dangers of icy surfaces and traffic driving on right</li> <li>No alcohol may be bought or drunk by young people (possibly agree other rules for over age young people)</li> <li>Young people stay in pairs/groups (buddy system)</li> <li>Young people know where and how to contact staff member and what to do if separated from group</li> <li>Staff know when they are "on duty" and understand they have responsibility for young people at all times</li> </ul>	Completion of resort risk assessment by leader either on pre-visit or on arrival. Agree code of practice and brief staff and young people	Low	
Hazards during après ski/ evening activities	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Check that any activities provided by tour operator are covered by External Provider form and suitably risk assessed by tour operator</li> <li>Activities arranged by establishment Leader must be risk assessed by Leader</li> <li>Leader considers activities suitable for group and provides sufficient establishment staff supervision</li> </ul>	Risk assessment  Check that all young people attend or otherwise supervised  Staff understand their supervision responsibilities	Low	
Physical demands of the activity	Injury	Pupils staff	<ul style="list-style-type: none"> <li>Physical preparation fitness programme before visit (see English Ski Council 'Going Skiing' guidance)</li> <li>Instructors should start with appropriate warm-up activities</li> <li>Knowledge of participants' physical condition and medical conditions</li> <li>Access to suitable first aid provision</li> </ul>	Refer to ESC 'Going Skiing'	Low	
Head injury	Injury death	Pupils staff	<ul style="list-style-type: none"> <li>Advise pupils about maintaining control of skiing</li> <li>Parents aware of risk. Take advice from ski school re use of helmets (Compulsory in Italy for under 14s). Must be worn if parents choose/provide but there are pros and cons and expert view still divided.</li> </ul>	Contact ski school re use of helmets	Low	

**5 GENERIC RISK ASSESSMENT: SKI TRIPS and ARTIFICIAL SKI SLOPES Page 3 of 4**

**All activity on the slope must be supervised by qualified instructors. Venue should complete an EV2. School staff are responsible for the overall supervision of pupils including any pupils not under instruction.**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
Artificial ski surface	Injury death	Pupils staff	<ul style="list-style-type: none"> <li>• Ensure group are taught and supervised by appropriately qualified people</li> <li>• Skiers wear suitable protective clothing, gloves, long sleeves, long trousers</li> <li>• Ski in control on slopes appropriate for skiers' ability</li> <li>• Qualified instruction and supervision, and briefing on how to fall and get up again</li> </ul>	Leaders check of ski slopes arrangements Brief pupils and parents re clothing required	Low	
Skiers themselves, including other skiers, boarders and snow-bladers,	Injury death	Pupils staff	<ul style="list-style-type: none"> <li>• Ski in control on slopes appropriate for skiers' ability</li> <li>• Awareness of and ski following the ski-way code</li> <li>• Good group management, supervision and briefings</li> <li>• Progressive practice</li> </ul>	Briefing of pupils, leaders on-going risk assessment of provision	Low	
Ski tows	Injury death	Pupils staff	<ul style="list-style-type: none"> <li>• Qualified instruction and progressive practice</li> <li>• Good supervision and briefings</li> <li>• Awareness of others</li> <li>• Ski tows supervised and operated by ski slope personnel</li> </ul>	Leaders on-going risk assessment of provision	Low	
Terrain features such as jumps, bumps, rolls and half-pipe	Injury death	Pupils staff	<ul style="list-style-type: none"> <li>• Good supervision and briefing arrangements</li> <li>• Appropriately qualified instruction/supervision</li> <li>• Skiers ski within limits of ability on suitable terrain</li> <li>• Progressive introduction to these features</li> </ul>		Low	
Weather conditions	Injury hypothermia	Pupils staff	<ul style="list-style-type: none"> <li>• Bring and wear appropriate clothing for weather conditions during visit</li> <li>• Awareness of the effect on skiers' speed of wet/dry conditions</li> <li>• Check and act upon weather forecast and conditions at the time of the visit as appropriate</li> </ul>	Briefing of pupils and parents	Low	

**5 GENERIC RISK ASSESSMENT: SKI TRIPS and ARTIFICIAL SKI SLOPES Page 4 of 4**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
Equipment	Injury	Pupils, staff	<ul style="list-style-type: none"> <li>• Use suitably maintained equipment, footwear, skis, bindings, boards etc, which are fit for purpose</li> <li>• Ensure that all equipment is correctly fitted, sized and adjusted by competent people</li> <li>• Ensure equipment is carried correctly to minimize risk to individuals and others</li> <li>• Ensure participants are aware of how to walk in ski boots and how slippery and awkward they are to walk in</li> </ul>	Briefing of all participants	Low	
Physical demands of the activity	Injury	Pupils staff	<ul style="list-style-type: none"> <li>• Physical preparation programme before and during visit(s)</li> <li>• Start with appropriate warm-up activities</li> <li>• Knowledge of participants' physical condition and medical conditions</li> <li>• Access to suitable first aid provision</li> </ul>	Warm up	Low	
Water features, if present (e.g. pool for aerials at Sheffield Ski Village)	Falling, drowning, hypothermia	Pupils, staff	<ul style="list-style-type: none"> <li>• Briefing and supervision</li> <li>• Qualified instruction and supervision, including lifesaving supervision, if planning to use such features</li> <li>• Use of appropriate specialized equipment e.g. wet-suits</li> </ul>	Briefing of pupils	Low	
Stairs in building, if present (e.g. Sheffield Ski Village)	Injury	Pupils, staff	<ul style="list-style-type: none"> <li>• Appropriate briefings, conduct and supervision</li> <li>• Walk, don't run, and awareness of other people</li> </ul>	Briefing of pupils	Low	

6 GENERIC RISK ASSESSMENT - “EXCHANGE” VISITS ABROAD Page 1 of 2

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Inappropriate programme arranged by foreign ESTABLISHMENT - high risk activities or insufficient supervision	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Good understanding between both ESTABLISHMENTS on standards required</li> <li>• Agree detailed programme from host ESTABLISHMENT well prior to departure</li> <li>• If programme involves swimming, adventure activities etc check procedures with LA</li> <li>• Ensure supervision arrangements for your young people meet Sheffield City Council LA standards</li> </ul>	Early face to face planning with host ESTABLISHMENT essential	<b>Low</b>	
High risk activities during home stays	Injury, possible fatality	Young people	<ul style="list-style-type: none"> <li>• Good understanding between ESTABLISHMENTS re standards required</li> <li>• Young people well matched with hosts</li> <li>• Parents and host family encouraged to make contact</li> <li>• Foreign ESTABLISHMENT inform host families re their “duty of care” to under age guests</li> <li>• Briefings to young people and parents re young people’ responsibility to take sensible decisions</li> <li>• Agree rules re higher risk activities including evening free-time, alcohol, relationships, swimming, cycling etc</li> <li>• Young people have telephone contact number (mobile no?) for accompanying teachers at all times</li> </ul>	<p>Check information host ESTABLISHMENT provides to their parents</p> <p>Information to Notts young people and parents –parents informed and agree to participation in higher risk activities such as cycling, riding, mountaineering etc if these are arranged by host family</p> <p>Remind parents that children are not in direct supervision of teachers</p>	<b>Medium</b>	
Child abuse	Injury, possible fatality	Young people	<ul style="list-style-type: none"> <li>• Host ESTABLISHMENT has adequate vetting procedure for host families (find out what vetting arrangements are available/in place)</li> <li>• Young people have telephone contact with accompanying teachers at all times</li> </ul>	Check adequate procedures followed; make level of checks cLAR to parents	<b>Low</b>	

**6 GENERIC RISK ASSESSMENT - “EXCHANGE” VISITS ABROAD** Page 2 of 2

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Road traffic accident	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Train everyone re right hand traffic. Explain host country's traffic systems, pedestrian crossings etc</li> </ul>	Plan training	Low	

## 7 GENERIC RISK ASSESSMENT - ACTIVITY LED BY ESTABLISHMENT – WALKS IN NORMAL COUNTRY Page 1 of 2

*“Normal Country” includes parks, enclosed farmland and fields. (NOT moorland, mountain and/or where possible to be more than 30 minutes from a road.) Assumes Leader with group – otherwise see indirectly supervised walks.*

**Leader competence must be approved by ESTABLISHMENT visits approval system, with advice from LA Outdoor Education Adviser (OEA) as necessary. Measures of competence to include evidence of recent and relevant experience in the type of terrain to be walked and/or relevant training (e.g. BELA, MLTE training).**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Falls, drowning	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Leader experienced of walking in terrain and of leading groups</li> <li>• Route researched and pre-walked – significant hazards (cliffs, water hazards, quarries etc) avoided or carefully assessed</li> <li>• Weather forecast obtained and conditions monitored; route changed if necessary</li> </ul>	Leader competence approved (see above) Leader completes specific risk assessment for each walk as necessary Ongoing assessment by leader at start and during activity	<b>Low</b>	
Getting lost	Injury	Young people, staff	<ul style="list-style-type: none"> <li>• Leader has sufficient navigational skills</li> <li>• Group size as low as possible (good practice is under 20) and well supervised within LA ratios</li> <li>• Large groups are best split into small groups each with competent Leader</li> <li>• Head counts</li> </ul>	Leader competence approved (see above) Briefing of young people and staff re supervision arrangements	<b>Low</b>	
Animals	Injury, illness	Young people, staff	<ul style="list-style-type: none"> <li>• Brief group about dangers of infection from animal faeces (E coli) and preventative measures</li> <li>• Avoid contact/injury from large animals (cattle, horses etc) If footpath crosses a field containing these animals assess the situation and act appropriately; e.g. cross quietly as a group or take other route.</li> </ul>	Brief group	<b>Low</b>	

**7 GENERIC RISK ASSESSMENT - ACTIVITY LED BY ESTABLISHMENT – WALKS IN NORMAL COUNTRY** Page 2 of 2

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Injury, illness or emergency away from immediate help	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• One LAder with each group first aid trained</li> <li>• First aid kit</li> <li>• Gain information about pre existing medical conditions and ensure medication carried</li> <li>• LAders are briefed and have planned emergency procedures</li> <li>• Communications (mobile phone coverage?) arranged</li> </ul>	Pre-planning of emergency procedures and communications	<b>Low</b>	
Exposure to extreme weather – cold, wet, heat and sun	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Daily weather forecast obtained</li> <li>• All participants have suitable footwear, clothing and equipment to match expected conditions</li> </ul>	Parents and young people given checklist – kit checked before departure	<b>Low</b>	

**8 GENERIC RISK ASSESSMENT - ACTIVITY LED BY ESTABLISHMENT: WALKS IN REMOTE TERRAIN WHERE IT IS POSSIBLE TO BE MORE THAN 30 MINUTES FROM A ROAD** (*Assumes leader with group – otherwise see indirectly supervised walks*) Page 1 of 1

Leader competence must be approved by LA Outdoor Education Adviser (OEA). In addition to evidence of recent and relevant experience in type of terrain to be walked, leader must have:

**Dark Peak & Moorland areas of UK:** successful assessment report for MLTE Walking Group Leader (covers non-wild camping) or Mountain Leader

**Mountain areas UK:** successful assessment report for Mountain Leader Award (covers wild camping)

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Falls, drowning	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Leader experienced of walking in terrain and of leading groups</li> <li>• Route researched and if necessary pre-walked –specific hazards ( cliffs, water hazards etc) risk assessed</li> <li>• Weather forecast, on-going assessment of conditions and adjustment of plans by group leader</li> </ul>	Leader provides evidence of competence specific risk assessment for each walk as necessary	<b>Low</b>	
Getting lost	Injury	Young people, staff	<ul style="list-style-type: none"> <li>• Leader has sufficient navigational skills</li> <li>• Group size usually 12 or less, second adult with most groups</li> <li>• Head counts</li> <li>• Briefing of young people and staff</li> </ul>	Leader competence	<b>Low</b>	
Injury, illness or emergency away from immediate help	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Leader first aid trained HSE 16 hours minimum</li> <li>• second adult with most groups</li> <li>• First aid kit</li> <li>• Information about pre-existing medical conditions and medication carried</li> <li>• Leader has planned emergency procedures</li> <li>• Communications (mobile phones?) arranged</li> </ul>	Pre planning of emergency procedures and communications	<b>Low</b>	
Exposure to extreme weather – cold, wet, heat and sun	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Daily weather forecast obtained, on day conditions assessed and plans adjusted as necessary</li> <li>• All participants have suitable footwear, clothing and equipment for expected conditions</li> <li>• Emergency equipment carried including group shelter</li> </ul>	Parents and young people given checklist of clothing and equipment – kit checked before departure	<b>Low</b>	

**9 GENERIC RISK ASSESSMENT - ACTIVITY LED BY ESTABLISHMENT: REMOTELY/INDIRECTLY SUPERVISED WALKS (Duke of Edinburgh Award expeditions and similar) Page 1 of 2**

Leader competence must be approved by LA Outdoor Education Adviser (OEA). In addition to evidence of recent and relevant experience in type of terrain to be walked, Leader must have:

*Normal County:* evidence of recent and relevant experience and/or relevant training (e.g. BELA, WGL or MLTE training).

*Dark Peak & Moorland areas UK:* successful assessment report for MLTE Walking Group Leader (covers non-wild camping) or Mountain Leader

*Mountain areas UK:* successful assessment report for Mountain Leader Award (covers wild camping)

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Insufficient pupil competence or supervision	Injury, possible fatality	Young people	<ul style="list-style-type: none"> <li>Young people are trained appropriately before the venture and their competence to work independently is assessed by the leader. Monitoring continues in the field. The supervision arranged is flexible and may become tighter or looser as the situation dictates.</li> <li>Young people are in small groups, usually 8 or less</li> </ul>	leaders are aware they remain responsible for young people at all times. Necessary monitoring of young people is maintained.	<b>Medium</b>	
Falls, drowning	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Route researched and if necessary pre-walked – specific hazards (cliffs, water hazards etc) risk assessed and if necessary avoided</li> </ul>	Specific risk assessment for each walk as necessary	<b>Low</b>	
Getting lost	Injury	Young people, staff	<ul style="list-style-type: none"> <li>Young people have sufficient navigational skills</li> <li>Briefing and training of young people</li> <li>Staff remain in sufficient contact with young people to prevent significant errors</li> </ul>	Level of supervision must be appropriately matched to pupil competence	<b>Low</b>	
Injury illness or emergency	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Young people trained in emergency procedure and first aid</li> <li>Group carries first aid kit</li> <li>Information gained re medical conditions, medication carried</li> <li>Leader has planned emergency procedures</li> <li>Communications (mobile phones coverage?) arranged</li> </ul>	Pre-planning of emergency procedures and communications	<b>Low</b>	
Exposure to extreme weather – cold, wet, heat and sun	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Daily weather forecast obtained</li> <li>All participants have suitable footwear, clothing and equipment</li> </ul>	Parents and young people given checklist of clothing and equipment – kit checked before departure	<b>Low</b>	

**GENERIC RISK ASSESSMENT - ACTIVITY LED BY SCHOOL: REMOTELY/INDIRECTLY SUPERVISED WALKS (Duke of Edinburgh Award expeditions and similar.) Not winter conditions when snow and ice prevail. Page 2 of 2**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
Exposure to extreme weather – cold, wet, heat and sun	Injury, death	Pupils, staff	<ul style="list-style-type: none"> <li>• Daily weather forecast obtained, <b>on day conditions assessed and plans adjusted as necessary</b></li> <li>• <b>Winter conditions - when snow and ice prevail or are forecast – avoided (change route or postpone)</b></li> <li>• All participants have suitable footwear, clothing and equipment for expected conditions</li> </ul>	Parents and pupils given checklist of clothing and equipment – kit checked before departure <b>Forecast checked</b>	Low	
<b>Animals</b>	<b>Injury, death</b>	<b>Pupils, staff</b>	<ul style="list-style-type: none"> <li>• <b>Train/brief pupils specifically about crossing fields containing or being approached by stock</b></li> <li>• <b>Check routes for hazards</b></li> <li>• <b>Teach to assess</b></li> <li>• <b>If animals appear agitated and/or group intimidated, either contact staff for advice or use alternative 'legal' path</b></li> <li>• <b>If decide to cross, do so calmly and quietly, keeping close together</b></li> <li>• <b>Do not encourage animals to approach</b></li> <li>• <b>If animals approach at speed, usually best to stand ground, shout and wave arms</b></li> </ul>			

**10 GENERIC RISK ASSESSMENT - ACTIVITY LED BY ESTABLISHMENT – RIVER WALKS, GORGE STREAM SCRAMBLE OR SIMILAR (PLANNED ENTRY INTO WATER AS AN ADVENTURE ACTIVITY). Page 1**

**Leader competence must be approved by LA Outdoor Education Adviser (OEA). In addition to evidence of recent and relevant experience of activity, leader must have training relevant to nature and location of stream. In remote terrain, leader must hold relevant walking award, and to use ropes, a rock climbing award or site specific training.**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Extreme weather, cold water	Cold injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Seasonal (usually April – October) activity, consideration of forecast and prevailing conditions on day, suitable clothing and equipment, dry spare clothing and emergency equipment available</li> </ul>	Pre-planning, equipment lists to group, kit checked before departure	<b>Low</b>	
Deep and/or fast flowing water	Drowning, injury	Young people, staff	<ul style="list-style-type: none"> <li>Guidance in DfES “Handbook for Group Leaders” and the leaflet "Group Safety at Water Margins" available from <a href="http://www.teachernet.gov.uk/visits">http://www.teachernet.gov.uk/visits</a> must be followed.</li> <li>Each stream must be individually risk assessed by leader with advice from technical adviser (MIA or otherwise approved by LA) - written control measures and/or operating procedure produced</li> <li>Weather forecast obtained and leader makes decision whether or not to proceed or adapt activity on basis of weather forecast, strength of water, conditions on day</li> </ul>	<p>Written specific risk assessment and/or operating procedure</p> <p>Ongoing assessment by leader at start and during activity</p>	<b>Low</b>	
Falls, falling rocks, cliffs	Possible fatality, injury	Young people, staff	<ul style="list-style-type: none"> <li>As part of site specific risk assessment decision made regarding necessary equipment – helmets (usual), type of footwear etc</li> <li>Close supervision by experienced staff</li> <li>Ropes, or terrain requiring ropes may only be used by qualified staff working to an operating procedure agreed by MIA as above</li> </ul>	Pre-visit - site specific risk assessment and operating procedure as above	<b>Low</b>	

**11 GENERIC RISK ASSESSMENT - ACTIVITY LED BY ESTABLISHMENT – FIELD STUDY IN/BY INLAND WATER (RIVER, STREAM STUDY OR POND DIPPING) Page 1 of 2**

**In addition to evidence of recent and relevant experience of activity, leader must have discussed with LA OUTDOOR EDUCATION ADVISER (OEA) nature and location of water. In remote terrain, leader must hold relevant walking award. If activity IN water is proposed, leader competence must be approved by LA OUTDOOR EDUCATION ADVISER (OEA).**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Extreme weather, cold water	Cold injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Consideration of forecast and conditions of day, provision of suitable clothing, footwear and equipment, dry spare clothing and emergency equipment</li> </ul>	Pre-planning, equipment lists to group, kit checked before departure	<b>Low</b>	
Proximity to water	Drowning	Young people, staff	<ul style="list-style-type: none"> <li>• Guidance in DfES "Handbook for Group leaders" and the leaflet "Group Safety at Water Margins" available from <a href="http://www.teachernet.gov.uk/visits">http://www.teachernet.gov.uk/visits</a> must be followed</li> <li>• Risk assessment of route, banks, crossings etc</li> <li>• Awareness that water levels change and need to assess conditions before and during activity</li> <li>• Other route MUST be taken if route (e.g. bank side path, stepping stones) unsafe</li> <li>• Good supervision of young people to ensure sensible behaviour</li> </ul>	Pre-planning and assessment on day	<b>Low</b>	

**11 GENERIC RISK ASSESSMENT - ACTIVITY LED BY ESTABLISHMENT – FIELD STUDY IN/BY INLAND WATER (RIVER, STREAM STUDY OR POND DIPPING) Page 2 of 2**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Planned activity <b>IN WATER</b> (for field studies etc)	Drowning, injury	Young people, staff	<ul style="list-style-type: none"> <li>Guidance in DfES “Handbook for Group leaders” and the leaflet "Group Safety at Water Margins" available from <a href="http://www.teachernet.gov.uk/visits">http://www.teachernet.gov.uk/visits</a> must be followed.</li> <li>Each location must be individually risk assessed by leader with advice from LA Outdoor Education Adviser before visit. Use sites where:                             <ul style="list-style-type: none"> <li>easy access and exit from water</li> <li>no significant hazards on banks e.g. (water flowing onto overhanging trees)</li> <li>no immediate significant down stream hazards (waterfalls, etc)</li> <li>young people can stand easily in water to be entered and underwater surface suitable</li> <li>young people can be seen and supervised by staff</li> </ul> </li> <li>Weather forecast obtained and leader makes decision whether or not to proceed or adapt activity on basis of weather forecast, strength of water and conditions on day</li> </ul>	<p>Written specific risk assessment and/or operating procedure approved by OEA</p> <p>Ongoing assessment by leader at start and during activity</p>	<b>Low</b>	
Weil's disease pollution	Illness	Young people, staff	<ul style="list-style-type: none"> <li>Do not use obviously contaminated sites</li> <li>Obtain and follow LA guidelines re Weil's Disease</li> <li>Take sensible hygiene precautions: cover wounds, grazes etc, do not drink river water, wash hands before eating</li> </ul>	Take advice from Environment Agency if necessary	<b>Low</b>	
Informal swimming	Drowning	Young people, staff	<ul style="list-style-type: none"> <li>Never allow impromptu swimming or paddling – see swimming risk assessment</li> </ul>	Written specific risk assessment required.	<b>Medium</b>	

## 12 GENERIC RISK ASSESSMENT - ACTIVITY LED BY ESTABLISHMENT – ROCK CLIMBING AND INDOOR CLIMBING WALLS

### Page 1 (of 2)

Leader competence must be approved by LA Outdoor Education Adviser (OEA). In addition to evidence of recent and relevant experience Leader must hold a Site Specific approval (for some artificial walls only – **HOWEVER THIS WILL NOT APPLY AFTER ?? 2008 WHEN THE MLTE CLIMBING WALL AWARD BECOMES OPERABLE– SEE PAGE 2 BELOW**), Single Pitch Award (SPA), Mountain Instructors Award (MIA), Mountain Instructors Certificate (MIC) or UIAGM Guide certificate.

HAZARD	RISK	PEOPLE AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Avoidable objective dangers/unsuitable location for ability of group	Disabling or fatal injury	Young people, staff	<ul style="list-style-type: none"> <li>Location is specifically assessed by Leader. If completed by SPA, assessment approved by MIA technical adviser</li> </ul>	Written site specific risk assessment and/or operating procedures	<b>Low</b>	
Equipment failure, inappropriate use of equipment	Disabling or fatal injury	Young people, staff	<ul style="list-style-type: none"> <li>Qualified supervision as above</li> <li>Instruction/monitoring of use of equipment</li> <li>Equipment regularly checked and maintained according to BMC/UIAA recommendations</li> </ul>		<b>Low</b>	
Fall from height, objects falling from above, trips and slips at foot of face	Disabling or fatal injury	Young people, staff, other people at venue	<ul style="list-style-type: none"> <li>Qualified supervision as above, instructors working within remit of qualification</li> <li>Group size and ratios suitable (single pitch usually up to 12 students plus extra adult)</li> <li>Appropriate specialist climbing equipment used (ropes, helmets, harnesses etc)</li> <li>Proper briefing of young people, behaviour monitored and managed appropriately, vigilance of all staff during activity</li> <li>Helmets worn whilst at base of rock face</li> </ul>		<b>Low</b>	
Exposure to environmental factors - heat, cold, rain, wind	Disabling or fatal injury	Young people, staff	<ul style="list-style-type: none"> <li>Adequate protective clothing and equipment</li> <li>Check weather forecast</li> <li>Ability to change plans if weather inappropriate</li> </ul>	Kit list to parents; kit checked before departure	<b>Low</b>	
Illness or injury	Disabling or fatal injury or illness	Young people, staff	<ul style="list-style-type: none"> <li>Group Leader first aid trained</li> <li>Information about existing medical conditions known by staff</li> <li>Accident/emergency procedures known by Leaders</li> <li>First aid equipment carried by party</li> </ul>		<b>Low</b>	

