

## Generic Risk Assessment for Category A – Simple Low Risk Everyday Activity

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
<p><b>Planning and Organisation</b></p> <ul style="list-style-type: none"> <li>➤ Accidents/injuries</li> <li>➤ Inadequate planning</li> </ul>	Injuries	Pupils, staff or public.	<ul style="list-style-type: none"> <li>• Visit leader will follow the school arrangements document and OEAP National Guidance.</li> <li>• All staff and adults will be appropriately trained, experienced/qualified and physically fit to competently fulfil their roles and responsibilities.</li> <li>• The visit leader will meet with any participating adults prior to the visit to discuss their role in and responsibilities for implementing risk assessment and group management plans.</li> <li>• Leaders will brief pupils regarding hazards and involve them in the risk assessment and management process.</li> <li>• Parents will be informed of arrangements as appropriate.</li> </ul>	Plan supervision before visit and brief staff and pupils.	Low
<p><b>Group Management and Direct Supervision</b></p> <ul style="list-style-type: none"> <li>➤ Inadequate supervision</li> <li>➤ Trauma / upset / injuries</li> <li>➤ Absconding / missing person</li> </ul>	Injury, death.	Pupils.	<ul style="list-style-type: none"> <li>• Visit leader will ensure that supervising staff are competent and understand their roles.</li> <li>• Staffing ratios will be appropriate and sufficient to ensure safe group management and to deal with any emergencies.</li> <li>• Leaders will use suitable group control measures.</li> <li>• Staff will ensure that pupils are aware of the itinerary and supervision/meeting arrangements.</li> <li>• Briefing to include all pupils as what actions to take if separated from group.</li> <li>• Leaders will conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups and before leaving any venue.</li> <li>• Pupils will be briefed to eat/drink sensibly.</li> <li>• An accompanying member of staff will be able to take over full leadership if required.</li> <li>• Emergency plans will be in place.</li> </ul>	Experienced and suitably competent staff used. Staff briefed.	Low

Leader:	Visit:	Date:
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HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
<p><b>Weather</b></p> <p>Exposure to adverse effects of weather (e.g. cold injury, heat injury, over exposure to sun etc.)</p>	<p>Illness, injury or death.</p>	<p>Pupils, staff.</p>	<ul style="list-style-type: none"> <li>• Staff will consider possible weather conditions, plan appropriate programmes, and ensure that pupils are aware of appropriate clothing and equipment required (hat, sunscreen, wet weather, cold weather clothing etc.)</li> <li>• Specialist personal protective clothing and equipment will be made available to group members if appropriate.</li> <li>• Provision is in place for suitable shelter in the event of adverse weather.</li> <li>• Staff will plan and make provision for pupils who may not bring suitable equipment, including arranging kit check before departure and/or bringing spares.</li> <li>• Staff will obtain daily weather forecast and adjust plans accordingly.</li> </ul>	<p>Check weather forecast. Alternative plan for bad weather.</p>	<p>Low</p>
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>➤ Trauma / upset / injuries</li> <li>➤ Inappropriate contact with public</li> </ul>	<p>Illness, injury.</p>	<p>Pupils or public</p>	<ul style="list-style-type: none"> <li>• Brief pupils re: appropriate interaction with members of the public.</li> <li>• Ensure volunteer helpers are never in charge of a group without direct supervision from a staff member unless they have appropriate assessed competence and experience and they have an enhanced DBS check.</li> <li>• Pupils will not normally be left alone with just one adult unless this is a pre-planned activity and suitable control measures are in place and agreed.</li> <li>• Pupils should raise concerns with visits leader/other staff if members of visits leadership team act inappropriately.</li> </ul>	<p>Experienced staff.</p>	<p>Low</p>

