

**1 GENERIC RISK ASSESSMENT – ALL EDUCATIONAL VISITS: Page 1**

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	Pupils, 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 pupils 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 pupils and parents	<b>Low</b>	
Pupil lost or separated from group, inadequate supervision	Injury, possible fatality	Pupils	<ul style="list-style-type: none"> <li>Ensure supervising staff competent and understand their roles</li> <li>Ratios in line with LEA policy</li> <li>Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc)</li> <li>Discuss itinerary and arrangements with pupils</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 pupils	<b>Low</b>	
Illness or injury	Illness, injury	Pupils, 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>Pupils 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 school/headteacher and parents arranged</li> </ul>	Check first aid certs current. Remind parents pupils re medication. Medication brought by pupils	<b>Low</b>	
Animals, insects, poisonous plants etc	Injury, possible fatality	Pupils, 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 pupils – medical, behavioural	Illness, injury	Pupils	<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 pupils including individual risk assessment and additional staffing as necessary</li> </ul>	Use recommended parental consent form	<b>Low</b>	

*This generic risk assessment for school use identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, the **GROUP LEADER** must also make an “**EVENT-SPECIFIC**” assessment of any risks associated with their particular visit, including the **SITE, GROUP, ACTIVITIES, STAFFING & TRAVEL**.*

LOCATION OF VISIT:

DATE(S):

ASSESSMENT CARRIED OUT BY: NAME:

SIGNED:

DATE:

**1 GENERIC RISK ASSESSMENT – ALL EDUCATIONAL VISITS: Page 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	Pupils	<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 pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised)</li> <li>• Clear guidelines and emergency procedures set and understood</li> <li>• Pupils remain in pairs or groups (e.g. buddy system - each responsible for named other)</li> <li>• Rendezvous points and times set</li> <li>• Pupils 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>	
Leaders' own children	Injury, possible fatality	Pupils, 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 pupils <u>or</u> separate supervision must be arranged</li> </ul>	Consider before staffing agreed	<b>Low</b>	
Return from visits particularly after school hours	Injury, possible fatality	Pupils,	<ul style="list-style-type: none"> <li>• Return is pre-planned and parents are informed where to collect pupils from (or it is pre-agreed with parents that older pupils will walk home)</li> <li>• Suitable arrangements are made for any pupils whose parents fail to collect them</li> </ul>	Include in information to parents	<b>Low</b>	
Emergencies	Injury, possible fatality	Pupils, staff	<ul style="list-style-type: none"> <li>• The school has an emergency plan for dealing with an incident on a educational visit</li> <li>• Contact details of parents, group leader, school and, if appropriate, head teacher/school contact's after-hours number are held by group leader and school contact</li> <li>• Leader and head/school 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 <a href="http://wired.nottscc.co.uk">wired.nottscc.co.uk</a> under health and safety. Ensure all staff understand emergency plan and their role. Pupils briefed appropriately	<b>Low</b>	

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