

Risk Assessment

Title	Trips and Outings	Date Of Assessment	Mon 11 July 2022
Site	Academic Families	Location	111 Swanston Rd
Risk Assessor	Lorna Clayton	Assisted By	Sophie Clayton
Non-Employees Involved	-	People At Risk	Service Users, Volunteers, Employees
Review Date	Mon 10 July 2023	Reviewer	Lorna Clayton

Hazards

Hazard

Risk Of Harm

Existing Control Measures

External suppliers

Danger to children due to poor work practices and lack of competency.

Risk assessments and method statements are required from suppliers. These are checked and approved by the Trip Leader and Managing Director.

Trip suppliers are required to have accreditation suitable for school trips and have public liability insurance in place (min £5m public liability) and to have provided a copy of the certificate prior to the trip.

Hazard

Risk Of Harm

Existing Control Measures

Roles and responsibilities

Inadequate supervision by support staff who do not understand their roles and responsibilities.

Trip Leader and Managing Director must approve the risk assessment prior to the trip.

Trip Leader to complete Trip Training courses.

First Aider to have current First Aid training.

Ratio of pupils to leaders for trips will be determined, on the basis of risk assessment; the activities to be undertaken, the age and maturity of the pupils and the onsite support/supervision available,

Before starting the trip, all leaders will be given a verbal briefing and trip handbook covering at least –

- The purpose, location, time and duration of the trip
- Itinerary and activities
- Composition of the group, including any individuals with special or particular needs, student and parent contacts.

- Transport arrangements
- Supervisory responsibilities throughout the visit, including any specific responsibilities eg First Aid, medication etc.
- Emergency procedures and communications, mobile phones,
- Contingency arrangements in the event of an accident or breakdown (including safety of the group, and planned means of onward travel or return home)

Hazard

Risk Of Harm

Existing Control Measures

Pupil behaviour

Unruly pupils and those who do not stay with the group put the trip and other pupils at risk

Pupils known to be unruly may be excluded from a trip.

Unruly pupils to be closely supervised by a member of staff.

All pupils on the trip are given a specific briefing before the trip and immediately pre-departure.

Briefings cover issues including:

- Purpose, location, time and duration of visit.
- Activities to be included during the visit.
- Expected standards of behaviour.
- Code of Conduct and pertinent safety rules.
- Special clothing, protective requirements.
- Emergency procedures - what to do if lost or separated from group, or there is an incident.

WhatsApp contact groups established pre departure and used to communicate throughout the trip.

Hazard

Risk Of Harm

Existing Control Measures

Travel

Injury or missing pupil.

Staff and pupils to wear their AF cap when travelling in busy areas so easily identifiable.

Emergency arrangements confirmed with everyone before departure.

Pupils to have working mobiles with Leaders' contacts.

Transport organised from approved suppliers and drivers.

Seatbelts must be worn by all passengers.

<p>Hazard</p> <p>Risk Of Harm</p> <p>Existing Control Measures</p>	<p>Infection</p> <p>Covid requirements and riskier venues</p> <p>Comply with all obligatory and best practice Covid and infection minimising requirements.</p> <p>Regular hand washing especially before eating.</p> <p>Food and drink only consumed in designated areas</p>
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<p>Hazard</p> <p>Risk Of Harm</p> <p>Existing Control Measures</p>	<p>Medication</p> <p>Illness caused by misuse</p> <p>Parents must complete a medical form prior to each trip including details of any medications and whether they are self administered or not.</p> <p>One member of staff will be responsible for ensuring requirements are fulfilled.</p> <p>Any child that requires medication must have a medication form with details from the trip medical form.</p> <p>Before administering medication, staff must consult the child's medication form to ensure they are clear on the dosage to be given.</p> <p>The medication form is updated as soon as medication is delivered to show date, time and dosage.</p> <p>All medication must be stored safely as advised.</p>
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<p>Hazard</p> <p>Risk Of Harm</p> <p>Existing Control Measures</p>	<p>Inexperienced swimmers and Watersports</p> <p>Greater risk than experienced swimmers and pose a risk to other swimmers, lifeguards and staff.</p> <p>Parents to complete swimming ability statement prior to acceptance on the trip.</p> <p>Inexperienced swimmers may not be accepted and if they are, may be closely supervised by the designated lifesaver.</p> <p>Our aim is to prevent incidents through supervision but swimming is only allowed where venue lifeguard provision is available.</p> <p>Watersports only allowed under venue supervision.</p>
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Past Reviews

Review Date	Reviewer	Comments
Thu 15 Oct 2020	Lorna Clayton	Initial assessment
Mon 12 July 2021	Lorna Clayton	No change since initial assessment