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<b>Supervising Adults take their own children or other family members on visit</b>	Injury, death.	Pupils, staff or public	<ul style="list-style-type: none"> <li>If staff or volunteer(s) family members accompany a group, the supervision and care of pupils will not be compromised.</li> <li>Staff ratios will be amended accordingly to take account of split responsibilities.</li> <li>Supervisors' children will be of similar age to the group and be supervised with students or separate supervision must be arranged. Permission will have been obtained for them to attend and if necessary a risk assessment will have been completed.</li> </ul>	Agreed roles / responsibilities	Low
<b>Misbehaviour / Misconduct</b> <ul style="list-style-type: none"> <li>➤ Accidents injuries</li> <li>➤ Illegal Substances</li> </ul>	Injury or death.	Pupils, Staff.	<ul style="list-style-type: none"> <li>Staff supervision will be sufficient and appropriate to manage the group safely.</li> <li>Staff and pupils will be briefed regarding conduct /behaviour required during the visit.</li> <li>General behaviour contract to be in place for visit and agreed by participants and parents/guardians (as appropriate).</li> </ul>	Staff to monitor and take action as appropriate	Low
<b>Medical needs</b>	Illness, injury or death	Pupils, Staff	<ul style="list-style-type: none"> <li>Up to date information regarding medical needs of all group members will be obtained and accessible.</li> <li>Parental consent for administration of medicines is obtained and suitably recorded (as applicable).</li> <li>Appropriate arrangements for storing medicines where necessary are in place.</li> <li>Staff only to administer prescribed medication if agreed in advance.</li> <li>Staff aware of location of nearest Hospital A &amp; E and/or GP surgery.</li> </ul>		Low
<b>Allergic reactions, poisons, stings, bites</b> <ul style="list-style-type: none"> <li>➤ Trauma / illness</li> </ul>	Illness or death	Pupils, Staff	<ul style="list-style-type: none"> <li>Staff will be briefed regarding group members with known allergies, and will be able to react accordingly.</li> <li>Staff will check that pupils and/or leaders carry any necessary medication.</li> </ul>	Pupil medical details/medicines known and available	Low

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HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
<p><b>Additional Needs of Individual Group Members (if applicable)</b></p> <ul style="list-style-type: none"> <li>➤ Absconding/Missing</li> <li>➤ Behaviour</li> <li>➤ Emotional</li> </ul>	Illness, injury or death	Pupils, Staff	<ul style="list-style-type: none"> <li>• Up to date information regarding special/behavioural needs of group members will be obtained with advice from the specialist staff involved and parents/carers.</li> <li>• A specific risk assessment informed by the above will be carried out for the pupils relative to the visit and this information will be shared with all relevant parties.</li> <li>• Individual behaviour contract to be put in place prior to and during the visit, agreed with individual and parents/carers (if required).</li> <li>• The programme/itinerary is arranged giving due regard to the mobility and special needs of all members of the group.</li> <li>• One to one support may be required.</li> </ul>	<p>Staff aware of pupils needs, triggers etc.</p> <p>Management plan in place.</p> <p>Staff to be aware of pupils special needs</p>	
<p><b>Direct Supervision Accompanied Walks</b></p> <ul style="list-style-type: none"> <li>➤ Traffic</li> <li>➤ Water</li> </ul>	Injury or death	Pupils, staff or public	<ul style="list-style-type: none"> <li>• Pupils are informed of the hazards associated with walking in a group for the visit.</li> <li>• Supervising adults are dispersed throughout the group as appropriate to the situation.</li> <li>• Where walking in the dark is planned, extra care will be taken.</li> <li>• Route and safe crossing points are planned prior to visit.</li> <li>• An appropriate method of road crossing is adopted for the group and situation.</li> <li>• When walking close to water, the group will be briefed on the hazards and supervisors placed to ensure pupils do not approach the water's edge.</li> </ul>	<p>Staff to remain focussed.</p> <p>Pupils reminded of expectations</p>	Low

