ST ANDREW’S COLLEGE



RISK ASSESSMENT POLICY AND DOCUMENTS FOR SCHOOL TRIPS

INTRODUCTION

This document is a compilation of the Risk Assessment forms for trips from St Andrew’s College. If a member of staff is bringing a trip out of the school, they must complete the relevant form and keep a copy of it. For many trips the standard form will suffice but if the trip involves added risks, there may be another form to fill (eg. Outward bound trips; historical sites…etc).

For highly specialized activities such as sailing, kayaking, skiing, rock-climbing and so on, staff should use the risk assessment form supplied by the organizer of the activity. There is also an incident record form which should be filled in and submitted in the event of any incident of concern occurring on a school trip.

 ** RISK ASSESSMENT 1 – ALL EDUCATIONAL TRIPS**

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| **HAZARD**  | **RISK**  | **PERSONS AT RISK** | **CONTROL MEASURES** | **CONTROL MEASURE IN PLACE** | **RESIDUAL RISK RATING** | **DATE AND SIGNATURE** |
| Exposure to weather. | Cold injury, heat injury, over-exposure to sun. | Pupils and staff. | Consider possible weather conditions and plan appropriate programme,clothing and equipment. Make sure to inform pupils and parents clearly ofwhat is required.Plan for pupils who may not bring suitable clothing – check before departureand/or bring spares.Daily weather forecast obtained and plans adjusted accordingly. |  | Low |  |
| Pupil lost or separated from group, inadequate supervision. | Distress, injury, death. | Pupils. | * Make sure that instructions are always clear, especially directions, addresses and contact numbers. All students should have the number of the College phone (01 2882785) and teachers should have the numbers of both students and their parents.
* In the case of trips abroad, make sure that all students have the number of the staff phone.
* Ensure that supervising staff are competent and understand their roles.
* If using a bus company, ensure that it is reputable and has a strict seat-belt policy.
* Ensure that the pupil/teacher ratio is adequate.
* Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, speedy identification system).
* Discuss itinerary and arrangements with pupils with continuous reminders at regular intervals.
* Do not allow students to go away from the group on their own.
* Never let students go without making it clear when and where they will meet the group next.
* Brief everyone on what to do if separated from the group.
* Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.
 |  | Low |  |
| **HAZARD**  | **RISK**  | **PERSONS AT RISK** | **CONTROL MEASURES** | **CONTROL MEASURE IN PLACE** | **RESIDUAL RISK RATING** | **DATE AND SIGNATURE** |
| Illness or injury. | Illness, injury. | Pupils, staff. | * Clear instructions before the trip to parents and students that alcohol/drugs of any kind are forbidden on the trip.
* Ensure that there is an undertaking on behalf of the students and parents that they agree to above condition.
* First aid kit with one teacher on the trip who knows how to use it.
* Mobile phone always available to the teachers.
* Leaders know how to call emergency services wherever they are.
* Make sure that you have obtained from parents all relevant individual medical information for pupils. Ensure that pupils and parents are reminded to bring individual medication and that this is securely kept.
* Arrange emergency contacts including contact numbers for parents.
* Obtain consent form from parents including consent for emergency medical treatment if necessary.
* Make sure that any arrangements necessary for students with special needs are in order (eg extra supervision; wheelchair access).
 |  | Low |  |
| Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites, etc) | Injury, death. | Pupils | * Check that the location and time of day is suitable for this type of supervision.
* Ensure that pupils are sufficiently briefed and competent (any individual pupils for whom indirect supervision is not suitable must be directly supervised).
* Clear guidelines and emergency procedures should be set and understood.
* Pupils to remain in pairs or groups (buddy system – each responsible for named other).
* Rendezvous points and times set clearly
* Pupils should have their phones and the teacher contact number
* Staff are still responsible for the students' welfare, effectively "in loco parentis".
* Make sure that parents informed of this kind of arrangement and that their consent is given.
 |  | Medium |  |
| Leaders' own children | Injury or death. | Pupils, other children, staff. | * If staff (teachers or volunteers’) families join group, pupil supervision must not be compromised.
* All teachers on the trip should be satisfied with the arrangement.
* Staff children should be supervised with pupils or separate supervision arranged.
 |  | Low |  |