**12 GENERIC RISK ASSESSMENT - ACTIVITY LED BY ESTABLISHMENT – ROCK CLIMBING AND INDOOR CLIMBING WALLS**

**Page 2 (of 2)**

**NB With effect from ?? 2008 competence must be shown by possession of the new MLTE Climbing Wall Award.**

Use of unsuitable part of facility for ability of group	Disabling or fatal injury	Young people, staff	<ul style="list-style-type: none"> <li>Location is specifically assessed by Leader. If completed by SPA, assessment approved by MIA technical adviser</li> <li>Progression appropriate to group and part of session</li> </ul>	Written site specific risk assessment and/or operating procedures. Warm up activities/easy routes or problems prior to more difficult routes or powerful options	<b>Low</b>	
Equipment failure, inappropriate use of equipment	Disabling or fatal injury	Young people, staff, other people at venue	<ul style="list-style-type: none"> <li>Qualified supervision as above</li> <li>Instruction/monitoring of use of equipment</li> <li>Equipment regularly checked and maintained according to BMC/UIAA recommendations</li> </ul>		<b>Low</b>	
Fall from height, objects/climbers falling from above	Disabling or fatal injury	Young people, staff, other people at venue	<ul style="list-style-type: none"> <li>Qualified supervision as above, instructors working within remit of qualification</li> <li>Group size and ratios suitable (single pitch usually up to 12 students plus extra adult)</li> <li>Appropriate specialist climbing equipment used (ropes, helmets, harnesses etc)</li> <li>Proper briefing of young people, behaviour monitored and managed appropriately, vigilance of all staff during activity</li> <li>Helmets worn at all times (except in bouldering areas?)</li> </ul>		<b>Low</b>	
Bouldering areas – walking beneath sections where others are climbing	Disabling or fatal injury	Young people, staff, other people at venue	<ul style="list-style-type: none"> <li>Young people briefed about dangers</li> <li>Particular areas of potential danger highlighted - made out-of-bounds except when specifically supervised</li> <li>High level of vigilance maintained</li> </ul>		<b>Low</b>	
Illness or injury	Disabling or fatal injury or illness	Young people, staff	<ul style="list-style-type: none"> <li>Group Leader first aid trained</li> <li>Information about existing medical conditions known by staff</li> <li>Facility accident/emergency procedures known by Leaders</li> <li>First aid equipment carried by party</li> </ul>		<b>Low</b>	

**13 GENERIC RISK ASSESSMENT ACTIVITY LED BY ESTABLISHMENT – ROCK HOPPING (WEASELING) BOULDERING Page 1 of 1**  
**This activity involves rock scrambling on, around and under boulders and small rock edges typically in the Dark Peak, Derbyshire. In addition to evidence of recent and relevant experience, Leader must be approved by the LA OUTDOOR EDUCATION ADVISER (OEA) to Lead this activity. Leaders of rock hopping will normally hold a UKMTB qualification (SPA, ML, MIA etc) and have previously worked with Thornbridge Outdoors instructors Leading this activity.**

HAZARD	RISK	PEOPLE AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Avoidable objective dangers/unsuitable location/route for ability of group	Disabling or fatal injury	Young people, staff	<ul style="list-style-type: none"> <li>Location is named on LA notification form (Appendix 6)</li> <li>Route is specifically assessed by Leader prior to session and during activity</li> <li>No pitches in which a rope is required are used without additional approval</li> </ul>	Written site specific risk assessment and/or operating procedures	<b>Low</b>	
Fall from height, objects falling from above, trips and slips	Disabling or fatal injury	Young people, staff, other people at venue	<ul style="list-style-type: none"> <li>Leader and other adults understand how to “spot” participants appropriately</li> <li>Young people involved in spotting are trained appropriately</li> <li>Group size and ratios suitable (usually up to 12 students with additional adult)</li> <li>climbing helmets used if climbing above shoulder height or crawling under rocks</li> <li>Proper briefing of young people, behaviour monitored and vigilance of all staff during activity</li> </ul>		<b>Low</b>	
Pollution/infection (from any waste encountered)	Illness	Young people, staff	<ul style="list-style-type: none"> <li>If crawling involved, provision of protective outer clothing and gloves as appropriate</li> <li>Young people briefed re hygiene</li> </ul>		<b>Low</b>	
Exposure to environmental factors - heat, cold, rain, wind	Disabling or fatal injury	Young people, staff	<ul style="list-style-type: none"> <li>Adequate protective clothing and equipment</li> <li>Check weather forecast</li> <li>Ability to change plans if weather inappropriate</li> </ul>	Kit list to parents; kit checked before departure	<b>Low</b>	
Illness or injury	disabling or fatal injury or illness	Young people, staff	<ul style="list-style-type: none"> <li>Leader first aid trained</li> <li>Information about existing medical conditions known by staff</li> <li>Accident/emergency procedures known by Leaders</li> <li>First aid equipment carried by party</li> </ul>	Medical information from parents  Medication carried	<b>Low</b>	

**14 GENERIC RISK ASSESSMENT ACTIVITY LED BY ESTABLISHMENT – OUTDOOR PROBLEM SOLVING Page 1 of 1**

**This activity provides group challenges in a non-hazardous outdoor environment. Some equipment may be used, including planks, ropes, ladders, barrels etc. Blindfolds are sometimes used. Leaders should “dry run” the activity before using it with young people.**

HAZARD	RISK	PEOPLE AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Avoidable objective dangers/unsuitable location	Injury	Young people, staff	<ul style="list-style-type: none"> <li>Location is suitable with no objective dangers (e.g. steep slopes are avoided)</li> <li>Usually close to accommodation, communications, first aid etc</li> </ul>		<b>Low</b>	
Fall from height, objects falling from above, trips and slips	Injury	Young people, staff	<ul style="list-style-type: none"> <li>Activities are specifically assessed by a practice run</li> <li>Low level, no activity above reach of participants</li> <li>Leader and other adults understand how to “spot” participants appropriately</li> <li>Young people involved in spotting are trained appropriately</li> <li>Group size and ratios suitable</li> <li>Proper briefing of young people, behaviour monitored and vigilance of all staff during activity particularly if participants blindfolded</li> </ul>		<b>Low</b>	
Equipment failure, use of equipment	Injury	Young people, staff	<ul style="list-style-type: none"> <li>Any equipment used is tested and found suitable for the task</li> <li>Lifting of heavy equipment is avoided or properly managed with clear briefings</li> </ul>		<b>Low</b>	
Illness or injury if away from base	Injury or illness	Young people, staff	<ul style="list-style-type: none"> <li>Group Leader first aid trained</li> <li>Information about existing medical conditions known by staff</li> <li>Accident/emergency procedures known by Leaders</li> <li>First aid equipment carried by party</li> </ul>	Medical information from parents Medication carried	<b>Low</b>	

**15 GENERIC RISK ASSESSMENT – SWIMMING AND PADDLING DURING EDUCATIONAL VISITS Page 1 of 3**

For swimming or paddling in natural waters Leader competence must be confirmed by LA Outdoor Education Adviser (OEA).

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
<p><b>Use of swimming pools</b></p>	<p>Drowning, injury</p>	<p>Young people, staff</p>	<ul style="list-style-type: none"> <li>• Preferably use local authority run pools during life guarded sessions</li> <li>• If swimming in other pools, complete a risk assessment checking the following points:                             <ul style="list-style-type: none"> <li>• There is constant pool supervision by qualified lifeguards during swimming sessions</li> <li>• There is resuscitator and other first aid equipment with someone trained to use them</li> <li>• Lifesaving equipment is adequate</li> <li>• Water temperature is appropriate</li> <li>• Water appears clear and is regularly tested for quality</li> <li>• Depth of water is suitable for group and activities</li> <li>• Changing facilities safe and hygienic</li> </ul> </li> <li>• Swimming, diving and other activities must be specifically risk assessed</li> <li>• Young people must be briefed as to how to behave in and around the water</li> <li>• If no life guard available a designated Leader must hold a relevant lifesaving award and act as a lifesaver</li> </ul> <p>In addition to lifesavers/lifeguards, sufficient Leaders must act as observers to swimmers.</p>	<p>Pre-visit - site specific risk assessment</p> <p>Inform parents and gain permission</p>	<p><b>Low</b></p>	

**15 GENERIC RISK ASSESSMENT – SWIMMING AND PADDLING DURING EDUCATIONAL VISITS Page 2 of 3**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
<p><b>Swimming</b> in sea or other natural waters</p>	<p>Drowning injury</p>	<p>Young people, staff</p>	<ul style="list-style-type: none"> <li>• Swimming is defined as activity in water above knee height on the young people involved</li> <li>• <u>Never</u> allow impromptu swimming</li> <li>• Use beaches with lifeguards if possible and ensure that they are aware of and realistically able to keep an overview of the group</li> <li>• If no lifeguards, at least one leader must hold a recognised outdoor lifesaving qualification and act as a lifesaver</li> <li>• Always check and risk assess the proposed venue <u>in advance and on the day</u> for tides, currents, rocks, weeds, nature of bottom and sides, (this will normally require an assessment from <u>in</u> the water). In a river or stream check up and downstream and consider possible sources of pollution. Also assess ability of pupils and staff for activities proposed</li> </ul> <p>Arrange:</p> <ul style="list-style-type: none"> <li>• Adequate ratio (1:10 young people maximum)</li> <li>• <b>Defined safe area for the water activity which is understood by all</b></li> <li>• Signals for distress and recall</li> <li>• Lifesaver and observers (some in sea but at least one adult to stay out of water)</li> <li>• Constant head counts</li> <li>• Briefing of young people and staff</li> </ul> <p>Guidance in DfES “Handbook for Group Leaders” and the leaflet “Group Safety at Water Margins”  <a href="http://www.teachernet.gov.uk/visits">http://www.teachernet.gov.uk/visits</a> must be read and followed</p>	<p>Pre-visit . Undertake site specific risk assessment and confer with Outdoor Education Adviser</p> <p>Inform parents and gain permission</p> <p>Reassess on day</p> <p>Brief young people and staff</p>	<p><b>Medium</b></p>	

**15 GENERIC RISK ASSESSMENT – SWIMMING AND PADDLING DURING EDUCATIONAL VISITS Page 3 of 3**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
<p><b>Paddling</b> in sea or other natural waters</p>	<p>Drowning injury</p>	<p>Young people, staff</p>	<p><u>Paddling is defined as activity in water up to mid calf height on the young people involved.</u></p> <p>Never allow impromptu paddling – always risk assess the proposed venue in advance for tides, currents, rocks, weeds, nature of bottom and sides, Also assess ability of young people and staff and activities proposed. Check up and down stream in rivers.</p> <p>Arrange:</p> <ul style="list-style-type: none"> <li>• Adequate ratio (1:10 young people maximum)</li> <li>• Safe area</li> <li>• Adults to be stationed in the water at the outer depth limits for young people</li> <li>• When time up, adults “herd” youngsters out of water</li> <li>• Signals for distress and recall</li> <li>• Constant head counts</li> <li>• Briefing of young people and staff</li> </ul> <p>Guidance in DfES “Handbook for Group Leaders” and the Leaflet “Group Safety at Water Margins”  <a href="http://www.teachernet.gov.uk/visits">http://www.teachernet.gov.uk/visits</a> must be read and followed</p>	<p>Pre-visit - site specific risk assessment and confer with Outdoor Education Adviser</p> <p>Inform parents and gain permission</p> <p>Reassess on day</p> <p>Brief young people and staff</p>	<p><b>Medium</b></p>	

## 16 GENERIC RISK ASSESSMENT – ESTABLISHMENT VISITS TO COASTAL LOCATIONS Page 1 of 1

Leader competence must be approved by LA OUTDOOR EDUCATION ADVISER (OEA) for the specific venue. Leader must have recent and relevant experience of venue.

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Extreme weather, cold or sun/heat injury	Cold injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Seasonal (usually April – October) activity, consideration of forecast, use of suitable clothing and equipment, dry spare clothing and emergency equipment</li> </ul>	Pre-planning, equipment lists to group, kit checked before departure	<b>Low</b>	
Sea, waves, tides, rip tides, shelving beaches, underwater hazards, exit routes cut off by tides or high seas etc	Drowning, injury	Young people, staff	<ul style="list-style-type: none"> <li>Guidance in DfES "Handbook for Group Leaders" and the Leaflet "Group Safety at Water Margins" available from <a href="http://www.teachernet.gov.uk/visits">http://www.teachernet.gov.uk/visits</a> must be followed</li> <li>Each venue must be visited and individually risk assessed by Leader with advice from coast guards, if necessary.</li> <li>Weather forecast obtained and Leader makes decision whether or not to proceed or adapt activity on basis of weather forecast and state of sea. Alternative activities are available</li> <li>Paddling and swimming not allowed except if organised according to LA policy and risk assessment 15</li> <li>Brief group to be aware of hazards on beach e.g. sharps, glass, faeces, slimy seaweed on rocks</li> <li>Brief care to avoid windblown or thrown sand in eyes</li> <li>Identify activity area and exit route and inform group</li> </ul>	<p>Written specific risk assessment and/or operating procedure</p> <p>Ongoing assessment by Leader at start and during activity</p> <p>Carry clean water as first aid to flush eyes</p>	<b>Low</b>	
Falls, falling rocks, cliffs	Possible fatality, injury	Young people, staff	<ul style="list-style-type: none"> <li>From site specific risk assessment decision made regarding route, supervision, location of activities and necessary of footwear etc</li> <li>Close supervision by experienced staff</li> </ul>	Pre-visit - site specific risk assessment and operating procedure as above	<b>Low</b>	
Group control	Drowning, injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Close supervision, large groups split into small groups each with Leader known to young people. Overall Leader remains in touch with all groups and can recall effectively. No impromptu swimming or paddling allowed, see swimming risk assessment</li> </ul>	Pre-planning of activities and supervision	<b>Low</b>	

**17 GENERIC RISK ASSESSMENT – ESTABLISHMENT VISITS TO FARMS Page 1 of 1**

**Leader competence must be approved through ESTABLISHMENT visit approval system. Leader must pre-visit venue. See Code of Practice 16 “Guidelines for Staff Organising Visits to Farms”**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Hazards on site including machinery, chemicals, slurry pits, animals, barbed wire, electric fences	Injury, possible fatality	Young people, staff	<p>Site is pre-visited by Leader and risk assessed. If farm is regularly open for ESTABLISHMENT visits, ask manager for their risk assessment for visiting groups and review this</p> <p>Plan visit and supervision to minimise risks</p> <ul style="list-style-type: none"> <li>• Avoid moving machinery</li> <li>• Do not climb on bales, walls or fences</li> <li>• Keep away from slurry tanks</li> <li>• Do not touch barbed wire or electric fences</li> <li>• Do not enter fields containing animals and do not touch or feed animals unless the farm personnel are supervising/give permission</li> </ul> <p>NB arrangements at farms can change daily. Reassess at start of visit.</p>	<p>Pre-visit, site risk assessment planning of visit briefing of staff and young people</p> <p>Ongoing assessment by leader at start and during activity</p>	<b>Low</b>	
Infection and illness (including EColi 0157)	Illness, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Follow hygiene rules in DfES document “Handbook for Group Leaders”</li> <li>• Avoid transmission of infection from hand to mouth</li> <li>• Check hand washing facilities on pre visit</li> <li>• Wash hands thoroughly before eating</li> <li>• Change or clean footwear before leaving site, wash hands</li> <li>• Recommended ratio for under fives is one adult to two children</li> <li>• Pregnant women avoid contact with lambing ewes</li> </ul>	Briefing of staff and young people	<b>Low</b>	
Group control	Injury, possible fatality	Young people staff	<ul style="list-style-type: none"> <li>• Close supervision, large groups split into small groups each with Leader known to young people. Leader of each group understands hazards and control measures. Overall Leader remains in touch with all groups</li> </ul>	Pre-planning of activities and supervision	<b>Low</b>	

18 GENERIC RISK ASSESSMENT – ACTIVITY LED BY ESTABLISHMENT – CYCLING Page 1 of 1

Leader competence must be approved by LA Outdoor Education Adviser (OEA). Depending on venue, Leader must be regular cyclist and have cycled route. For “mountain biking” on steep terrain, training required. For remote locations, other qualification required.

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Traffic accident	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Suitable route off-road or on quiet roads</li> <li>• Each route must be pre-cycled and individually risk assessed by leader with advice from LA Outdoor Education Adviser, if necessary</li> <li>• Supervision arranged: small groups usually max 12, two leaders, who are competent cyclists</li> <li>• Supervision planned for any serious road junctions etc</li> <li>• Helmets worn and fitted correctly</li> </ul>	<p>Written specific risk assessment and/or operating procedure</p> <p>Ongoing assessment by leader at start and during activity</p>	<b>Low</b>	
Fall onto bike	Injury	Young people, staff	<ul style="list-style-type: none"> <li>• Size of bike must be correct for rider. Check rider can “stand-over” the cross bar</li> </ul>		<b>Low</b>	
Mechanical fault	Possible fatality, injury	Young people, staff	<ul style="list-style-type: none"> <li>• Cycles used are road/route worthy. If young people are using own bikes, cycles brought to establishment for inspection by Leader prior to day. Unsuitable cycles not permitted</li> <li>• Simple tools and spares carried</li> <li>• Breakdown plan agreed. Young people must not be left on their own</li> </ul>	Information to parents stating standards required. Check size, steering, brakes, cycles, gears, helmets etc.	<b>Low</b>	
Group control, lost pupil	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Close supervision, two Leaders with each group. Maps carried. Large groups split into small groups each with Leaders known to young people. Overall Leader remains in touch with all groups and can re-group effectively at agreed points. Young people briefed as to what to do if lost.</li> </ul>	Pre-planning of route and supervision	<b>Low/ Medium</b>	

## 19 GENERIC RISK ASSESSMENT - ESTABLISHMENT LED ORIENTEERING Page 1 of 1

**Leader competence: Except for enclosed safe areas (e.g. ESTABLISHMENT site or centre) Leader competence must be approved by LA Outdoor Education Adviser (OEA). British Orienteering Federation (BOF) training (e.g.: BOF teacher/Leader, instructor, coach) required for certain locations and events.**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Natural and artificial hazards Running over rough ground, running through woodland areas	Injury	Young people, staff	<ul style="list-style-type: none"> <li>Use of suitable areas, site specific risk assessment with advice from technical adviser (BOF establishments Development Officer or regional coach)</li> <li>Appropriate footwear, full body cover advice to young people</li> <li>First aider present and first aid equipment available</li> </ul>	<p>Pre-visit - site specific risk assessment</p> <p>Information to young people and parents</p>	<b>Low</b>	
Extreme weather, cold or sun/heat injury	Cold injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Consideration of forecast, use of suitable clothing and equipment, dry spare clothing and emergency equipment; set suitable finish time. Arrange emergency procedures</li> </ul>	Pre-planning, equipment lists to group, kit checked before departure	<b>Low</b>	
Getting lost, abuse by public	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Each venue visited and individually risk assessed by Leader with advice from technical adviser</li> <li>Young people normally run in pairs</li> <li>Supervision planned particularly at key junctions</li> <li>Plan made for emergency e.g. lost pupil</li> <li>Provide accurate maps correctly copied or pre-marked in waterproof covering if necessary</li> </ul>	<p>Written specific risk assessment and/or operating procedure</p> <p>Ongoing assessment by Leader at start and during activity</p>	<b>Low</b>	
Pre existing medical condition (asthma, epilepsy, diabetes etc)	Illness possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Use recommended parental information and consent forms</li> <li>Ensure medication available</li> <li>Plan suitable courses using pairing, shadowing or close supervision as appropriate</li> </ul>	Obtain information from parents and ensure medication available	<b>Low</b>	

**20 GENERIC RISK ASSESSMENT – ESTABLISHMENT LED GROUP TO ORGANISED ORIENTEERING EVENT Page 1 of 1**

**Leader competence: at British Orienteering Federation (BOF) events, Leader should be a proficient orienteer, e.g. regular participant in local orienteering events. At introductory events specifically organised for ESTABLISHMENTS, Leaders may have limited experience but should attend pre-event briefing.**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Natural and artificial hazards, Running over rough ground, running through woodland areas	Injury	Young people, staff	<ul style="list-style-type: none"> <li>• Check that organised event is BOF approved</li> <li>• If BOF event, venue will have been risked assessed by organiser and suitable routes planned</li> <li>• Appropriate footwear, full body cover, advice to young people</li> </ul>	Information to young people and parents	<b>Low</b>	
Extreme weather, cold or sun/heat injury	Cold injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Consideration of forecast, use of suitable clothing and equipment, dry spare clothing and emergency equipment</li> </ul>	Pre-planning, equipment lists to group, kit checked before departure	<b>Low</b>	
Getting lost, abuse by public	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• At most events, there will be many orienteers on the course who will help minimise these hazards</li> <li>• Choose suitable routes for participants with advice from organisers if necessary</li> <li>• Assist young people with preparation for their run</li> <li>• Younger young people can run in pairs on easier courses</li> <li>• ESTABLISHMENT staff remain at agreed location (e.g. finish) so that young people can locate them</li> </ul>	Ongoing assessment by Leader at start and during activity	<b>Low</b>	
Pre-existing medical condition (asthma, epilepsy, diabetes etc)	Illness, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Use recommended parental information and consent forms</li> <li>• Ensure medication available</li> <li>• Plan suitable courses using pairing, shadowing or close supervision as appropriate</li> </ul>	Obtain information from parents and ensure medication available	<b>Low</b>	

BOF: British Orienteering Federation

## 21 GENERIC RISK ASSESSMENT – STANDING CAMPS Page 1 of 2

**Leader competence must be approved by ESTABLISHMENT approval system. Leader must have recent and relevant experience and/or training of camping and equipment to be used.**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Extreme weather, cold or sun/heat injury	Cold injury/ possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Seasonal (usually April – October) activity, consideration of forecast, use of suitable clothing and equipment, dry spare clothing and emergency equipment</li> </ul>	Pre-planning, equipment lists to group, kit checked before departure	<b>Low</b>	
Hazards on site and immediate surrounds	Drowning, falls, injury, possible fatality,	Young people, Staff	<ul style="list-style-type: none"> <li>Site must be visited and individually risk assessed</li> <li>Camp rules or operating procedure agreed to minimise risks</li> <li>Appropriate supervision arranged</li> </ul>	Written specific risk assessment and/or operating procedure Ongoing assessment by Leader during camp	<b>Low</b>	
Site security – unauthorised entry by intruder or exit by pupil	Possible fatality, injury	Young people, staff	<ul style="list-style-type: none"> <li>Site chosen with minimal public access</li> <li>Leaders sleep in tents close to young people (Leaders may sleep in tents with infant or special needs young people)</li> <li>Close supervision by experienced staff</li> <li>Local police informed of location if not using an established camp site</li> </ul>	Risks reduced but young people and parents understand all risks cannot be eliminated	<b>Low</b>	
Equipment failure	Injury	Young people, staff	<ul style="list-style-type: none"> <li>Equipment used has been properly maintained and checked before use. Erected by competent staff. Staff monitor guy lines and equipment daily</li> </ul>		<b>Low</b>	

21 GENERIC RISK ASSESSMENT – STANDING CAMPS Page 2 of 2

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Fire, heat hazards	Injury, burns, scalds, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Cooking tent is isolated from sleeping tents by at least 3 times height of tent</li> <li>• No smoking or naked flames in sleeping tents</li> <li>• Fire procedure understood by all</li> <li>• Fire extinguishers and fire blankets available. First aider trained in burn treatment</li> <li>• Flammable fuel and equipment only used by trained competent staff</li> <li>• Operating procedures agreed for use of cook tents</li> <li>• Young people only use light weight cooking equipment under close supervision by trained staff or assessed as competent by qualified Leader</li> </ul>	Leaders using standing camps must have previous relevant experience	<b>Low/ Medium</b>	
Hygiene	Illness	Young people, staff	<ul style="list-style-type: none"> <li>• Good practice followed. Leaders using kitchen have attended Basic Food Hygiene training or, at minimum, understand and follow guidance provided by LA.</li> <li>• “Elsan” type toilets are managed by trained staff</li> <li>• Toilets have adequate hand washing facilities</li> <li>• Hands are always washed before handling food</li> </ul>		<b>Low</b>	

## 22 GENERIC RISK ASSESSMENT – LIGHTWEIGHT CAMPING Page 1 of 2

LAders competence must be approved by LA OUTDOOR EDUCATION ADVISER (OEA). Usually LAders will hold ML, WGL, BELA or local approval and must have recent and relevant experience of camping and equipment to be used.

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Extreme weather, cold or sun/heat injury	Cold injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Seasonal (usually April – October) activity, consideration of forecast and amendment of plans if necessary, use of suitable clothing and equipment, dry spare clothing and emergency equipment</li> <li><span style="color: red;">Postpone or contact LA Outdoor Education Adviser if forecast unseasonal or unusual weather</span></li> </ul>	Pre-planning, equipment lists to group, kit checked before departure	<b>Low</b>	
Insufficient supervision of young people	Injury, possible fatality	Young people	<ul style="list-style-type: none"> <li>Competence of young people is assessed and monitored</li> <li>Young people are provided with sufficient supervision for their competence, age and behaviour</li> <li>Young people know how to contact staff/summon help</li> </ul>	Pre-assessment of competence particularly if remote supervision is planned	<b>Low</b>	
Hazards on route and campsites used	Drowning, falls, Injury possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Route is pre-planned, risk assessed and appropriately supervised (see appropriate walking or cycling risk assessment)</li> <li>Each camp site used pre-visited and risk assessed by Leader</li> <li>Sufficient supervision is provided at camp site ( indirect supervision is acceptable for competent young people)</li> <li><span style="color: red;">Where possible, give landowners/site managers contacts of supervisors in case of group causing disruption</span></li> <li><span style="color: red;">Large groups directly supervised overnight</span></li> </ul>	Written specific risk assessment and/or operating procedure Reassessment on arrival at site	<b>Low</b>	
Site security – unauthorised entry by intruder or exit by pupil	Possible fatality, injury	Young people, staff	<ul style="list-style-type: none"> <li>Sites chosen with minimal public access <span style="color: red;">and preferably away from pubs</span></li> <li>Leaders sleep on site unless young people trained and assessed as sufficiently competent to camp under indirect supervision</li> </ul>	Risks reduced but young people and parents understand all risks cannot be eliminated	<b>Low</b>	

## 22 GENERIC RISK ASSESSMENT – LIGHTWEIGHT CAMPING Page 2 of 2

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Fire, heat hazards	Injury, burns, scalds possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Use of flammable substances is at least <b>2 metres</b> away from tents</li> <li>• <b>Tents pitched 2 metres apart</b></li> <li>• Equipment used has been properly maintained and checked before use</li> <li>• No smoking or naked flames in sleeping tents</li> <li>• Fire procedure understood by all</li> <li>• Leader (or if indirectly supervised, young people) trained in burn treatment</li> <li>• Flammable fuel and cooking equipment only used by trained competent staff and young people (or by young people under close supervision of trained and competent staff)</li> <li>• Procedures agreed for use of stoves and refuelling</li> </ul>	Training in use of stoves must be provided by ML, WGL or BELA qualified staff or other staff approved by LA OEA	<b>Low/ Medium</b>	
Hygiene	Illness	Young people staff	<ul style="list-style-type: none"> <li>• Good practice followed. Groups are trained in basic hygiene</li> <li>• Hands are washed before handling food</li> </ul>		<b>Low</b>	

## 23 GENERIC RISK ASSESSMENT- ACTIVITY LED BY ESTABLISHMENT – CAVING AND MINE UNDERGROUND EXPLORATION

Page 1 of 2

In addition to evidence of recent and relevant experience, leader must hold an appropriate National Caving Association qualification for the system and route they intend to lead and be approved by the LA Outdoor Education Adviser (OEA) (advised by a technical adviser holding a Caving Instructor Certificate (CIC)).

HAZARD	RISK	PEOPLE AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Avoidable objective dangers/unsuitable route for ability of group	Disabling or fatal injury	Young people, staff	<ul style="list-style-type: none"> <li>Route has been specifically risk assessed and is on the leaders list of approved caves/mines in LCMLA logbook page (unless CIC holder). Leader continually assesses risk during activity</li> <li>Leader has up to date local knowledge / advice from appropriate local caving organisation (e.g. PICA/DCA etc) or CIC holders about system being visited</li> <li>Ability/experience of group taken into account</li> </ul>	Written site specific risk assessment (and operating procedures if appropriate)	Low	
Fall from height, objects falling from above, holes in floor, trips and slips	Disabling or fatal injury	Young people, staff	<ul style="list-style-type: none"> <li>Leader and other adults understand how to “spot” participants appropriately</li> <li>Leader uses ropes as trained</li> <li>Young people involved in spotting are trained appropriately</li> <li>Group size and ratios suitable (usually up to 12 students with additional adult)</li> <li>Helmets and suitable footwear worn</li> <li>Proper briefing of young people, behaviour monitored and vigilance of all staff during activity</li> </ul>		Low	
Flooding	Drowning	Young people, staff	<ul style="list-style-type: none"> <li>Knowledge of system</li> <li>Observation of weather several days before trip and forecast on the day</li> </ul>		Low	
Pollution Slow moving water	Illness (Radon, Weil's disease etc )		<ul style="list-style-type: none"> <li>Provision of protective outer clothing</li> <li>Young people briefed re hygiene</li> <li>Young people and parents briefed re risks and action required (if appropriate)</li> <li>Cuts covered before trip</li> </ul>	Gloves provided if appropriate to system Information to parents	Low	

## 23 GENERIC RISK ASSESSMENT- ACTIVITY LED BY ESTABLISHMENT – CAVING AND MINE UNDERGROUND EXPLORATION

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HAZARD	RISK	PEOPLE AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Deep water, flooded passages	Drowning	Young people, staff	<ul style="list-style-type: none"> <li>• Use of appropriate caves/mines to ability of group</li> <li>• Briefing of group (e.g. near sumps)</li> <li>• Suitable equipment/clothing/emergency equipment</li> <li>• Avoid entering /diving any sumps</li> </ul>	Generally not advisable to enter deep water with groups. Unusually may be appropriate for small group with prior caving experience to wade deep water – seek advice from CIC holder	<b>Low</b>	
Cold temperatures (including surface hazard)	Disabling or fatal injury	Young people, staff	<ul style="list-style-type: none"> <li>• Adequate protective clothing and equipment</li> <li>• Check weather forecast/account of surface water temperature if active stream cave</li> <li>• Ability to change plans if weather inappropriate</li> </ul>	Kit list to parents; kit checked before departure	<b>Low</b>	
Illness or injury	Disabling or fatal injury or illness	Young people, staff	<ul style="list-style-type: none"> <li>• Group LAder first aid trained</li> <li>• Information about existing medical conditions known by staff</li> <li>• Accident/emergency procedures known by LAders</li> <li>• First aid equipment carried by party</li> </ul>	Medical information from parents  Medication carried	<b>Low</b>	

DCA: Derbyshire Cave Association

PICA - Peak Instructed Caving Affiliation

LCMLA - Local Cave/Mine Leader Assessment

## 24 GENERIC RISK ASSESSMENT - ACTIVITY LED BY ESTABLISHMENT – DINGHY SAILING Page 1 of 2

In addition to evidence of recent and relevant experience, the leader of any sailing session must hold an RYA senior Instructor Certificate with tidal endorsement if sailing on tidal waters. Leader must also be approved by LA OUTDOOR EDUCATION ADVISER (OEA).

HAZARD	RISK	PEOPLE AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Avoidable objective dangers/unsuitable location	Disabling or fatal injury	Young people, staff	<ul style="list-style-type: none"> <li>Location is an RYA approved sailing centre or location has been specifically assessed by technical adviser - Senior Instructor minimum - as suitable for activity planned</li> <li>Ability/experience of group taken into account</li> </ul>	Written site specific risk assessment (and operating procedures if appropriate)	<b>Low</b>	
Water environment	Drowning	Young people, staff,	<ul style="list-style-type: none"> <li>A senior Instructor is present and overseeing all activities</li> <li>Young people supervised in RYA recommended ratios by qualified staff whilst sailing</li> <li>Staff hold first aid and resuscitation awards</li> <li>Rescue craft are provided to RYA recommendations</li> <li>Shore location risk assessed and young people on shore are suitably supervised</li> <li>Personal buoyancy meets RYA recommendations and LAders check always worn when afloat</li> <li>All craft have suitable buoyancy</li> </ul>		<b>Low</b>	
Equipment failure	Drowning	Young people, staff	<ul style="list-style-type: none"> <li>All equipment is checked before use; an equipment log is maintained and an annual maintenance programme is undertaken</li> </ul>		<b>Low</b>	
Head injury	Injury	Young people, Staff	<ul style="list-style-type: none"> <li>Participants are trained re risk. Helmets and padded booms used if conditions dictate with beginners</li> </ul>		<b>Low</b>	

**24 GENERIC RISK ASSESSMENT - ACTIVITY LED BY ESTABLISHMENT – DINGHY SAILING**

HAZARD	RISK	PEOPLE AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Exposure to weather	Hypothermia	Young people, staff	<ul style="list-style-type: none"> <li>• Suitable clothing and footwear</li> <li>• Plan for young people who may do not bring suitable clothing – check before departure and/or bring spares</li> <li>• Shelter and changing arrangements provided</li> <li>• Weather forecast obtained, wind and water conditions constantly monitored and activity adjusted accordingly; alternative programme available if conditions unsuitable</li> <li>• Emergency telephone available</li> </ul>	Provide clear information re suitable clothing and equipment to young people and parents	<b>Low</b>	
Pollution	Illness	Young people, staff	<ul style="list-style-type: none"> <li>• Young people and parents briefed re Weil's diseases and any other specific risks</li> </ul>		<b>Low</b>	

## 25 GENERIC RISK ASSESSMENT - ACTIVITY LED BY ESTABLISHMENT – CANOEING/ KAYAKING Page 1 of 2

In addition to evidence of recent and relevant experience, the leader must hold the appropriate BCU qualification for the activity proposed and be approved by the LA Outdoor Education Adviser (OEA).

HAZARD	RISK	PEOPLE AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Avoidable objective dangers/unsuitable location	Disabling or fatal injury	Young people, staff	<ul style="list-style-type: none"> <li>Location has been specifically assessed by technical adviser - BCU coach level 3 minimum - as suitable for activity planned</li> <li>Ability/experience of group taken into account</li> <li>weather forecast obtained, weather and water conditions constantly monitored and activity adjusted accordingly; alternative programme available if conditions unsuitable</li> </ul>	Written site specific risk assessment (and operating procedures if appropriate)	<b>Low</b>	
Water environment	Drowning, injury	Young people, staff,	<ul style="list-style-type: none"> <li>The leader holds the appropriate BCU qualification for; the craft, the water (inland or sea) and conditions prevailing</li> <li>Leader follows BCU code of practice</li> <li>Young people supervised in BCU recommended ratios by qualified staff</li> <li>Young people on shore are suitably supervised</li> <li>The Leader holds first aid and resuscitation awards</li> <li>Personal buoyancy meets BCU recommendations and Leaders check buoyancy always worn correctly when afloat</li> <li>All boats have suitable buoyancy</li> <li>Equipment as recommended by BCU is carried and used as appropriate. Participants are appropriately trained in use</li> </ul>		<b>Low</b>	
Equipment failure	Drowning	Young people, staff	<ul style="list-style-type: none"> <li>All equipment is checked before use; an equipment log is maintained and an annual maintenance programme is undertaken</li> </ul>	Monitoring programme in place	<b>Low</b>	
Head injury	Injury	Young people, staff	<ul style="list-style-type: none"> <li>Helmets used if conditions dictate</li> </ul>		<b>Low</b>	

**25 GENERIC RISK ASSESSMENT - ACTIVITY LED BY ESTABLISHMENT – CANOEING/ KAYAKING** Page 2 of 2

HAZARD	RISK	PEOPLE AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Water quality	Illness	Young people, staff	<ul style="list-style-type: none"> <li>• Local advice taken re water quality</li> <li>• Open cuts and sores covered</li> <li>• Young people and parents briefed re Weil's disease and action to take if appropriate</li> </ul>		<b>Low</b>	
Exposure to weather	Hypothermia	Young people, staff	<ul style="list-style-type: none"> <li>• Suitable clothing and footwear and change of clothes</li> <li>• Spare clothing and emergency equipment available to group</li> <li>• Plan for young people who may do not bring suitable clothing – check before departure and/or bring spares</li> <li>• Weather forecast obtained, wind and water conditions constantly monitored and activity adjusted accordingly</li> <li>• Emergency telephone available</li> </ul>	Provide clear information re suitable clothing and equipment to young people and parents.	<b>Low</b>	

## 26 GENERIC RISK ASSESSMENT - ACTIVITY LED BY ESTABLISHMENT – WHITE WATER RAFTING Page 1 of 2

In addition to evidence of recent and relevant experience, the leader must hold the appropriate BCU qualification for the activity proposed and be approved by the LA Outdoor Education Adviser (OEA).

HAZARD	RISK	PEOPLE AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Avoidable objective dangers/unsuitable location	Disabling or fatal injury	Young people, staff	<ul style="list-style-type: none"> <li>Unless using Holme Pierrepont, location has been specifically assessed by technical adviser - approved by LA OEA with advice by BCU -as suitable for activity planned</li> <li>Ability/experience of group taken into account</li> <li>Weather forecast obtained, weather and water conditions constantly monitored and activity adjusted accordingly; alternative programme available if conditions unsuitable</li> </ul>	Written site specific risk assessment and operating procedures	<b>Low</b>	
Water environment	Drowning, injury	Young people, staff	<ul style="list-style-type: none"> <li>The leader holds the BCU Raft Guide Award</li> <li>Leader follows BCU code of practice</li> <li>Young people supervised in BCU recommended ratios by qualified staff</li> <li>Any young people not in the raft are suitably supervised</li> <li>The leader holds first aid and resuscitation awards</li> <li>Personal buoyancy meets BCU recommendations and leaders check buoyancy always worn correctly when afloat</li> <li>All boats have suitable buoyancy</li> <li>Equipment as recommended by BCU is carried and used as appropriate. Participants are appropriately trained in use</li> </ul>		<b>Low</b>	
Equipment failure	Drowning	Young people, staff	<ul style="list-style-type: none"> <li>All equipment is checked before use; an equipment log is maintained and regular maintenance programme is undertaken</li> </ul>	Monitoring programme in place	<b>Low</b>	
Head injury	Injury	Young people, staff	<ul style="list-style-type: none"> <li>Helmets used</li> </ul>		<b>Low</b>	
Water quality	Illness	Young people, staff	<ul style="list-style-type: none"> <li>Local advice taken re water quality</li> <li>Open cuts and sores covered</li> <li>Young people and parents briefed re Weil's disease and action to take if appropriate</li> </ul>		<b>Low</b>	

**26 GENERIC RISK ASSESSMENT - ACTIVITY LED BY ESTABLISHMENT – WHITE WATER RAFTING** Page 2 of 2

HAZARD	RISK	PEOPLE AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Exposure to weather	Hypothermia	Young people, staff	<ul style="list-style-type: none"> <li>• Suitable clothing and footwear and change of clothes</li> <li>• Spare clothing and emergency equipment available to group</li> <li>• Plan for young people who may/do not bring suitable clothing – check before departure and/or bring spares</li> <li>• Weather forecast obtained, wind and water conditions constantly monitored and activity adjusted accordingly</li> <li>• Emergency telephone available</li> </ul>	Provide clear information re suitable clothing and equipment to young people and parents	<b>Low</b>	

## 27 GENERIC RISK ASSESSMENT – NARROWBOATING, USE OF CANAL BOATS OR MOTOR BOATS ON CANALS OR RIVERS

### Page 1 of 2

In addition to evidence of recent and relevant experience, the leader must hold the appropriate qualification for the activity proposed and be approved by the LA Outdoor Education Adviser (OEA).