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<p><b>Periods of indirect supervision</b></p> <ul style="list-style-type: none"> <li>➤ Accident / separation from group</li> <li>➤ Abduction / attack by stranger</li> <li>➤ illegal substances</li> </ul>	Injury or death	Pupils or public	<ul style="list-style-type: none"> <li>• Group members will be assessed as responsible and able for this type of supervision.</li> <li>• Parents/guardians will be informed of arrangements and will have provided written consent (blanket consent).</li> <li>• Individuals for whom indirect supervision is not considered suitable will be more directly supervised.</li> <li>• Group members will be briefed regarding conduct/behaviour required.</li> <li>• Group members will be briefed regarding what to do if approached inappropriately by members of the public.</li> <li>• Pupils will remain in small groups at all times as appropriate to age or activity.</li> <li>• Pupils will be briefed regarding procedure if lost/separated and how to contact staff in an emergency.</li> <li>• All leaders and pupils will be briefed clearly regarding rendezvous times and places and a plan will be in place for dealing with groups/individuals who fail to return.</li> <li>• Staff will understand that they maintain full supervisory responsibilities.</li> <li>• Central meeting points at regular intervals will be established and manned by staff throughout activity (as appropriate).</li> </ul>	<p>Staff to undertake regular checks and make themselves available at agreed locations/times.</p> <p>Pupils should know where staff will be and/or how to contact them.</p>	
<p><b>Visit returns after normal hours</b></p> <p>Accident / upset / lost / abducted</p>	Injury, illness or death	Pupils or public	<ul style="list-style-type: none"> <li>• Parents/guardians and pupils will be fully informed regarding drop-off/collection arrangements for the visit.</li> <li>• Pupils will not normally be left alone, and will be properly supervised until they have been safely collected or handed over to a nominated adult.</li> <li>• A clear pre-planned procedure will be agreed for pupils who are not collected.</li> </ul>	<p>Staff and pupils aware of arrangements.</p> <p>If staff are unsure they should check with parents</p>	Low

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<p><b>Emergencies</b> Inadequate procedures</p> <ul style="list-style-type: none"> <li>➤ Delayed help/ support</li> <li>➤ Deterioration of condition</li> <li>➤ Injury / others</li> <li>➤ Missing persons</li> <li>➤ Absconding</li> </ul>	Injury, illness or death	Pupils, staff	<ul style="list-style-type: none"> <li>• The Visit leader has an emergency plan for the visit to deal with unforeseen incidents/emergencies which the leader will carry at all times and communicates to all staff.</li> <li>• Staff will brief pupils regarding emergency procedures.</li> <li>• Contingency plans will be in place to ensure ill/injured pupils are appropriately supervised without compromising group supervision.</li> <li>• At least one leader will carry a mobile phone and carry sufficient cash or cards for pay-phones (mobiles do not work in some areas due to weak signal).</li> <li>• At least one supervising adult will have appropriate knowledge of first aid.</li> <li>• A complete first aid kit (and travel sickness equipment) will be checked and taken with the group and will be readily available.</li> <li>• Visit Leader has access to school base emergency contact for the duration of the visit.</li> <li>• Leaders know how to summon Emergency Services.</li> <li>• Academy has Emergency/Critical Incident Plans in place.</li> </ul>	<p>Experienced staff.</p> <p>Emergency plan available to visit leadership team with emergency academy contacts.</p>	Low
<b>Provider-led Activities</b>	Injury or death	Pupils, staff or public	<ul style="list-style-type: none"> <li>• Planned activities are covered by the Provider's risk assessments or risk management summaries (RMS) or provider holds safety/quality mark – LOtC, AALA etc.</li> <li>• Risk assessments will be completed or reviewed by the Visit leader/staff for areas of their responsibility – travel/pastoral and welfare issues.</li> <li>• Only recognised providers will be used.</li> </ul>	Staff to intervene if activity is deemed unsuitable or if pupil behaviour unacceptable.	Low

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<b>Self-led Activities</b>	Injury or death	Pupils, staff or public	<ul style="list-style-type: none"> <li>Supervising adults have appropriate qualifications and/or experience to lead planned visits.</li> <li>Further control measures or additional risk assessments will be completed for specific hazards/all activities and appropriately maintained and checked equipment will be used.</li> <li>Swimming will not take place unless part of an approved provider-led activity (lifeguards available).</li> </ul>	Staff familiar with venue and/or activity.	Low
<b>Site and Environment</b>	Injury or death	Pupils, staff or public	<ul style="list-style-type: none"> <li>A pre-visit to site will be undertaken where appropriate.</li> <li>Venue/site risk assessments should be referred to and consulted and appropriate control measures implemented for identified site specific hazards.</li> <li>Supervising adults will make themselves familiar with venue's/site evacuation procedure as appropriate.</li> </ul>	Staff knowledgeable regarding site/activities.	Low
<b>Transport</b>	Injury or death	Pupils, staff or public	<ul style="list-style-type: none"> <li>An appropriate safe working procedure for the proposed motorised mode/s of travel to be used has been completed if required.</li> <li>Care always taken in parking in suitable place for embarkation/disembarkation</li> <li>Close supervision and head counts during any breaks in journey and getting in and out of vehicle</li> <li>Seat belts worn if fitted</li> </ul>		Low

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