**RISK ASSESSMENT: LOCAL ACTIVITIES including studies of the local area, traffic surveys, visits to local church etc.**

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| **HAZARD** | **RISK** | **PERSONS AT RISK** | **CONTROL MEASURES** | **CONTROL MEASURES IN PLACE** | **RESIDUAL RISK RATING** | **DATE****AND SIGNATURE** |
| Parents unaware of activity | Parental concern | Students and parents | * Parents should be informed annually or specifically that students will be off-site. Written permission should be sought for any outing that leaves the school site.
 |  | Low |  |
| Traffic accident | Injury, death | Students and teachers | * Follow guidelines on Travel Risk Assessment document.
* Think through the journey to be made and plan supervision accordingly
* If a traffic survey, plan suitable low-risk locations for participants to operate from
* Brief students and staff thoroughly.
 |  | Low |  |
| Participant separated from group, abuse by member of the public | Injury, death | Students | * Plan supervision in detail and ensure sufficient staff supervision
* Ensure participants understand arrangements, that they are part of the group and must stay with the group and follow instructions
* Have a list of who is in the group. Head count when leaving and returning and at key points e.g. when leaving a building or venue
 |  | Low |  |
| Remote supervision | Injury, death | Students | * If remote supervision is planned, organise the activity with reference to control measures in Risk Assessment All Trips
 |  | Low |  |
| Illness or accident  | Injury, death | Participants | * Ensure sufficient supervisors to deal with any incident and to care for rest of group
* Take mobile phone to be able to call the school or emergency services
* Remind students who require medication to have it with them.
* One leader to be responsible for first aid and carry first aid kit
* If conducting a litter survey arrange suitable protective gloves and equipment if students are to handle litter
* Ensure that the group have suitable clothing for prevailing weather
 |  | Low |  |
| Behaviour or special needs of individual participants | Injury or death | Students | * Make sure that suitable arrangements are made for any participants with special educational needs and that there are adequate numbers of leaders
 |  | Low |  |

** RISK ASSESSMENT: CASTLES, HISTORIC BUILDINGS, MUSEUMS**

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| **HAZARD** | **RISK** | **PERSONS AT RISK** | **CONTROL MEASURES** | **CONTROL MEASURES IN PLACE** | **RESIDUAL RISK RATING** | **DATE AND SIGNATURE** |
| Site hazards  | Injury, death | Students, staff | * Ideally the site should be pre-visited by leader who seeks advice from management on procedures for groups. If this is not feasible, careful research and communication should identify specific areas of particular hazard (big drops, steep stairs, water areas etc.) and procedure/controls agreed (some sites now provide lists of potential hazards and control measures for schools and other groups)
* Parents and students should be informed of any potential hazards either in a meeting or by email.
 |  | Low |  |
| Participant separated from group, assault, abuse by public, theft, lack of adequate supervision | Injury, death, loss of belongings | Students | * Ensure that the site is enclosed and/or has a clear boundary
* Check site ‘lost and found’ arrangements
* Plan supervision with sufficient staff, careful head counts at arrival and departure and during visit, staff carry lists of participants. On large sites, staff communicate with each other by phone.
* If students are remotely supervised, they should work in groups and understand the responsibility to look out for others; ensure that students are never on their own.
* Central meeting point must be arranged staffed by full time rota or at very regular times
* Leaders and students should understand arrangements including time and place of meetings
* Students should be briefed on sensible personal security
 |  | Low |  |
| Emergency, fire alarm etc  | Participants, staff separated from group | Students, staff | * + If alarm sounds, evacuate buildings by nearest exits
* Follow site staff instructions
* When outside buildings, leaders should gather group together and complete a head count
 |  | Low |  |
| Lack of focus by participants on activity | Injury, death | Students, staff | * Educational purpose should be understood by students and leaders
* There should be a structure for learning activity which is of suitable length
 |  | Low |  |

**RISK ASSESSMENT ACTIVITY: LEAD BY SCHOOL – CYCLING**

**Depending on venue, leader must be a regular cyclist and have cycled route. For ‘mountain biking’ on steep terrain, training is required. For remote locations, other qualifications required.**

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| **HAZARD OBSERVED** | **RISK BEFORE CONTROL MEASURES** | **PERSONS AT RISK** | **CONTROL MEASURES** | **CONTROL MEASURES IN PLACE** | **RESIDUAL RISK RATING** | **DATE AND SIGNATURE** |
| Traffic accident. | Injury, death. | Students, staff. | * Ensure that suitable route off-road or on quiet roads is chosen.
* Each route must be pre-cycled and individually risk-assessed by leader with advice if necessary, allowing for rest stops.
* Supervision should be adequate for the numbers involved and should be by competent cyclists.
* Supervision should be planned for any serious road junctions etc.
* Participants should be familiar with all rules of the road applicable to cyclists.
* Helmets must be worn.
* Hi-viz should be worn.
* Cycles must be fitted with front and rear mounted lights (white & red)
* Written specific risk assessment if necessary
* Leaders should have mobile phones to contact each other, the school or emergency services.
 |  | Medium |  |
| Mechanical fault. | Death, injury. | Students, staff. | * Cycles used should be roadworthy.
* Parents and students should be informed of standards required.
* If students are using their own bikes, cycles should be inspected by a leader (size, steering, brakes, gears, helmets).