HAZARD	RISK	PEOPLE AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Route taken	Disabling or fatal injury	Young people, staff	<ul style="list-style-type: none"> <li>• Skipper has prior knowledge of route</li> <li>• Route is suitable for ability/experience of group</li> <li>• Weather forecast obtained, weather and water conditions constantly monitored and activity adjusted accordingly</li> </ul>		<b>Low</b>	
Water environment	Drowning, injury	Young people, staff	<ul style="list-style-type: none"> <li>• The skipper holds suitable qualification for the boat and water: either (RYA Inland Waters Helmsman with river and tidal endorsement if appropriate or Community Boat Association Certificate in Community Boat Management or DTI Boatmaster Certificate)</li> <li>• Young people supervised by at least one other adult in addition to skipper. This adult should pre visit the boat and meet skipper to become familiar with the boat and procedures</li> <li>• At least one leader holds first aid and resuscitation awards</li> <li>• Personal buoyancy meets RYA recommendations and leaders check buoyancy always worn correctly Buoyancy is always worn by young people and adults on whilst on deck on rivers if boat is moving; worn on canals unless assessment by skipper of group and prevailing conditions suggest safe not to do so.</li> <li>• Entry and exit of boats managed and supervised</li> <li>• Ramps and hoists (for people with disabilities) are used by trained staff</li> <li>• Young people and staff briefed at start of journey re rules, procedures and sensible behaviour</li> </ul>	There is a tested written operating procedure for use of boat by groups of young people or skipper and leader write specific risk assessment and control measures for the venture	<b>Low</b>	
Locks, operation of winches and lock gates	Drowning, injury	Young people, staff	<ul style="list-style-type: none"> <li>• Skipper provides clear instructions and management</li> <li>• Close supervision of young people</li> <li>• Buoyancy aids worn by young people and staff (skipper has discretion to decide not to wear buoyancy depending on nature of lock)</li> </ul>		<b>Low</b>	

## 27 GENERIC RISK ASSESSMENT – NARROWBOATING, USE OF CANAL BOATS OR MOTOR BOATS ON CANALS OR RIVERS

Page 2 of 2

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Boat and equipment	Drowning, fire, injury	Young people, staff	<ul style="list-style-type: none"> <li>Boat has British Waterways/National Rivers Authority Boat Safety Certificate</li> <li>Vessel and equipment is always checked before use; an equipment log is maintained and regular maintenance programme is undertaken</li> <li>Consideration is given to layout of stern and helming area and skipper takes action to avoid risk of anyone falling overboard by, for example, being pushed by the tiller</li> <li>Boats with gas have gas alarm</li> <li>Skipper trained in fire procedures and use of extinguishers</li> <li>Safety briefing for young people and staff</li> </ul>		Low	
Water quality	Illness	Young people, staff	<ul style="list-style-type: none"> <li>Local advice taken re water quality</li> <li>Open cuts and sores covered</li> <li>Young people and parents briefed re Weil's disease and action to take if appropriate</li> </ul>		Low	
Exposure to weather	Hypothermia	Young people, staff	<ul style="list-style-type: none"> <li>Suitable clothing and footwear and change of clothes</li> <li>Spare clothing and emergency equipment available to group</li> <li>Plan for young people who may do not bring suitable clothing – check before departure and/or bring spares</li> <li>Weather forecast obtained, wind and water conditions constantly monitored and activity adjusted accordingly</li> <li>Emergency telephone available</li> </ul>	Provide clear information re suitable clothing and equipment to young people and parents	Low	

## 28 GENERIC RISK ASSESSMENT - TRAVEL TO DEVELOPING COUNTRIES/ EXPEDITIONS TO REMOTE AREAS ABROAD

### Page 1 of 2

The leader must have specific in-country and activity experience or the journey must be organised by a reputable and experienced organisation who can provide a well researched and planned venture, appropriate leadership, UK and in-country support. All arrangements must be approved by the LA before any commitment is made. A specific written risk assessment related to the country(s) visited and the activities must be completed with advice from the LA Outdoor Education Adviser (OEA)

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Security, civil unrest, crime, terrorist activity	Possible fatality or injury, loss	Young people, adults	<ul style="list-style-type: none"> <li>Refer to and follow all available Foreign Office advice; also advice from in-country hosts and contacts</li> <li>Whole group to be well briefed and aware of risks and precautions and emergency procedures</li> <li>Produce specific risk assessment and control measures for country of travel – amend risk assessment if situation changes, be ready to amend plans if necessary</li> </ul>	Make an early decision on the advisability of visiting any particular country. Monitor situation and maintain contacts up to departure and until end of trip. Inform parents of risks and precautions	<b>Medium/ Low depending on country</b>	
In country travel transport	Road traffic accident	Young people, staff	<ul style="list-style-type: none"> <li>Plan travel to reduce risks, usually avoid travel on local buses, avoid travel at night, use vehicles with seatbelts if available</li> </ul>	Refer to Foreign Office website; inform parents of risks	<b>Medium</b>	
Insurance	Under-insured, not covered	Young people, staff	<ul style="list-style-type: none"> <li>Check programme and level of cover with SCC Insurance Section. Ensure travel is arranged through a bonded agency</li> </ul>		<b>Low</b>	
Health, hygiene	Food poisoning, illness, effects of attitude, hypothermia, heat related	Young people, staff	<ul style="list-style-type: none"> <li>Leaders must research hazards in areas to be visited</li> <li>All participants must be briefed re possible hazards and trained in precautions required</li> </ul>	Training required	<b>Medium</b>	

## 28 GENERIC RISK ASSESSMENT - TRAVEL TO DEVELOPING COUNTRIES/ EXPEDITIONS TO REMOTE AREAS ABROAD

Page 2 of 2

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Walking, trekking, mountaineering, jungle travel, safari, back country and remote experience etc	Drowning, falls, illness far from medical help	Young people, staff	<ul style="list-style-type: none"> <li>The Outdoor Education Advisers Panel guidelines should be followed in the planning of any expedition (available from OEA)</li> <li>Route must be pre-planned</li> <li>Plan is suitable for young people' competence and fitness; young people are provided with adequate training</li> <li>Route and leaders' qualifications must be approved by LA OEA</li> <li>Competence of guides used must be assessed</li> <li>Assistant leader must have competence to lead group back to safety</li> <li>Leader must be first aid at work plus first aid trained for remote situations; assistant leader must have two day HSE approved first aid training</li> <li>Communications must allow rescue to be summoned effectively with minimum delay; areas where difficulty of evacuation could be life threatening should not be used</li> <li>Specific risks of locality (terrain, rivers, wildlife, weather patterns, culture etc) must be specifically assessed</li> </ul>	Refer to LA OEA. A training plan required Scope for rescue and evacuation must be considered, before the location is finalised Parents must be informed of hazards and level of risk	<b>Medium</b>	
Accommodation	Fire, security	Young people, staff	<ul style="list-style-type: none"> <li>Accommodation must be assessed in relation to risks of fire and security. Plans must be made for evacuation in the event of emergency and the group briefed</li> </ul>	Parents must be informed of risks involved	<b>Low</b>	
Adventure activities (e.g. rafting) etc	Drowning, falls, injury, possible fatality	All participants	<ul style="list-style-type: none"> <li>ESTABLISHMENTS must refer to LA OEA before committing to any ventures. Providers of such activities must be able to demonstrate adequate competence and experience and risk assessment of the activity</li> </ul>	Pre-planning and parental approval required before the journey	<b>Medium</b>	
Programme/ itinerary	Injury, possible fatality	All participants	Specific risk assessment must cover all aspects of visit	Specific assessment of itinerary required	<b>Low</b>	

**29 GENERIC RISK ASSESSMENT - SPORTS MATCHES (including after-normal hours away matches) Page 1 of 1**  
**Follow LA generic risk assessments 1 ALL VISITS and 2 TRAVEL plus:**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Parents inadequately informed	Parental anxiety/lack of parental approval	Young people, parents	<ul style="list-style-type: none"> <li>Parents informed in writing of their child's involvement in sports fixtures including accurate dates and times</li> <li>It is good practice to obtain parental consent for after-hours activities - this could be a general consent covering a term or year</li> </ul>	Provide parents with written information	<b>Low</b>	
Travel	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Follow LA generic risk assessment for travel</li> <li>Foresee any use of private cars and ensure parental permission is given if young people are to be transported in private cars, taken home by other parents etc</li> </ul>	Gain parental consent for use of private cars	<b>Low</b>	
Inadequate supervision	Injury, possible fatality	Young people	<ul style="list-style-type: none"> <li>Pre-plan supervision and ensure sufficient staff to provide suitable supervision for young people participating and spectating, changing etc, and to deal with any injuries or emergencies</li> <li>Ensure young people understand arrangements</li> <li>Have a list of who is in the group. Head count especially when leaving establishment on arrival and departure</li> </ul>	Inform staff and young people of arrangements	<b>Low</b>	
Return from visits after ESTABLISHMENT hours	Injury, possible fatality	Young people	<ul style="list-style-type: none"> <li>Return is pre-planned and parents are informed where to collect young people from (or it is pre-agreed with parents that older young people will walk home)</li> <li>Suitable arrangements are made for any young people whose parents fail to collect them</li> </ul>	Include in information to parents	<b>Low</b>	

**30 GENERIC RISK ASSESSMENT - ACTIVITIES LOCAL TO THE ESTABLISHMENT (including locality studies, traffic surveys, visits to local church etc.)**

Page 1 of 1

Follow LA generic risk assessments 1 *ALL VISITS* and 2 *TRAVEL* plus specifically consider:

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS / ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Parents unaware of activity	Parental concern	Young people and parents	<ul style="list-style-type: none"> <li>Follow LA and ESTABLISHMENT's agreed policy for "routine" visits including informing parents annually or specifically that children will be off-site</li> </ul>	Information to parents	<b>Low</b>	
Traffic accident	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Follow LA Generic Risk Assessment 2. TRAVEL</li> <li>Think through journey to be made and plan supervision accordingly</li> <li>If a traffic survey, plan suitable low risk locations for young people to operate from</li> <li>Brief young people and staff</li> </ul>		<b>Low</b>	
Pupil separated from group, abuse by member of the public	Injury, possible fatality	Young people	<ul style="list-style-type: none"> <li>Pre-plan supervision and ensure sufficient staff</li> <li>Ensure young people understand arrangements, that they are part of a establishment party and must stay with group and follow instructions</li> <li>Have a list of who is in the group. Head count when leaving establishment and returning to establishment and at key points e.g. when leaving a building or venue</li> </ul>	Information to parents	<b>Low</b>	
Remote supervision	Injury, possible fatality	Young people	<ul style="list-style-type: none"> <li>If remote supervision proposed, plan activity with reference to control measures in generic risk assessment 1</li> </ul>		<b>Low</b>	
Illness or accident	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Ensure sufficient supervisors to deal with an incident and care for rest of group</li> <li>Take mobile phone to be able to call establishment or emergency services</li> <li>Young people have medication if necessary (e.g. asthma inhalers)</li> <li>One leader to be responsible for first aid and carry first aid kit</li> <li>If conducting a litter survey arrange suitable protective gloves and equipment if young people are to handle litter</li> <li>Ensure group have protective clothing for prevailing weather</li> </ul>	Ensure plan in place and all understand this	<b>Low</b>	
Behaviour or special needs of individual young people	Injury or possible fatality	Young people	<ul style="list-style-type: none"> <li>Suitable arrangements are made for any young people with special educational needs (see generic Risk Assessment 1 <i>ALL VISITS</i>)</li> </ul>		<b>Low</b>	

**31 GENERIC RISK ASSESSMENT - CONSERVATION, SHELTER BUILDING, NIGHTLINES, BLINDFOLD TRAILS OTHER WOODLAND ACTIVITIES** Page 1 of 1

