

Activity	Generic Risk Assessment for all educational visits and activities This must be read in conjunction with the activity risk assessments
Hazards	<p>Road traffic accidents</p> <ul style="list-style-type: none"> <input type="checkbox"/> Slips/trips/falls/strains etc. <input type="checkbox"/> Group Leader incapacitated <input type="checkbox"/> Objects falling from height <input type="checkbox"/> Equipment failure <input type="checkbox"/> Cold related conditions (hyperthermia, frostbite) <input type="checkbox"/> Heat related conditions (sunburn, dehydration, heat exhaustion, heat stroke) <input type="checkbox"/> Other adverse weather related conditions e.g. lightning, strong/gusting winds etc. <input type="checkbox"/> Getting lost/separated from group <input type="checkbox"/> Unplanned/inappropriate entry into water/drowning <input type="checkbox"/> Burns, fire/smoke injuries <input type="checkbox"/> Substance abuse, alcohol, drugs <input type="checkbox"/> Diseases, illness stings/bites etc. <input type="checkbox"/> Adverse contact with animals/plants: kicks, trampling, bites, stings <input type="checkbox"/> Abuse/inappropriate contact with strangers <input type="checkbox"/> Manual handling issues
Control Measure	<p>Appropriate and approved leadership, briefing, supervision and supervision ratio</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adventure activity leadership in line with Adventure Activity Matrix <input type="checkbox"/> Ability, qualification and previous experience of accompanying staff <input type="checkbox"/> Availability of prepared Plan B <input type="checkbox"/> All equipment checked and fit for purpose <input type="checkbox"/> Seasonal issues/daylight considered <input type="checkbox"/> Weather forecast/underfoot conditions/surface water conditions/depth and speed of water/tidal implications considered/impact of weather on activity e.g. strong winds – woodland activities, cycling <input type="checkbox"/> Near water apply controls described in “Safety at Water Margins” (Appendix I) and any other appropriate measures <input type="checkbox"/> Swimming ability and water confidence identified if activity is in, on or near to water <input type="checkbox"/> Relevant local knowledge <input type="checkbox"/> Previous experience, age, ability, fitness of young people <input type="checkbox"/> Warm up activities, as appropriate <input type="checkbox"/> Arrangements for pupils with special needs, medical conditions or requiring particular attention <input type="checkbox"/> Staff to pupil ratio, defined groups and regular head counts <input type="checkbox"/> Communications between staff and back to school or base <input type="checkbox"/> Appropriate personal protective equipment available to pupils and staff <input type="checkbox"/> Emergency procedures in place and equipment carried/available <input type="checkbox"/> Fire safety procedures in place <input type="checkbox"/> Application of strategies to prevent cold related conditions (hyperthermia/frostbite) <input type="checkbox"/> Application of strategies to prevent heat/sun related conditions (sunburn/dehydration/heat exhaustion/heat stroke) <input type="checkbox"/> Appropriate rests for re-hydration/food/shade/shelter/application of sunscreen etc <input type="checkbox"/> Use of eye protection against sun damage
<p>Notes:</p> <p>Accidents to young people, including several fatalities, highlight the need for great care in or near water – refer to Safety at Water Margins.</p> <ul style="list-style-type: none"> • Each excursion must be risk assessed on an individual basis and not to rely on “last year’s” details. Recent accidents have occurred to parties led by staff that have run incident free activities for many years. • It is good practice to involve young people both in the risk assessment process and in the safety precautions to be followed 	