Unsuitable cycles should not be permitted.* Simple tools and spares should be carried.
* Leaders should agree a breakdown plan
* Pupils must not be left on their own.
 |  | Low |  |
| Group control, lost pupil. | Injury, death. | Students, staff. | * There should be close supervision, ideally two leaders with each group, carefully planned
* The route should be known to all and maps should be carried.
* Large groups should be split into small groups each with leaders known to pupils.
* Overall leader should remain in touch with all groups and can re-group effectively at agreed points.
 |  | Medium |  |

**RISK ASSESSMENT: AMUSEMENT, LEISURE OR THEME PARKS, LARGE PUBLIC ATTRACTIONS ETC**

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| **HAZARD** | **RISK** | **PERSONS AT RISK** | **CONTROL MEASURES** | **CONTROL MEASURES IN PLACE** | **RESIDUAL RISK RATING** | **DATE AND SIGNATURE** |
| Lack of focus of students on activity | Injury, death | Students, staff | * Clear educational purpose must be understood by participants and leaders
* Ensure that there is a clear structure for visit which is of a suitable length
 |  | Low |  |
| Accident on dangerous rides, machinery or theme park attractions  | Injury, death | Students, staff  | * Use publicly well recognised, usually permanent or semi-permanent facilities.
* Theme parks should be able to provide documentation which shows that they are run according to legal standards and the attraction should have public liability insurance.
* Participants and staff should have copies of park rules and regulations and a map of the site.
* Leaders should have first aid kit.
* Parents and students should be briefed about hazards and control measures, including behaviour required
 |  | Low |  |
| Fear and anxiety |  | Students, staff | • Leaders should be aware of special needs, medical conditions and personalities in the group.•Progressive use of rides (less demanding/scary first)•Students should be made aware that there is no pressure to take part in activities which they are not happy with and of coping strategies e.g. say “no” to peer pressure |  | Low |  |
| Dangerous terrain features e.g. water, cliffs, steep ground | Injury or death | Students, staff | •Participants should be briefed about attention to safety notices and rules, especially in the case of water hazards and of what they should do in case of an incident. Clear instructions issued about areas which are out of bounds.•No unauthorised/unsupervised entry into or onto water for swimming, paddling or rides, water-sports, boats etc. Students should be informed about areas which are out of bounds. |  | Low |  |

**ST ANDREW’S COLLEGE TRIP ACCIDENT OR INCIDENT RECORD FORM**

INJURED PARTY DETAILS:

Surname: First Name(s):

Address:

D.O.B.:

Sex: Male/Female

Status:

(Pupil; Teacher/staff member/other – please specify):

Date of Accident/Incident:

Date Accident/Incident reported to school management:

TYPE OF ACCIDENT:

(EG. injured/damaged by a person; struck by/contact with; caught in/under; slip/trip/fall; road traffic

accident/crash; exposure to substances/environments; property damage)

TYPE OF INJURY

(EG. fatality; bruise; concussion; internal injury; abrasion; graze; fracture; sprain; torn ligaments; burns; scalds; frostbite; injury not ascertained; trauma; other - please specify)

PART OF BODY INJURED

head (except eyes); eyes; face; neck; back; spine; chest; abdomen; shoulder; upper arm; elbow; lower arm; wrist; hand; finger (one or more); hip joint; thigh; kneecap; knee joint; lower leg; ankle; foot; toe (one or more); multiple injuries; trauma; shock; other - please specify)

MAIN AGENT WHICH CAUSED ACCIDENT:

ACTION TAKEN TO REMEDY INJURIES:

(Hospitalisation; doctor called; medicines administered)

CONSEQUENCES:

ANTICIPATED ABSENCE RESULTING FROM THE ACCIDENT OR INCIDENT:

HAS THE INSURANCE COMPANY BEEN INFORMED OF THE INCIDENT?

Investigating staff member:

Name (Use capital letters): Signature:

Date