

## POLICY FOR RISK ASSESSMENTS

A written risk assessment must be prepared in advance before **every visit off-site**. The Group Leader has overall responsibility for the party at all times including maintaining good discipline and should have **a regard to the health and safety of the entire group**. Risk Assessments are also completed for any activity in school deemed "higher risk than normal", such as a lesson using specialised equipment e.g. using saws in DT. Risks will be minimised if due attention is paid to planning preparation and supervision.

**Risk assessment does not end when the visit begins.** Changes to the itinerary, changes to the weather, incidents (whether major or minor) - all or any of these may bring staff and pupils face to face with unexpected hazards or difficulties and give rise to the need to re-assess risk.

### Group leaders need to consider:

- The pupils going on the visit – have the hazards of the activity and the age and ability of the pupils been assessed?
- Pupils must be properly supervised during time before, between and after activities, including the evenings. At least one member of the teaching staff must be designated as on duty at any one time.
- That all staff and pupils know that the code of conduct applies at all times, not just during activities and any accompanying parents to school visits have read the Parent's code of conduct.
- Staff knowledge of the site and the risks related to the site (especially coastal and farm visits.)
- Pre-trip safety briefings for pupils. (Including details of out of bound areas.)
- Adequate supervision and staffing ratios and the experience and qualifications of the staff.
- Adequate first aid provision at all times. Ensure that all pupils' medical needs (e.g. asthma, diabetes) are known and that staff are competent to handle them. Take into account that many health problems may be caused by lack of food, liquid or sleep.
- Advice about proper, adequate clothing and footwear.
- The transport arrangements and the level of supervision necessary.
- Road safety information/instruction for pupils and that the group understand that they must carry out instructions the moment they are told to.
- The arrival and departure times including arrangements for collection on return to school.
- Emergency contact arrangements and access to a reliable telephone.
- Avoiding unplanned activities until a thorough risk assessment has been carried out.
- Continuous monitoring and assessment of hazards, including weather conditions, throughout.
- Remote supervision arrangements (Pupils if permitted, to be unsupervised in groups of *no less than four* with a pre-arranged rendezvous point.)
- Frequent head counts and taking of register on and off transport etc.
- The party know what to do if they get separated.
- That all staff and pupils know the emergency procedures/escape routes in the event of a fire.
- Where pupils' doors are locked, teachers have immediate access, as necessary, to a master key.
- Where hotel/hostel reception is not staffed 24 hours, security arrangements should be in place.
- A register of the room numbers and their occupants should always be compiled immediately and copies circulated to all adult members of the party.
- Ensure that drivers take adequate rest breaks on long journeys.
- An accident report form should be completed in the event of any accident.
- Arrangements for activities should be such that pupils are fully occupied either on excursions, visits, and project work or other organised activities and entertainment.
- Excesses of unstructured free time in a residential programme can allow time for mischief, bullying, homesickness and wandering off from the body of the group.

### Documentation retained at school by the Headmistress for Residential Visits

A full set of documentation should be handed to the Headmistress **at least 3 days before departure**.

This should include:

- Names, addresses and contact details of all pupils who are going (if a pupil is absent on the day of departure you must inform the emergency contact or the School Office. Surnames and initials are required.)
- Names, addresses and emergency contact details of staff/adults accompanying the group.
- Travel details and itinerary, including mode(s) of transport and travel company used.
- Address and telephone contact number(s) of destination.
- Photocopies of travel insurance details. (Group leader carries the originals)
- Photocopies of parental consent forms with medical details. (Group Leader carries the originals)
- Copy of the Risk Assessment (plus any additional risk assessments provided by the venue).
- Arrangements for remote supervision.

- Destination and expected time of departure from and arrival back at school.
- Copy of the Pupil Code of Conduct.
- The Group Leader's mobile contact number.
- Any necessary medication (and a first aid kit) taken by the designated adult

#### **Documentation retained at school by Headmistress for Day Visits.**

A full set of documentation should be handed to the Headmistress **at least 3 days before departure.**

This should include:

- An accurate list of pupils on visit (if a pupil is absent on the day of departure you must inform the emergency contact or the School Office. Surnames and initials are required.)
- List of staff/adults accompanying the group.
- Travel details and itinerary including mode(s) of transport and travel company used.
- Address and telephone contact number(s) of destination.
- Destination and expected time of departure from and arrival back at school.
- Arrangements for remote supervision.
- The Group Leader's mobile contact number (and other adults as appropriate).
- Copy of the Risk Assessment, which includes the assessment of supervision needed and the staff to pupil ratio for the visit
- For EYFS visits, the Risk Assessment should also include a check to ensure the records of vehicles are obtained, insurance details and a list of named drivers.

#### **Other Related Matters for Consideration:**

- a) Training of staff in health and safety, including risk assessment (see CPD Policy which includes a courses and training record - Policy Handbook Section 5)
- b) Consultation arrangements with employees (see above and Staff Handbook)
- c) Recording and reporting accidents to staff, pupils and visitors – including those reportable under RIDDOR (see Medical and First Aid and Safeguarding Policies - Policy Handbook Section 3)
- d) Policy and procedures for off-site visits, including residential visits and any school- led adventure activities (see above)
- e) Dealing with health and safety emergencies – procedures and contacts (see Medical and First Aid and Safeguarding Policies - Policy Handbook Section 3)
- f) First aid and supporting medical needs (see Medical and First Aid Policy - Policy Handbook Section 3)
- g) Occupational health services and managing work-related stress (see Stress in the Workplace Policy – Policy Handbook Section 5)
- h) Workplace safety for teachers, pupils and visitors (see Welfare health and Safety Policy (Policy handbook Section 3 and the school's General Risk Assessment)
- i) School security (See School's General Risk Assessment)
- j) Violence to staff (see Behaviour Policy – Policy Handbook Section 3)
- k) Manual handling, slips and trips, On-site vehicle movements, Management of asbestos, Control of hazardous substances etc (see School's General Risk Assessment)
- l) Selecting and managing contractors (see recruitment Policy – Policy Handbook Section 5)
- m) Maintenance (and, where necessary examination and testing) of plant and equipment (such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety)
- n) Fire safety, including testing of alarms and evacuation procedures (see Fire Policy – Policy Handbook Section 6)

**It is the Headmistress's responsibility to ensure that this information is available at all times. This is particularly important if the visit takes place when the school is closed.**

**Reviewed by: Lucie Moore**

**Date Reviewed: September 2015**

**Next Review: September 2017**

Approved by:



Date: September 2015

**(Lucie Moore, Headmistress)**