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Use of tools, natural materials	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Supervision by trained staff (i.e. trained conservation rangers/workers or establishment staff trained in the use of tools)</li> <li>Appropriate protective clothing and equipment (eye protection, gloves, boots, full arm and leg cover, as judged necessary by staff)</li> <li>Supervision in appropriate ratios</li> </ul>		Low	
Building shelters with natural materials	Injury or possible fatality from materials or structure falling onto participants	Young people, staff	<ul style="list-style-type: none"> <li>Build on level ground</li> <li>Use suitably sized materials for age and size of young people</li> <li>Operating procedures are planned and agreed including size and type of materials that can be used and means of carrying and lifting</li> <li>Young people and staff to continually assess suitability of materials for soundness and stability of structure built</li> <li>Young people may not enter shelter until it is assessed for stability by staff (do not sleep in shelters)</li> <li>Do not pick or use living material, litter or waste</li> <li>After activity ends dismantle shelters with care (main supports last) and leave area as undisturbed as possible</li> </ul>		Low	
Blindfold activities, nightline	Eye injury, trip injury	Young people	<ul style="list-style-type: none"> <li>Area/route used specifically assessed for hazards</li> <li>If necessary, eye protection used (Goggles on top of blindfolds to protect from branches etc)</li> <li>Young people briefed re hazards and care required</li> <li>If at night, leaders have effective torches</li> </ul>		Low	
Pupil separated from group, abuse by public	Injury, possible fatality	Young people	<ul style="list-style-type: none"> <li>Pre-plan supervision and ensure sufficient staff</li> <li>Ensure young people understand arrangements</li> <li>Young people know how to contact staff if working remotely</li> </ul>	Brief young people and staff	Low	
Poisoning, infection, accident	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>Assess risks in specific environment used</li> <li>Brief young people re poison/infection hazards</li> <li>Arrange suitable protective gloves and equipment if risk assessment suggests necessary</li> <li>Supervision and first aid provision (see Generic RA 1)</li> </ul>		Low	

**32 GENERIC RISK ASSESSMENT - VISITS TO AMUSEMENT, LEISURE OR THEME PARKS, LARGE PUBLIC ATTRACTIONS etc**  
**Page 1 of 2**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Lack of focus of young people on activity	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Clear educational purpose understood by young people and leaders</li> <li>• Clear structure for visit which is of a suitable length</li> </ul>		Low	
Rides, machinery and theme park attractions	Injury, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Use publicly well recognised, usually permanent or semi-permanent facilities</li> <li>• Theme parks should be able to provide documentation which shows that they are run according to the Amusement Devices Inspection Procedures Scheme (ADIPS) or other HSE recognised scheme, and the attraction has £5m public liability insurance</li> <li>• young people and staff have copies of park rules and regulations and map of site; prior discussion of hazards and control measures, including behaviour required</li> </ul>	Pre-visit check Briefing of young people and information to parents	Low	
Pupil separated from group, assault, abuse by public, lack of adequate supervision	Injury, possible fatality	Young people	<ul style="list-style-type: none"> <li>• Site pre visited by Leader who seeks advice from management on procedures for groups</li> <li>• The site is fenced and/or has a clear boundary</li> <li>• Park managers aware of group presence and has mobile phone number of group Leader. Leaders can contact park manager quickly if necessary.</li> <li>• Pre-planned supervision with sufficient staff, careful head counts at arrival and departure, all staff carry lists of young people. Staff can communicate with each other by phones or radios.</li> <li>• Young people work in groups and understand responsibility to look out for others; young people never on their own</li> <li>• Leaders and young people understand arrangements including time and place of meetings. Central meeting point arranged staffed by fulltime rota or at very regular times</li> <li>• Arrangements made clear to parents</li> </ul>	Information to parents re hazards and supervision arrangements  Briefing of young people and staff	Low	

**32 GENERIC RISK ASSESSMENT - VISITS TO AMUSEMENT, LEISURE OR THEME PARKS, LARGE PUBLIC ATTRACTIONS etc**  
**Page 2 of 2**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Emergency	Young people, staff separated from group	Young people, staff	<ul style="list-style-type: none"> <li>• Leader researches site's provision for emergencies such as staff with radio/telephone contacts, first aid facilities etc and group briefed on these. Young people in difficulty know to contact site staff</li> <li>• Young people and staff know what to do and where to meet on site in emergency.</li> <li>• Young people and staff also know how to identify and locate coach in coach park</li> </ul>	Briefing of staff and young people	<b>Low</b>	
Fear and anxiety		Young people, staff	<ul style="list-style-type: none"> <li>• Awareness of special needs, medical conditions and personalities in group</li> <li>• Progressive use of rides (less demanding/scary first)</li> <li>• Awareness of coping strategies e.g. say "no" to peer pressure</li> </ul>	Briefing of young people	<b>Low</b>	
Terrain features e.g. water, cliffs, steep ground	Injury or possible fatality	Young people, staff	Young people briefed re: <ul style="list-style-type: none"> <li>• Requirement to obey notices and theme park instructions</li> <li>• Awareness of water hazards and what to do in case of incident</li> <li>• No unauthorised/unsupervised entry into or onto water for swimming, paddling or rides, water-sports, boats etc</li> </ul>	Briefing of young people	<b>Low</b>	

**33 GENERIC RISK ASSESSMENT - CASTLES, HISTORIC BUILDINGS, MUSEUMS etc Page 1 of 1**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Site hazards	Injury, death	Pupils, staff	<ul style="list-style-type: none"> <li>• Site pre visited by leader who seeks advice from management on procedures for groups. Any specific areas of particular hazard (big drops, steep stairs, water areas etc) identified and procedure/controls agreed (some sites now provide lists of potential hazards and control measures for school groups)</li> </ul>	Pre visit Briefing of staff and pupils	Low	
Pupil separated from group, assault, abuse by public, theft, lack of adequate supervision	Injury, death	Pupils	<ul style="list-style-type: none"> <li>• The site is enclosed and/or has a clear boundary</li> <li>• Check site 'lost and found' arrangements</li> <li>• Pre-planned supervision with sufficient staff, careful head counts at arrival and departure and during visit, staff carry lists of pupils. On large sites, staff communicate with each other by phones if possible</li> <li>• If pupils are remotely supervised, they work in groups and understand responsibility to look out for others; pupils never on their own. Central meeting point arranged staffed by fulltime rota or at very regular times</li> <li>• Leaders and pupils understand arrangements including time and place of meetings</li> <li>• Pupils briefed re sensible personal security</li> </ul>	Pre visit Briefing of pupils and staff	Low	
Emergency, fire alarm etc	Pupils, staff separated from group	Pupils, staff	<ul style="list-style-type: none"> <li>○ If alarm sounds evacuate buildings by nearest exits</li> <li>• Follow site staff instructions</li> <li>• When outside buildings, leaders should gather group together and complete head count</li> </ul>	Briefing of staff and pupils	Low	
Lack of focus by pupils on activity	Injury, death	Pupils, staff	<ul style="list-style-type: none"> <li>• Educational purpose understood by pupils and leaders</li> <li>• Structure for learning activity which is of suitable length</li> </ul>	Obtain or design learning materials	Low	

**34 GENERIC RISK ASSESSMENT - PLAYGROUNDS AND ADVENTURE PLAYGROUNDS** Page 1 of 1

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
Site hazards	Injury, death	Pupils, staff	<ul style="list-style-type: none"> <li>• Unless the venue is supervised by site staff (who undertake this role) before pupils use the playground, leaders check site for sharps, animal faeces, broken glass and broken equipment</li> <li>• Identify any areas or equipment you consider unsafe/unsuitable and inform group</li> <li>• Equipment designed for one person (e.g. a normal swing) should only be used by one person at any one time</li> <li>• Leaders supervise pupils to ensure equipment is used as it is intended and pupils are standing clear of danger while other pupils are on moving or high elements.</li> <li>• No jumping from top of equipment or climbing over safety barriers etc</li> </ul>	Pre visit recommended and on-going risk assessment required	Low	
Pupil separated from group, assault, abuse by public	Injury, death	Pupils	<ul style="list-style-type: none"> <li>• The site is fenced and/or has a clear boundary</li> <li>• Pre-planned supervision with sufficient staff, careful head counts at arrival and departure and during visit, staff carry lists of pupils</li> </ul>		Low	

### 35 GENERIC RISK ASSESSMENT - FISHING (ANGLING) Page 1 of 1

Leader in charge must be an experienced and regular angler in the type of fishing being undertaken and the location used.

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Environment – bank and water  Weather conditions	Slips, trips, falling, drowning, hypothermia	Young people, staff	<ul style="list-style-type: none"> <li>• Selection of suitable site known to Leader</li> <li>• Monitoring of water and weather conditions</li> <li>• Continuous observation of all in group</li> <li>• Suitable footwear worn</li> <li>• Young people briefed and supervised re approach to and departure from water</li> <li>• Forecast checked and suitable clothing, food and drinks brought</li> <li>• Leader trained in retrieving person fallen in water</li> <li>• Throw line and spare emergency clothing brought</li> </ul>	Briefing of young people and parents	Low	
Hooks or other equipment	Injury	Young people staff	<ul style="list-style-type: none"> <li>• Equipment used by beginners under competent supervision; young people instructed in correct use.</li> </ul>	Briefing of young people	Low	
Infection including Weil's Disease	Infection, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Sites used have no obvious high vermin infestation</li> <li>• Group briefed re Weil's Disease, prevention, symptoms and action required if ill</li> <li>• No direct contact with food by wet hands</li> </ul>	Briefing of all participants	Low	
Insect bites	Pain, shock, possible fatality	Young people, staff	<ul style="list-style-type: none"> <li>• Participants prone to react to insect bites reminded to bring repellent and medication</li> <li>• Activity moved away from insect nests if necessary</li> </ul>	Briefing of young people and parents	Low	
Electric shock	Possible fatality	Young people staff	<ul style="list-style-type: none"> <li>• Location away from power cables – not possible to cast into power cables</li> </ul>		Low	
Interference by public other emergency	Injury, abduction, possible fatality	Young people staff	<ul style="list-style-type: none"> <li>• Emergency and communication plan in place - mobile phone reception checked; if participants out of sight of each other whistles, phones or radios available</li> <li>• Leader has first aid training and first aid kit.</li> </ul>		Low	

### 36 GENERIC RISK ASSESSMENT - ACTIVITY LED BY SCHOOL: ROWING Page 1 of 1

This RA is for rowing as a sport supervised by a Amateur Rowing Association (ARA) qualified coach: minimum qualification ARA Instructor Award. Other, recreational rowing e.g. on shallow ponds or lakes in boats for public hire requires a specific risk assessment but may not need ARA qualified staff – contact the LA Outdoor Education Adviser for advice.

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS /ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Water	Drowning, hypothermia	Pupils, staff	<ul style="list-style-type: none"> <li>Activity organised in accordance with Amateur Rowing Association water safety code</li> <li>Qualified instruction is provided in ratios of one instructor to 10 pupils</li> <li>Arrangements for life saving : launch boat with powerboat qualified person on standby</li> <li>Pupils wear personal buoyancy during school lessons</li> <li>Buoyancy not usually worn by rowers during club sessions and competitions; buoyancy always worn by coaches and coxswains</li> <li>Throw bag always available on bank</li> </ul>	Briefing of pupils	Low	
Weather conditions	Injury hypothermia	Pupils, staff	<ul style="list-style-type: none"> <li>Bring and wear appropriate clothing for weather conditions during visit</li> <li>Check and act upon weather forecast and conditions at the time of the visit as appropriate including cancelling activity if necessary (Holme Pierrepont may close in bad weather)</li> <li>Dry set of clothes available ashore</li> </ul>	Briefing of pupils and parents	Low	
Collision	Injury	Pupils, staff	<ul style="list-style-type: none"> <li>Pupils understand one way rule on course, river or practice area</li> <li>Pupils taught emergency stop</li> </ul>	Briefing of pupils	Low	
Equipment	Injury	Pupils, staff	<ul style="list-style-type: none"> <li>Equipment is suitably maintained and a log maintained</li> <li>all equipment is correctly fitted, sized and adjusted by competent people</li> <li>Demonstration to pupils of correct use of equipment used</li> <li>Equipment is carried correctly to minimize risk to individuals and others</li> </ul>	Briefing of all participants	Low	
Physical demands of the activity	Injury	Pupils, staff	<ul style="list-style-type: none"> <li>Physical preparation programme before and during activity</li> <li>Appropriate warm-up activities</li> <li>Knowledge of participants' physical condition and medical conditions</li> <li>First aid equipment and first aider available</li> </ul>	Warm up	Low	
Water quality	Illness	Pupils, staff	<ul style="list-style-type: none"> <li>Local advice taken re water quality</li> <li>Open cuts and sores covered</li> <li>Pupils and parents briefed re Weil's disease and action to take if appropriate</li> </ul>	Briefing of pupils and parents	Low	
Pupils on shore	Injury, drowning	Pupils	<ul style="list-style-type: none"> <li>Supervision is arranged for pupils not on the water and pupils briefed appropriately</li> </ul>	Briefing of pupils & staff	Low	

### 37 GENERIC RISK ASSESSMENT - ICE SKATING RINKS Page 1 of 1

All pupils must be supervised by school staff. At least one leader should be able to skate competently. Unless public session, venue should complete a Provider Form and should provide staff on duty at the rink side.

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Skating, falls, collision with barriers or other skaters, injury from other skaters' blades	Injury, death	Pupils, staff	<ul style="list-style-type: none"> <li>At least one member of school staff to skate and be on ice with pupils</li> <li>Check rink staff in control of public sessions</li> <li>Skaters wear suitable protective clothing including long sleeves, long trousers, no loose clothing or dangling jewellery or hair</li> <li>Gloves required for outside rinks and maybe recommended for inside rinks – follow the advice of the rink used</li> <li>Pupils briefed and supervised to ensure skating in control – rink can usually provide briefing for a group before the session</li> <li>Follow any instructions/rules displayed at venue</li> <li>Generally skate in direction of flow of traffic</li> <li>Warn pupils that if their hands (esp. fingers) are on the ice they are at risk of injury from other skaters - bunch fingers after a fall</li> </ul>	<p>Obtain advice from rink prior to visit</p> <p>Book in advance for briefing for group by rink staff</p> <p>Brief pupils and parents re clothing required</p>	Low	
Low Temperatures	Cold injury	Pupils, staff	<ul style="list-style-type: none"> <li>Pupils instructed to bring and wear appropriate clothing (as above)</li> </ul>	Briefing of pupils and parents	Low	
Equipment	Injury, blisters	Pupils, staff	<ul style="list-style-type: none"> <li>Tell pupils to bring thick socks - not trainer socks with no ankle protection</li> <li>Skates in good repair are correctly sized by competent people at the rink (check they fit snugly at ankle)</li> <li>Skates are correctly done up firmly across in-step</li> <li>Pupils are aware of how to walk in skates (walk, don't run!)</li> </ul>	Briefing of all participants	Low	Equipment
Physical demands of the activity	Injury	Pupils, staff	<ul style="list-style-type: none"> <li>As with any sports activity, consider physical preparation before and during activity</li> <li>Brief group to start skating slowly to warm up</li> <li>Knowledge of participants' physical condition and medical conditions</li> <li>Access to suitable first aid provision</li> </ul>		Low	
Rink complex	Injury	Pupils	<ul style="list-style-type: none"> <li>Pupils adequately briefed and supervised while not on the ice</li> </ul>	Briefing of pupils	Low	

Horse riding should take place from British Horse Society (BHS), Association of British Riding Schools (ABRS) or Riding for the Disabled Association (RDA) approved riding establishments (not livery yards) under the supervision of BHS or ABRS relevantly qualified staff. Schools should check the level of approval and the scope of the riding school they intend with the relevant organisation. The riding school should complete a Provider Form.

**BHS website:** [www.bhs.org.uk](http://www.bhs.org.uk).

**ABRS website:** [www.abrs.org](http://www.abrs.org)

**RDA website:** [www.riding-for-disabled.org.uk](http://www.riding-for-disabled.org.uk)

In checking out establishments it is useful to ask to see the accident book and ask about incidents that have happened. Good establishments should check that riders have sufficient ability to take part in chosen activity - as follows:

**Beginners:** lesson in enclosed space with horse led or on lunge rein

**Very novice:** in enclosed space off lead rein

**Novice:** as above or trek on very quiet horses not on roads

**Intermediate:** (able to trot or canter) hack out on quiet experienced horses

**Group hacks must be accompanied by at least 2 escorts including qualified staff from establishment**

**Trek** = walk on quiet horses or ponies in quiet, usually open, country

**Hack** = faster ride including trotting and cantering in countryside

**38 HORSE RIDING****Page 2 of 2**

<b>HAZARD</b>	<b>RISK</b>	<b>PERSONS AT RISK</b>	<b>CONTROL MEASURES</b>	<b>COMMENTS/ ACTIONS</b>	<b>RESIDUAL RISK RATING</b>	<b>INITIAL IF ALL IN PLACE</b>
Falls, injury from horses, equipment, or vehicles	Injury, death	Pupils, staff	<ul style="list-style-type: none"><li>• Provision by BHS/ABRS/RDA approved establishment</li><li>• Suitable clothing and helmet correctly fitted and worn</li><li>• Adequate supervision by qualified riding school staff and school staff</li><li>• Pupils briefed re basic safety rules</li></ul>	Brief pupils and parents re clothing required	Low	
Physical demands of the activity	Injury	Pupils, staff	<ul style="list-style-type: none"><li>• Knowledge of participants' physical and medical conditions and information passed to riding school instructors</li><li>• Activity and location agreed as suitable for group by visit leader and riding school</li><li>• Access to suitable first aid provision</li></ul>		Low	
Infection and illness (including EColi 0157)	Illness, death	Pupils, staff	<ul style="list-style-type: none"><li>• Avoid transmission of infection from hand to mouth</li><li>• Wash hands thoroughly before eating</li><li>• Change or clean footwear before leaving site, wash hands</li></ul>	Briefing of staff and pupils	Low	

### 39 GENERIC RISK ASSESSMENT - GO KARTING

**Provider should be a member of the National Karting Association and should complete a Provider Form. Read risk assessment below before any commitment is made.**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
Inappropriate provision	Injury, death	Pupils, staff	<ul style="list-style-type: none"> <li>• Pre-visit to check operation</li> <li>• Check provider is a member of the National Karting Association</li> <li>• Ask provider to complete an EV2 in advance and ensure minimum £5m public liability</li> <li>• Check standard of equipment</li> <li>• Fire extinguishers available and fire safety code exists</li> <li>• Do not sign any disclaimer without approval of <b>Risk and Insurance section at County Hall</b></li> <li>• Provider briefs riders appropriately and monitors throughout</li> <li>• Crashes actively discouraged</li> </ul>	<p>Pre-visit</p> <p>Send Provider Form – check appropriate responses</p>	Low	
Inadequate supervision	Injury, death	Pupils, staff	<ul style="list-style-type: none"> <li>• All course should be visible to supervisors</li> <li>• Number of karts restricted to ensure appropriate supervision ratios</li> </ul>	Ensure adequate supervision	Low	
Accidents	Injury, death	Pupils, staff	<ul style="list-style-type: none"> <li>• Safe watching and waiting areas</li> <li>• Clearly marked track</li> <li>• Speed limiters used</li> <li>• Numbers of karts restricted</li> <li>• Protective clothing worn including helmet with visors, gloves and full body cover</li> <li>• First aider available</li> </ul>	First aider present	Low	
Pollution	Injury, death	Pupils, staff	<ul style="list-style-type: none"> <li>• Adequate ventilation</li> </ul>		Low	

## 40 GENERIC RISK ASSESSMENT - QUAD BIKING

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**Quad bike riding is high risk if inexperienced riders use heavy bikes at high speeds and/or on rough surfaces. Some providers cater for thrill seekers and risk-takers and this is not appropriate in an educational context. Other providers may control risks well. The British Activity Holiday Association (BAHA) provide a code of practice for low risk quad biking for children and young people. Schools should therefore check that any provider is a BAHA member who meets BAHA code of practice for quad bikes. If provider is not a BAHA member, the school must assess through a pre visit the suitability of the provision which should meet the requirements of this risk assessment and refer to LA Outdoor Education Adviser before making any commitment.**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
Two or more quad bikes colliding	Injury, death	Participants	Separation between bikes maintained. Overtaking and racing not allowed Participants given safety briefing Provider staff ratio minimum of 1 to 2 bikes Speeds low	Pre-visit	Low	
Quad bikes out of control	Injury, death	Pupils, staff	Safety briefing Safe area for observers Edges of track and any hazards close to track protected (usually with tyres) Speeds low	Brief leaders and group	Low	
Falling Off or Rolling Quad Bike	Injury death	Participants	Safety briefing including maintaining 5 points of contact at all times (2 hands, 2 feet and backside) Helmets and protective clothing worn (full body and gloves as minimum) No steep gradients Engine cut off automatic if riderless First aid and trained first aider present	Visit site to observe provider practise	Low	
Hit by stones flying up	Eye damage	Pupils, staff	Goggles worn if track is stony. Observers at safe distance		Low	

## 41 GENERIC RISK ASSESSMENT - PAINTBALL Page 1 of 1

Read risk assessment below before any commitment is made

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
Impact of paintballs in eye area	Damage or loss of sight	Pupils staff	<ul style="list-style-type: none"> <li>• Site provides adequate personal eye protection which participants wear at all times in areas of firing</li> <li>• Site provides clear briefing and vigilant supervision</li> <li>• Clear rules which pupils understand including people lifting visors will be required to leave firing areas and prevented from participating again during the day</li> <li>• Provider has good experience, record and reputation for running safe paintball with young people</li> </ul>	Requires pupils to comply at all times (examples seen of this not being the case) Pupils and parents must be briefed on hazard	Low if requirements complied with, otherwise high	
Impact of paintballs on rest of body	Bruising which can be severe	Pupils and staff	<ul style="list-style-type: none"> <li>• Site provides adequate full body cover and, at least for females, chest shields</li> <li>• Site organises games particularly designed for young people which do not encourage close shooting</li> </ul>	Pupils and parents must be briefed on hazard	Low	
Trips and falls	injury	Pupils and staff	<ul style="list-style-type: none"> <li>• Sites have removed significant trip hazards (tree stumps etc) in playing areas</li> <li>• Site check play areas for any other hazards daily before play begins</li> </ul>		Low	
“disclaimer” indemnity or consent forms, public liability	School, parents or pupils may sign away rights to claim against provider in case of injury	Pupils and staff	<ul style="list-style-type: none"> <li>• Always gain approval for wording on any forms to be signed through Risk and Insurance Section at County Hall</li> <li>• Obtain satisfactorily Provider Form (including statement re public liability cover) from provider</li> </ul>	Check with Risk and Insurance before any commitment made	Low (if wording approved)	
Encouragement of “gun culture”	Pupils develop inappropriate attitude to guns	Pupils	<ul style="list-style-type: none"> <li>• Consider alternative activities</li> <li>• If you do take pupils to paintball, provide discussion for all participants before and after visit: on nature of guns, recreational, legal and illegal use etc</li> </ul>	Discuss with School SMT and/or governors before any commitment made	High?	

## 42 GENERIC RISK ASSESSMENT - BATTLEFIELDS Page 1 of 1

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
Battlefield debris and unspent explosives	Injury Death	Pupils, staff	<ul style="list-style-type: none"> <li>• Appropriate supervision</li> <li>• Brief group not to handle or kick any items or debris or try to pull it out of ground</li> </ul>		Low	
Weed killer in cemeteries	Poisoning	Pupils, staff	<ul style="list-style-type: none"> <li>• Brief not to handle vegetation</li> <li>• Wash hands before eating</li> <li>• Wear suitable footwear – not sandals</li> </ul>		Low	
Tunnels and trenches	Injury	Pupils and staff	<ul style="list-style-type: none"> <li>• First aider with group</li> <li>• Adequate supervision</li> <li>• Briefing to take care – especially around barbed wire, corrugated iron sheeting, steep slopes and low roofing/bridges No jumping in or out of trenches</li> <li>• Suitable footwear – especially if muddy</li> </ul>	Visit site to observe provider practice	Low	
Remote supervision	Injury, child protection issues	Pupils, staff	<ul style="list-style-type: none"> <li>• Only if site known to be appropriate and group can follow safety notices and briefings</li> <li>• Pupils in small groups and understand the need to look out for each other</li> <li>• Pupils briefed about conduct and contact with public</li> <li>• Staff monitor and accessible</li> </ul>		Low	

**43 GENERIC RISK ASSESSMENT - ZOO VISITS Page 1 of 1**

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
Infection and illness (including Ecoli 0157)	Illness, death	Pupils, staff	<ul style="list-style-type: none"> <li>Follow hygiene rules in DfES document '<i>Handbook for Group Leaders</i>'</li> <li>Avoid transmission of infection from hand to mouth</li> <li>Check hand washing facilities on pre visit</li> <li>Wash hands before eating</li> <li>Recommended ratio for under fives is one adult to two children</li> </ul>	Briefing of staff and pupils	Low	
Hazards on site including animals, machinery etc	Injury death	Pupils, staff	<ul style="list-style-type: none"> <li>Follow safety advice, instructions and notices</li> <li>Appropriate supervision and ratios – small groups each with designated leader.</li> </ul>		Low	
Safeguarding children	Injury, trauma, death	Pupils	<ul style="list-style-type: none"> <li>Close supervision with frequent headcounts</li> <li>Clear procedure if child goes missing/gets separated– children and staff all know what to do/where to go</li> </ul>		Low	
Remote supervision	Injury, child protection issues	Pupils, staff	<ul style="list-style-type: none"> <li><u>Only for older pupils</u>, if site known to be appropriate and group can follow safety notices and briefings</li> <li>Pupils in small groups and understand the need to look out for each other</li> <li>Pupils briefed about conduct and contact with public</li> <li>Staff monitor and remain accessible</li> </ul>		Low	