ACTIVITY	4. Transport of children and young people involved in educational visits
HAZARDS	<ul style="list-style-type: none"> • Delay, cancellation or breakdown • Accident, illness or travel sickness • Missing young person • Lack of knowledge of meeting place, contingency plans • Transport systems overseas may well not be subject to the same standards normally deployed within the UK
CONTROL MEASURES	
<ul style="list-style-type: none"> • Emergency procedures/contacts in place • Contingency plans for delays/cancellations/breakdowns • <u>Use of Group Leader Emergency Card and Pupil ID Card</u> • Effective communication systems (where appropriate, ensure coverage of mobile network/identify available landline access/use of radios) <ul style="list-style-type: none"> • Appropriate supervision and head counts/register as required • Plan for appropriate comfort stops • Particular arrangements for supervision at service stations, railway stations, departure lounge/terminal areas etc. Young people to know their Group Leader and Sub-Group Leader • Young people briefed regarding purpose, expectations, appropriate behaviour, timings, supervision • Use of small groups/buddy systems etc. • Young people to be brief on what to do if separated from the group • Appropriate sites for getting on and off transport • Consider use of identifiable clothing etc. (no name badges) • Prepare route or site specific risk assessment where appropriate • Use of block booked seating on planes, trains etc. • Procedure/equipment for biohazard cleaning etc. • All arrangements agreed with contractor • Access to funds to deal with transport arrangement failure • Staff to be deployed throughout seating arrangement to provide appropriate supervision and meet current regulations (especially coaches, planes, trains) • Use of seatbelts to be monitored and enforced by staff in addition to any responsibility by carrier • <u>When planning journeys abroad, ensure that all participants and parents are briefed as far as possible regarding arrangements and practices that may be encountered</u> 	
NOTES	
<p>On foot</p> <ul style="list-style-type: none"> • A route specific risk assessment to be carried out, identifying specific location hazards, e.g. junctions/crossings etc. • On public roads/service stations etc. determine crocodile or wave method to cross roads, agree and brief all participants regarding responsibilities at crossings and other hazardous locations • On public footpaths/bridleways/parks etc. brief all participants relating to other users e.g. 	

walkers, cyclists, horse riders, dog walkers and apply appropriate codes or practice e.g. Country Code etc.

Hired coach/bus/taxi

- Coach hired from LA approved company/reputable firm/correct licence/appropriate CRB arrangements for drivers and escorts
- All arrangements to be agreed with contractor or Integrated Passenger Transport, if used
- Coaches to be fitted with seatbelts
- Buses without seatbelts not to be hired for sole use (scheduled service buses acceptable without seatbelts)
- Elected Members have determined that taxis on NYCC business, transporting children, MUST have appropriate child restraints/car seats/boost seats as in a private car

Public Service Buses

- Clear briefing on behaviour and supervision arrangements to all adults, pupils and young people
- Arrangements in the event of whole group being unable to board bus
- Arrangements for ensuring all participants alight at the correct at the correct stop/head counts etc.
- Strict supervision at all bus stops

Minibus

- Driver appropriately licensed
- Appropriate safety checks carried out
- Determine additional supervision, other than driver, by risk assessment
- Luggage appropriately and securely stored on roof rack or inside, clear of aisles
- Any trailer does not impede emergency exit
- Additionally EEC regulations for foreign travel complied with

Private vehicles

- Driver to complete 'Validation for Voluntary Vehicle Use'
- Parental permission obtained specifically for private vehicles
- Booster seats used as appropriate

Trains/Underground rail systems

- Strict supervision on platforms
- Avoid rush hours whenever possible
- Organise advanced ticket purchase, where possible
- Ensure sole use of sleeping compartments

Ferry crossings

- Strict supervision between vehicle deck and designated meeting point
- Meeting point to be staffed throughout the journey
- Pupils not allowed on open deck unless supervised
- Strict briefing/supervision relating to duty free purchases/alcohol from bars

Flights

- Young people/adults briefed on security expectations
- Strict briefing/supervision re: passport control/customs/baggage reclaim area

Other forms of transport

- Trams/cable cars/smaller water craft etc. may have individual requirements and additional arrangements and a specific risk assessment should be carried out to determine any specific requirements

Event Specific Risk Assessment and Management Record			
School	Location/Purpose	Date(s)	
Group Leader	Other Staff	No. Pupils	Year Group(s)
Lealholm Primary Mrs Helen Ward			

Identifying significant hazards – assessing the risk	Control measures – suitably managing the risk	Who needs to know
Group		<i>Staff</i>
Transport		All participants
Site and it's environment		All participants
Activity Arrangements		All participants

Alternative Plans (Plan B/Plan C)

Ongoing risk assessment – the most essential element – NOTE THE FOLLOWING:

- 1. Apply the control measures*
- 2. Monitor how effective they are*
- 3. Change, adapt, revise as required*

Emergency contacts and procedures

Risk Assessment Completed:

Date...

Group Leader.....

Review comments

Reviewed by:

Date.....

Group Leader.....