

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

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Provision does not meet LEA standards/best practice	Injury, possible fatality	Pupils, staff	Check organisation is reputable, competent and safe <ul style="list-style-type: none"> <li>• Check literature provided</li> <li>• Gain information from other users, LEA OUTDOOR EDUCATION ADVISER</li> <li>• Check leaders of adventure activities are appropriately qualified/ centre has AALA licence</li> <li>• Pre-visit centre</li> <li>• Notification to LEA 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/LEA	Low	
Programme does not meet needs of group	Injury, possible fatality	Pupils, staff	<ul style="list-style-type: none"> <li>• School gives necessary information to provider about age, ability and any special needs in group</li> <li>• Programme is agreed with provider before visit</li> </ul>		Low	
Lack of clarity re split of responsibilities between school and provider	Injury, possible fatality	Pupils, staff	<ul style="list-style-type: none"> <li>• Ensure clear programme agreed and separate responsibilities for school and provider clear and that all aspects of visit, travel, accommodation and activities are properly planned and risk assessed by school or provider</li> <li>• Where school is undertaking responsibility for activities (e.g. evening activities, town visits) these are properly planned and risk assessed</li> </ul>		Low	

*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: