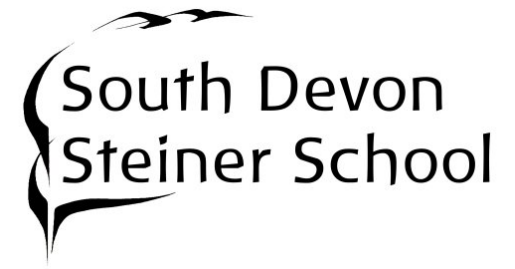


Educational Visits

Generic Risk Assessments



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| Assessments completed by: | Marcus Link |
| Date: | July 2016 |
| Reviewed: | |

GENERIC RISK ASSESSMENT 1 – ALL EDUCATIONAL VISITS

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|---|---|-------------------|--|--|----------------------|
| 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. Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. Daily weather forecast obtained and plans adjusted accordingly. | Provide clear information about suitable clothing and equipment to pupils and parents. | Low |
| Pupil lost or separated from group, inadequate supervision. | Injury, death. | Pupils. | <ul style="list-style-type: none"> • Ensure supervising staff competent and understand their roles. • Sufficient supervision • Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system). • Discuss itinerary and arrangements with pupils. • Briefing to all on what to do if separated from group. • Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups. | Plan supervision before visit and brief staff and pupils. | Low |
| Illness or injury. | Illness, injury. | Pupils, staff. | <ul style="list-style-type: none"> • 1st aid cover accessible and appropriate • Leaders know how to call emergency services. • Pupils and parents are reminded to bring individual medication and this is securely kept. • First aid and travel sickness equipment carried. • Mobile phones carried if available. • Emergency contacts arranged | Check first aid certificates current. Medication brought by pupils. | Low |
| Special needs of specific pupils – medical, behavioural, educational. | Illness, injury. | Pupils | <ul style="list-style-type: none"> • Obtain information from parents • Take advice from Learning Support if appropriate • Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary. | Use parental consent form. | Low |
| Indirect/remote supervision | Injury, death. | Pupils | <ul style="list-style-type: none"> • Check location as suitable for this mode of supervision. • Ensure pupils sufficiently briefed and competent (any individual | Included in information to | Medium |

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|--|------------------|--------------------------------|---|----------------------------------|-----|
| (includes field work, souvenir shopping, theme parks, historic sites, etc) | | | <p>pupils for whom indirect supervision not suitable must be directly supervised).</p> <ul style="list-style-type: none"> • Clear guidelines and emergency procedures set and understood. • Pupils remain in pairs or groups (buddy system – each responsible for named other). • Rendezvous points and times set. • Pupils know how to contact staff. • Staff understand they are still responsible. • Parents informed and consent given. | parents. | |
| Leader's own children. | Injury or death. | Pupils, other children, staff. | <p>If staff (teachers or volunteers') families join group, pupil supervision must not be compromised.</p> <ul style="list-style-type: none"> • Staff children are similar age to group and supervised with pupils or separate supervision arranged. | Consider before staffing agreed. | Low |

GENERIC RISK ASSESSMENT 2 – TRAVEL ON EDUCATIONAL VISITS

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|---|---|-------------------|--|---|----------------------|
| Traffic accident, coach. | Injury, death, separated from group. | Pupils, staff. | <ul style="list-style-type: none"> Coach from a reputable supplier. Coaches have seat belts that staff ensure are used. Buses without seatbelts are avoided if possible and never used on high speed roads. Sufficient supervision Suitable embarkation points used (for example, coach park, on to wide pavement). Close supervision and head counts during any breaks in journey and getting on and off coach. | Discuss with H&S Officer | Low |
| Use of private vehicles. | Injury, death. | Pupils, staff. | <ul style="list-style-type: none"> All use in compliance with Driving at Work Policy. Seatbelts worn at all times. Specific permission obtained from parents. | Refer to Driving at Work Policy | Low |
| Minibus travel. | Injury, death, separated from group. | Pupils and staff. | <ul style="list-style-type: none"> All use in compliance with Minibus Policy and legal requirements Care always taken in parking in suitable place for disembarkation. Close supervision and head counts during any breaks in journey and getting in and out of bus. | Refer to Minibus Policy | Low |
| Service station and other breaks in journey | Injury, death, left behind/ separated from group. | Pupils | <ul style="list-style-type: none"> Brief pupils on: <ul style="list-style-type: none"> purpose and timings of stop. how and where to contact staff. Remain in pairs or threes (buddy system – each responsible for named other) Remind about moving traffic (driving on right abroad). Careful head count before departure. | | Low |
| Ferry crossing. | Injury, death, drowning, separated from group. | Pupils | <ul style="list-style-type: none"> Close supervision on vehicle deck. 'Rules' established and pupils briefed, especially about open deck area. Remain in pairs or threes (buddy system – each responsible for named other). | Arrange procedures with staff and pupils before arrival at ferry. | Low |

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|---|--------------------------------------|-------------------|--|----------|--------|
| | | | <ul style="list-style-type: none"> • Meeting point agreed throughout crossing and on docking (numbered stairway to coach deck). • Careful head count before disembarkation. • Planned procedure for missing pupils – for example, member of staff to leave as foot passenger. | | |
| On foot. | Injury, death. | Pupils and staff. | <ul style="list-style-type: none"> • Work on foot planned to avoid fast roads wherever possible. • Supervision on pavements, roads and especially crossing of any fast roads is pre-planned. • Pupils are briefed about hazards and behaviour required. | Planning | Medium |
| Use of public transport: trains, trams, underground, bus, air travel. | Injury, death, separated from group. | Pupils and staff. | <ul style="list-style-type: none"> • Journey is planned and assessed – key risk points identified. • Careful supervision, particularly in crowded areas and entry, exit and change points with head counts. • Large groups divided into small groups each with leader(s). • Pupils know their group and leader(s). • Emergency plan in place – pupils briefed where they are going, what to do if separated from group. | Planning | Low |

GENERIC RISK ASSESSMENT 3 – RESIDENTIAL VISIT ACCOMMODATION

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|-----------------------------------|------------------------------|-----------------|---|--|----------------------|
| Fire | Death | Pupils, staff. | <ul style="list-style-type: none"> Briefing to all pupils about expected standards and code of behaviour. Identify requirements at time of booking and check during pre visit and on arrival. Check that a fire risk assessment has been completed and meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 Check that there are: <ul style="list-style-type: none"> automatic fire alarms on each floor and in public areas, which can be heard inside rooms. fire extinguishers available on each floor and in public areas. fire exits clearly marked. more than one exit from upper floors of the building. torches available if emergency lighting is not provided. A walk through fire practice takes place on arrival to include assembly point, lay-out of accommodation, key personnel and routines. A group list is held by staff to ensure registration of whole party after an evacuation of the building. Decide whether or not pupils doors should be locked from the inside (see intruder section) A group list is held by staff to ensure registration of whole party after an evacuation of the building. <p>Discuss with accommodation manager any shortcomings in provision e.g. locked fire doors</p> | Pre-visit check and/or check of information/assurance from reputable tour operator. Check on arrival. Take up any issues, such as locked fire doors, with management. Inform group about fire procedures on arrival. | Low |
| Attack or disturbance by intruder | Injury, death, abduction | All | <ul style="list-style-type: none"> Check that security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation Ensure the hotel or similar accommodation is locked at night or | Pre-visit check and/or check of information/assurance from reputable tour | Low |

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| | | | <p>that there is a night porter on duty.</p> <ul style="list-style-type: none"> • Ensure that all windows and doors can be securely shut from the inside. • If windows lead onto balconies, ensure that staff or reliable pupils occupy these rooms. • If other guests share the accommodation seek sole occupancy of the floor if possible, and have designated staff rooms adjacent to pupils. • Decide whether or not pupils doors should be locked from the inside – consider the balance between ensuring pupils wake up if fire alarm sounds during the night. • Ensure pupils understand that they inform staff in the event of an emergency. • Check pupils at “lights out”. • Designate responsibilities and roles for individual members of staff including dormitory /floor groups. <p>Carry out additional risk assessment if this is not possible</p> | operator. Briefing of students regarding expected behaviour and actions | |
| Safeguarding | Injury, death, abduction, abuse | Pupils and staff. | <ul style="list-style-type: none"> • School has exclusive use of sleeping accommodation. • Separate male and female sleeping accommodation • Staff accommodation adjacent and same floor as pupils. • Students can easily contact staff throughout night. • Students are checked into rooms at ‘lights out’. • All adults are appropriately trained in safeguarding/child protection and standards regarding access to bedrooms/ changing areas etc are agreed • Pupils know what to do if concerned | Pre-visit check and/or check of information/ assurance from reputable tour operator. | Low |
| Domestic hazards. | Injury, death. | Pupils and staff. | <ul style="list-style-type: none"> • Accommodation has tourist board rating/other external validation of standards. • Visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings. • On arrival, staff and pupils to report any faulty items found in rooms. | Pre-visit check and/or check of information/ assurance from reputable tour operator. Check on arrival. | Low |
| Hygiene | Illness | Pupils and | <ul style="list-style-type: none"> • Tourist board rating/environmental health endorsement or | Pre-visit check and/or | Low |

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| | | staff. | <p>similar.</p> <ul style="list-style-type: none"> • Visual inspection of washing facilities, lighting, heating, ventilation, catering. | check of information/assurance from reputable tour operation. | |
| Night time tendencies. | Injury, death. | Pupils | <ul style="list-style-type: none"> • Information gained from parents about pupils' illnesses, sleepwalking, etc. • Suitable supervision arranged to meet needs of pupils. | Use recommended parental consent form. | Low |
| Additional needs. | Injury | Pupils and staff. | <ul style="list-style-type: none"> • Accommodation meets any additional needs of anyone in the group. | Pre-visit check as necessary. | Low |
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GENERIC RISK ASSESSMENT 4 – USE OF A PROVIDER/TOUR OPERATOR

(for example, visit to adventure centre, use of freelance instructor, cultural tour abroad)

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|--|------------------------------|-----------------|--|---|----------------------|
| Provision does not meet authority standards/ best practice. | Injury, death. | Pupils, staff. | <p>Check organisation is reputable, competent and safe.</p> <ul style="list-style-type: none"> • Check literature provided. • Gain information from other users. • Get operator risk assessments beforehand. • Get AALA license number. • Check for any external 'badges'.e.g AALS, Lotc Quality Badge, BCU,RYA etc • Pre-visit centre. <p>Teacher in Charge maintains on-going assessment throughout visit.</p> | Teacher in Charge to check and raise any concerns | Low/medium. |
| Programme does not meet needs of group. | Injury, death. | Pupils, staff. | <ul style="list-style-type: none"> • School gives necessary information to provider about age, ability and any special needs in group. • Programme is agreed with provider before visit. | | Low |
| Lack of clarity about split of responsibilities between school and provider. | Injury, death. | Pupils, staff. | <ul style="list-style-type: none"> • 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. • Where school is undertaking responsibility for activities (for example, evening activities, town visits), these are properly planned and risk assessed. | | Low |

GENERIC RISK ASSESSMENT 5 – SCHOOL ‘EXCHANGE’ VISITS WITH A SCHOOL ABROAD

Refer to Exchange Visit Advice for generic risk assessment at: www.oeapng.info

GENERIC RISK ASSESSMENT 6 – WALKS IN NORMAL COUNTRY

Normal country = parks, enclosed farmland and fields (NOT moorland, mountain and/or where possible to be more than 30 minutes from a road)

Measures of competence to include relevant training (BELA, SWMM, MLTE training) and/or evidence of recent and relevant experience in type of terrain to be walked.

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|--|------------------------------|-----------------|--|--|----------------------|
| Falls, drowning. | Injury, death. | Pupils, staff. | <ul style="list-style-type: none"> Teacher in Charge experienced of walking in terrain and of leading groups. Route researched and pre-walked – significant hazards (cliffs, water hazards, quarries, etc) avoided or carefully assessed. Weather forecast obtained and conditions monitored; route changed if necessary. | <p>Teacher in Charge competence approved (see above).</p> <p>Teacher in Charge completes specific risk assessment for each walk as necessary.</p> <p>Ongoing assessment by Teacher in Charge at start and during activity.</p> | Low |
| Getting lost. | Injury | Pupils, staff. | <ul style="list-style-type: none"> Teacher in Charge has sufficient navigational skills. Group size as low as possible and sufficient Large groups are best split into small groups each with competent leader. Head counts. Briefing of pupils and staff. | Leader competence approved (see above). | Low |
| Injury, illness or emergency away from immediate help. | Injury, death. | Pupils, staff. | <ul style="list-style-type: none"> One leader with each group first aid trained. First aid kit. Information about pre-existing medical conditions and medication carried. Leaders are briefed and have planned emergency procedures. | Pre-planning of emergency procedures and communications. | Low |

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|--|----------------|----------------|---|--|-----|
| | | | <ul style="list-style-type: none"> • Communications arranged. | | |
| Exposure to extreme weather – cold, wet, heat and sun. | Injury, death. | Pupils, staff. | <ul style="list-style-type: none"> • Daily weather forecast obtained. • All participants have suitable footwear, clothing and equipment to match expected conditions. | Parents and pupils given checklist – kit checked before departure. | Low |

GENERIC RISK ASSESSMENT 7 – WALKS IN REMOTE TERRAIN

WHERE IT IS POSSIBLE TO BE MORE THAN 30 MINUTES FROM A ROAD

In addition to evidence of recent and relevant experience in type of terrain to be walked, Teacher in Charge must hold:

- Appropriate level of SWMMLTS award for the terrain
- MLTE Walking Group Leader or Mountain Leader

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|--|------------------------------|-----------------|--|--|----------------------|
| Falls, drowning. | Injury, death. | Pupils, staff. | <ul style="list-style-type: none"> • Teacher in Charge experienced walking in terrain and of leading groups. • Route researched and, if necessary, pre-walked – specific hazards (cliffs, water hazards, etc) risk assessed. • Weather forecast, ongoing assessment of conditions and adjustment of plans by group Teacher in Charge. | Teacher in Charge provides evidence of competence specific risk assessment for each walk as necessary. | Low |
| Getting lost. | Injury | Pupils, staff. | <ul style="list-style-type: none"> • Teacher in Charge has sufficient navigational skills. • Group size ten or less, second adult with most groups. • Head counts. • Briefing of pupils and staff. | Teacher in Charge competence. | Low |
| Injury, illness or emergency away from immediate help. | Injury, death. | Pupils, staff. | <ul style="list-style-type: none"> • Leader first aid trained Level 3 minimum. • Second adult with most groups. • First aid kit. • Information about pre-existing medical conditions and medication carried. • Teacher in Charge has planned emergency procedures. • Communications (mobile phones?) arranged. | Pre-planning of emergency procedures and communications. | Low |
| Exposure to extreme weather – cold, wet, heat and sun. | Injury, death. | Pupils, staff. | <ul style="list-style-type: none"> • Daily weather forecast obtained, on-day conditions assessed and plans adjusted as necessary. • All participants have suitable footwear, clothing and equipment for expected conditions. • Emergency equipment carried, including group shelter. | Parents and pupils given checklist of clothing and equipment – kit checked before departure. | Low |

GENERIC RISK ASSESSMENT 8 – RIVER WALKS, GORGE STREAM SCRAMBLE OR SIMILAR (PLANNED ENTRY INTO WATER AS AN ADVENTURE ACTIVITY).

In addition to evidence of recent and relevant experience of activity, Teacher in Charge must have training/qualification relevant to nature and location of activity. In remote terrain, Teacher in Charge must hold relevant walking award, and to use ropes, a rock climbing award or site-specific training. Some situations may require life saving, white water rescue qualifications.

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|---------------------------------|------------------------------|-----------------|--|--|----------------------|
| Extreme weather, cold water. | Cold, injury/death. | Pupils, staff. | <ul style="list-style-type: none"> Seasonal (usually April – October) activity, consideration of forecast and prevailing conditions on day, suitable clothing and equipment, dry spare clothing and emergency equipment available. | Pre-planning, equipment lists to group, kit checked before departure. | Low |
| Deep and/or fast-flowing water. | Drowning, injury. | Pupils, staff. | <ul style="list-style-type: none"> Each stream must be individually risk assessed by Teacher in Charge with advice from technical adviser (MIA or otherwise approved) – written control measures and/or operating procedure produced. Deep, fast flowing water may require life saving and/or other water based activity qualifications Weather forecast obtained and Teacher in Charge makes decision whether or not to proceed or adapt activity on basis of weather forecast, strength of water, conditions on day. Clear guidelines ie water depth, on what conditions lead to cancellation Swimming ability of pupils known and assessed | <p>Written specific risk assessment and/or operating procedure.</p> <p>Ongoing assessment by Teacher in Charge at start and during activity.</p> | Low |
| Falls, falling rocks, cliffs. | Death, injury. | Pupils, staff. | <ul style="list-style-type: none"> From site-specific risk assessment decision made regarding necessary equipment – helmets (usual), type of footwear etc. Close supervision by experienced staff. Ropes, or terrain requiring ropes, may only be used by qualified staff working to an operating procedure agreed by MIA as above. | Pre-visit – site-specific risk assessment and operating procedure as above. | Low |

Refer to HSE Rock and Water Guidance

GENERIC RISK ASSESSMENT 9 – FIELD STUDY BY/IN WATER (RIVER, STREAM STUDY OR POND DIPPING)

In addition to evidence of recent and relevant experience of activity Teacher in Charge must in remote terrain hold relevant walking award.

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|---|------------------------------|-----------------|---|--|----------------------|
| Extreme weather, cold water. | Cold, injury/death | Pupils, staff. | <ul style="list-style-type: none"> Consideration of forecast and conditions of day, provision of suitable clothing, footwear and equipment, dry spare clothing and emergency equipment. | Pre-planning, equipment lists to group, kit checked before departure. | Low |
| Proximity to water. | Drowning | Pupils, staff. | <ul style="list-style-type: none"> Risk awareness of route, banks, crossings, etc. Awareness that water levels change and need to assess conditions before and during activity. Other route MUST be taken if route (for example bank-side path, stepping stones) unsafe. Good supervision of pupils to ensure sensible behaviour. Method of extraction from water in place | Pre-planning and assessment on day. | Low |
| Planned activity IN water (for field studies etc) | Drowning, injury | Pupils, staff. | <ul style="list-style-type: none"> Each location must be individually risk assessed by Teacher in Charge. Use sites where: <ul style="list-style-type: none"> easy access and exit from water no significant hazards on banks, for example, water flowing onto overhanging trees no immediate significant down-stream hazards (waterfalls etc) pupils can stand easily in water to be entered pupils can be seen and supervised by staff. Weather forecast obtained and Teacher in Charge makes decision whether or not to proceed or adapt activity n basis of weather forecast, strength of water and conditions on day. | <p>Written specific risk assessment and/or operating procedure in place</p> <p>Ongoing assessment by Teacher in Charge at start and during activity.</p> | Medium |
| Weil's disease pollution. | Disease | Pupils, staff. | <p>Do not use obviously contaminated sites.</p> <p>Obtain and follow guidelines about Weil's disease.</p> | Take advice from Environment Agency if | Low |

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| | | | Take sensible hygiene precautions: cover wounds, grazes, etc. Do not drink river water. Wash hands before eating. | necessary. | |
| Informal swimming. | Drowning | Pupils, staff. | <ul style="list-style-type: none"> • Never allow impromptu swimming or paddling – always risk assess the proposed venue in advance for currents, rocks, weeds, nature of bottom and sides. Also assess ability of pupils and staff and activities proposed. You must arrange: <ul style="list-style-type: none"> ♦ safe area ♦ signals for distress and recall ♦ lifesaver and observers (adults to stay out of water) ♦ head counts ♦ briefing of pupils and staff. | Written specific risk assessment required. | Medium |

GENERIC RISK ASSESSMENT 10 – ROCK CLIMBING

In addition to evidence of recent and relevant experience, Teacher in Charge must hold site-specific approval, MLTE Climbing Walls Supervisor Award, Single Pitch Supervisor's Award, Mountain Instructor's Award, Mountain Instructor's Certificate or UIAGM Guide certificate.

Walls

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|--|------------------------------|---------------------------------------|---|--|----------------------|
| Avoidable objective/unsuitable location for ability of group. | Disabling or fatal injury. | Pupils, staff. | <ul style="list-style-type: none"> Location is specifically assessed by Teacher in Charge. If completed by SPA, assessment approved by MIA technical adviser. Climbing walls checked on an agreed/recorded schedule | Written site-specific risk assessment and/or operating procedures. | Low |
| Equipment failure, inappropriate use of equipment. | Disabling or fatal injury. | Pupils, staff. | <ul style="list-style-type: none"> Qualified supervision as above. Instruction/monitoring of use of equipment. Equipment used in compliance with manufacturers recommendations, regularly checked and log maintained. | | Low |
| Fall from height, objects falling from above, trips and slips at foot of face, | Disabling or fatal injury. | Pupils, staff, other people at venue. | <ul style="list-style-type: none"> Qualified supervision as above, instructors working within remit of qualification. Group size and ratios suitable (single pitch usually up to 12 students plus extra adult). Appropriate specialist climbing equipment used (ropes, helmets, harnesses, etc). Proper briefing of pupils, behaviour monitored and managed appropriately, vigilance of all staff during activity. Helmets worn whilst at base of rock face. | | Low |
| Exposure to environmental factors – heat, cold, rain, wind. | Disabling or fatal injury. | Pupils, staff. | Adequate protective clothing and equipment. Check weather forecast. Ability to change plans if weather inappropriate. | Kit list to parents; kit checked before departure. | Low |
| Illness or injury. | Disabling or | Pupils, staff. | <ul style="list-style-type: none"> 1st aid cover accessible and appropriate for venue | | Low |

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| | fatal injury or illness. | | <ul style="list-style-type: none">• Information about existing medical conditions known by staff.• Accident/emergency procedures known by leaders.• First aid equipment carried by party. | | |
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GENERIC RISK ASSESSMENT 11 – SWIMMING DURING EDUCATIONAL VISITS

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|--|------------------------------|-----------------|---|--|----------------------|
| Use of swimming pools | Drowning, injury. | Pupils, staff. | <ul style="list-style-type: none"> • Refer to latest guidelines on swimming at www.dorsetforyou.com/schoolsafety • Preferably use pools during life-guarded sessions. • If swimming in other than LA pools, ensure requirements as above are in place. | Pre-visit – site-specific risk assessment. | Low |
| Swimming in sea or other natural waters. | Drowning, injury. | Pupils, staff. | <p>Preferably swim on life-guarded beaches. Never allow impromptu swimming or paddling – always risk assess the proposed venue in advance for tides, currents, rocks, weeds, nature of bottom and sides. Also assess ability of pupils – parental confirmation of swimming ability is often unreliable.</p> <p>Arrange:</p> <ul style="list-style-type: none"> ♦ safe area ♦ signals for distress and recall ♦ lifesaver and observers (adults to stay out of water) ♦ head counts ♦ briefing of pupils and staff. | Pre-visit – site-specific risk assessment. | Medium |

Refer to 'Group Safety at the Water Margins' at www.oeapng.info

GENERIC RISK ASSESSMENT 12 – SCHOOL VISITS TO COASTAL LOCATIONS

Teacher in Charge must have recent and relevant experience of venue.

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|--|------------------------------|-----------------|--|--|----------------------|
| Extreme weather, cold or sun/heat injury. | Cold injury/death. | Pupils, staff. | <ul style="list-style-type: none"> Consideration of forecast, use of suitable clothing and equipment, dry spare clothing and emergency equipment. | Pre-planning, equipment lists to group, kit checked before departure. | Low |
| Sea, waves, tides, rip tides, shelving beaches, underwater hazards, exit routes cut off by tides or high seas etc. | Drowning, injury | Pupils, staff. | <ul style="list-style-type: none"> Each venue must be visited and individually risk assessed by Teacher in Charge with advice from coast guards/other local 'experts', if necessary. Weather forecast obtained and Teacher in Charge makes decision whether or not to proceed or adapt activity on basis of weather forecast and state of sea. alternative activities are available. Paddling and swimming are not allowed except if organised according to policy and risk assessment. | <p>Written specific risk assessment and/or operating procedure.</p> <p>Ongoing assessment by Teacher in Charge at start and during activity.</p> | Medium |
| Falls, falling rocks, cliffs. | Death, injury. | Pupils, staff. | <ul style="list-style-type: none"> From site-specific risk assessment decision made regarding route, supervision, location of activities, footwear etc. Close supervision by experienced staff. | Pre-visit – site-specific risk assessment and operating procedure as above. | Low |
| Group control | Drowning, injury, death. | Pupils, staff. | <ul style="list-style-type: none"> Close supervision, large groups split into small groups each with Teacher in Charge known to pupils. Overall Teacher in Charge remains in touch with all groups and can recall effectively. No impromptu swimming or paddling allowed, see swimming risk assessment. | Pre-planning of activities and supervision. | Medium |

Refer to 'Group Safety at the Water Margins' at www.oeapng.info

GENERIC RISK ASSESSMENT 13 – SCHOOL VISITS TO FARMS

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|---|------------------------------|-----------------|---|---|----------------------|
| Hazards on site including machinery, chemicals, slurry pits, animals, barbed wire, electric fences. | Injury, death. | Pupils, staff. | <ul style="list-style-type: none"> • Site is pre-visited by Teacher in Charge and risk assessed. • Plan visit and supervision to minimise risks. <ul style="list-style-type: none"> ♦ Avoid moving machinery. ♦ Do not climb on bales, walls or fences. ♦ Keep away from slurry tanks. ♦ Do not touch barbed wire or electric fences. ♦ Do not touch or feed animals unless the farm personnel are supervising/give permission. • Note: arrangements at farms can change daily. Re-assess at start of visit. | <p>Pre-visit, site risk assessment planning of visit briefing of staff and pupils.</p> <p>Ongoing assessment by Teacher in Charge at start and during activity.</p> | Low |
| Infection and illness including E-coli 0157. | Illness, death. | Pupils, staff. | <ul style="list-style-type: none"> • Follow basic hygiene rules at all times. • Avoid transmission of infection from hand to mouth. • Check hand washing facilities on pre-visit. • Wash hands thoroughly before eating. • Change or clean footwear before leaving site, wash hands • Pregnant women avoid contact with lambing ewes. | Briefing of staff and pupils. | Medium |
| Group control. | Injury, death. | Pupils, staff. | <ul style="list-style-type: none"> • Close supervision, large groups split into small groups each with Teacher in Charge known to adults. • Teacher in Charge of each group understands hazards and control measures. • Overall Teacher in Charge remains in touch with all groups. | Pre-planning of activities and supervision. | Medium |

GENERIC RISK ASSESSMENT 14 – ACTIVITY LEAD BY SCHOOL – CYCLING

Depending on venue, Teacher in Charge must be regular cyclist and have cycled route. For ‘mountain biking’ on steep terrain, training required. For remote locations, other qualification required.

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|----------------------------|------------------------------|-----------------|--|--|----------------------|
| Traffic accident. | Injury, death. | Pupils, staff. | <ul style="list-style-type: none"> • Suitable route off-road or on quiet roads. • Each route must be pre-cycled and individually risk assessed by Teacher in Charge with advice from LA cycling officer, if necessary. • Supervision arranged: small groups usually maximum of 12, two leaders, who are competent cyclists. • Supervision planned for any serious road junctions etc. • Helmets worn. | <p>Written specific risk assessment and/or operating procedure.</p> <p>Ongoing assessment by Teacher in Charge at start and during activity.</p> | Medium |
| Mechanical fault. | Death, injury. | Pupils, staff. | <ul style="list-style-type: none"> • Cycles used are road/route worthy. • If pupils are using own bikes, cycles brought to school for inspection by Teacher in Charge prior to day. • Unsuitable cycles not permitted. • Simple tools and spares carried. • Breakdown plan agreed. • Pupils must not be left on their own. | Information to parents stating standards required. Check size, steering, brakes, cycles, gears, helmets, etc. | Low |
| Group control, lost pupil. | Injury, death. | Pupils, staff. | <ul style="list-style-type: none"> • Close supervision, two leaders with each group. • Maps carried. • Large groups split into small groups each with leaders known to pupils. • Overall Teacher in Charge remains in touch with all groups and can re-group effectively at agreed points. | Pre-planning of route and supervision. | Medium |

GENERIC RISK ASSESSMENT 15 – STANDING CAMPS

Teacher in Charge must have recent and relevant experience and training in camping and equipment to be used.

Possible qualifications; SWMMLTS Coastal and Countryside Camping Endorsement, MLTE WGL Award/ Mountain Leader

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|--|---------------------------------|-----------------|--|---|----------------------|
| Extreme weather, cold or sun/heat injury. | Cold, injury/death. | Pupils, staff. | <ul style="list-style-type: none"> Seasonal (usually April – October) activity, consideration of forecast, use of suitable clothing and equipment, dry spare clothing and emergency equipment. | Pre-planning, equipment lists to group, kit checked before departure. | Low |
| Hazards on site and immediate surrounds. | Drowning, falls, injury, death. | Pupils, staff. | <ul style="list-style-type: none"> Site must be visited and individually risk assessed. Camp rules or operating procedure agreed to minimise risks. Appropriate supervision arranged, | <p>Written specific risk assessment and/or operating procedure.</p> <p>Ongoing assessment by Teacher in Charge during camp.</p> | Medium |
| Site security – unauthorised entry by intruder or exit by pupil. | Death, injury. | Pupils, staff. | <ul style="list-style-type: none"> Site chosen with minimal public access. Leaders sleep in tents close to pupils Close supervision by experienced staff. Local police informed of location if not using an established camp site. | Risks reduced but pupils and parents understand all risks cannot be eliminated. | Low |
| Equipment failure. | Injury | Pupils, staff. | <ul style="list-style-type: none"> Equipment used has been properly maintained and checked before use. Erected by competent staff. | | Low |
| Fire, heat hazards. | Injury, burns, scalds, death. | Pupils, staff. | <ul style="list-style-type: none"> Cooking tent is isolated from sleeping tents by at least three times height of tent. No smoking or naked flames in sleeping tents. Fire procedure understood by all. Fire extinguishers and fire blankets available. First aider trained in | | Low/ medium |

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| | | | <p>burn treatment.</p> <ul style="list-style-type: none"> • Flammable fuel and equipment only used by trained competent staff. • Operating procedures agreed for use of cook tents. • Pupils only use lightweight cooking equipment under close supervision by training staff or passed as competent by qualified leader. | | |
| Hygiene | Illness | Pupils, staff | <ul style="list-style-type: none"> • Good practice followed. • Leaders using kitchen have attended Basic Food Hygiene training or, at minimum, understand and follow guidance provided. • 'Elsan' type toilets are managed to ensure hygiene standards met • Toilets have adequate hand washing facilities. • Hands are always washed before handling food. | | Low |

GENERIC RISK ASSESSMENT 16 – LIGHTWEIGHT CAMPING

Teacher in Charge must have recent and relevant experience and training in camping and equipment to be used.

For non remote sites possible qualifications; SWMMLTS Coastal and Countryside Camping Endorsement, MLTE WGL Award/ Mountain Leader

For remote sites the Teacher in Charge must be appropriately qualified to lead and 'wild' camp. E.g SWMMLTS Moorland Leader plus camping endorsement.
MLTE Mountain Leader

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|--|---------------------------------|-----------------|---|---|----------------------|
| Extreme weather, cold or sun/heat injury. | Cold, injury/death. | Pupils, staff. | <ul style="list-style-type: none"> Consideration of forecast and amendment of plans if necessary, use of suitable clothing and equipment, dry spare clothing and emergency equipment. | Pre-planning, equipment lists to group, kit checked before departure. | Low |
| Insufficient supervision of pupils. | Injury, death. | Pupils | <ul style="list-style-type: none"> Competence of pupils is assessed and monitored. Pupils are provided with sufficient supervision for their competence, age and behaviour. Pupils know how to contact staff/summon help. | Pre-assessment of competence, particularly if remote supervision is planned. | Medium |
| Hazards on route and campsites used. | Drowning, falls, injury, death. | Pupils, staff. | <ul style="list-style-type: none"> Route is pre-planned, risk assessed and appropriately supervised (see appropriate walking or cycling risk assessment). Each camp site used pre-visited and risk assessed by Teacher in Charge. Sufficient supervision is provided at camp site (indirect supervision is acceptable for competent pupils.) | Written specific risk assessment and/or operating procedure. Re-assessment on arrival at site. | Low |
| Site security – unauthorised entry by intruder or exit by pupil. | Death, injury. | Pupils, staff. | <ul style="list-style-type: none"> Sites chosen with minimal public access. Leaders sleep on site unless pupils trained and assessed as sufficiently competent to camp under indirect supervision. | Risks reduced but pupils and parents understand all risks cannot be eliminated. | Low |
| Fire, heat hazards. | Injury, burns, scalds, death. | Pupils, staff. | <ul style="list-style-type: none"> Use of flammable substances is at least two times height of tents away from tents. Equipment used has been properly maintained and checked before | Training in use of stoves must be provided by ML, | Medium |

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| | | | <p>use.</p> <ul style="list-style-type: none"> • No smoking or naked flames in sleeping tents. • Fire procedure understood by all. • Leader (or if indirectly supervised, pupils) trained in burn treatment. • Flammable fuel and cooking equipment only used by trained competent staff and pupils (or by pupils under close supervision of trained and competent staff). • Procedures agreed for use of stoves and refuelling. | WGL or BELA qualified staff. | |
| Hygiene | Illness | Pupils, staff. | <ul style="list-style-type: none"> • Good practice followed. • Groups are trained in basic hygiene. • Hands are washed before handling food. | | Low |

GENERIC RISK ASSESSMENT 17 – ACTIVITY LED BY SCHOOL – CANOEING/KAYAKING

In addition to evidence of recent and relevant experience, the Teacher in Charge must hold the appropriate BCU qualification for the activity proposed.

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|--|------------------------------|-------------------|--|--|----------------------|
| Avoidable objective dangers/unsuitable location. | Disabling or fatal injury. | Pupils, staff. | <ul style="list-style-type: none"> Location has been specifically assessed by technical adviser Ability/experience of group taken into account. Weather forecast obtained, weather and water conditions constantly monitored and activity adjusted accordingly. | Written site-specific risk assessment (and operating procedures if appropriate). | Low |
| Water environment | Drowning, injury. | Pupils, staff. | <ul style="list-style-type: none"> The Teacher in Charge holds the appropriate BCU qualification for the water (inland or sea) and conditions prevailing. Knowledge of pupil swimming ability / water confidence known. Pupils supervised in BCU recommended ratios by qualified staff. The Teacher in Charge holds first aid and resuscitation awards. Personal buoyancy meets BCU recommendations and Teacher in Charges check buoyancy always worn correctly when afloat. All boats have suitable buoyancy. Equipment as recommended by BCU is carried and used as appropriate. Participants are appropriately trained in use. | | Low |
| Equipment failure. | Drowning | Pupils, staff. | <ul style="list-style-type: none"> All equipment is checked before use; an equipment log is maintained and an annual maintenance programme is undertaken. | Monitoring programme in place. | Low |
| Head injury. | Injury | Pupils, staff. | <ul style="list-style-type: none"> Helmets used if conditions dictate. | | Low |
| Water quality. | Illness | Pupils, staff. | <ul style="list-style-type: none"> Local advice taken about water quality. Open cuts and sores covered. Pupils and parents briefed about Weil's disease and action to take if appropriate. | | Low |
| Exposure to weather. | Hypothermia | Pupils and staff. | <ul style="list-style-type: none"> Suitable clothing and footwear and change of clothes. Spare clothing and emergency equipment available to group. | Provide clear information about | Low |

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| | | | <ul style="list-style-type: none"> • Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. • Weather forecast obtained, wind and water conditions constantly monitored and activity adjusted accordingly. • Emergency telephone available. | suitable clothing and equipment to pupils and parents. | |
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