



RISK ASSESSMENT - WHOLE SCHOOL POLICY **(inc. EYFS)**

Owner	Assistant Head – Co-Curricular
Authorised by	Head and Governors
Dated	Autumn i, 2022
Review	Autumn i, 2023

Related documents:

- Special risk assessments for equipment and key areas within school
- Pupil access to high risk areas
- Health and Safety policy
- Visits, trips and events policy
- Minibus policy and procedures

Useful additional links:

- <http://www.hse.gov.uk/aala/>
- <https://www.gov.uk/foreign-travel-advice>
- <https://www.gov.uk/coronavirus>
- [Reducing the spread of respiratory infections, including COVID-19, in the workplace - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/Reducing_the_spread_of_respiratory_infections_including_COVID-19_in_the_workplace_-_GOV.UK.pdf)
- [Contents | \(oepng.info\)](http://www.oepng.info)

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APPENDIX 5: Derby High School Risk Assessment Pro-forma

1. What is a risk assessment?

A risk assessment is a careful examination of what could cause harm to people. A risk assessment may apply either to a single activity or to repeated activities (generic RA). The latter must be regularly evaluated and re-submitted for each academic year.

Risk assessments identify:

- (i) significant hazards
- (ii) who is at risk
- (iii) precautions which will help to prevent injury or illness.

There is no requirement to eliminate all risks but one must be satisfied that the level of risk associated with any significant hazard is relatively low. A significant hazard is one which poses a significantly higher level of risk than everyday classroom activity.

RAs should be comprehensive but brief; they need not include detailed instructions about procedures. Reference may be made to provisions in other documents such as the school's health and safety procedures. Risk Assessments should uphold existing school policies.

2. When is a risk assessment necessary?

A risk assessment must be completed for every out of school trip, and may also be necessary for in-school events, depending on the nature of the activity, equipment or environment.

If in doubt, consult the Deputy Head or the Bursar.

3. Procedure for completing a risk assessment for any off-site trip, visit, event or activity

- Use the most up to date school risk assessment pro-forma – see end of this document.
- External providers should have a risk assessment available; request a copy of this third party risk assessment and submit it with your DHS form. This is an addition to, not a substitute for, the DHS form.
- The RA must also include;
 - a list of all party members, which must be given to the Designated Safeguarding Lead (DSL) at least 1 week in advance and, for residential trips, as soon as the provisional list is collated;
 - Room allocations, for residential trips, once finalised;
 - name and contact details of the travel company;
 - emergency contact details for supervising staff and parents of pupils taking part in the trip;
 - the full itinerary; name, address and contact details of accommodation being used;
 - relevant medical conditions of participants and first aid provision;
 - emergency travel arrangements;
 - copies of parental consent forms;
 - insurance details, including any additional insurance relevant to specific pre-existing medical conditions;

- the designated SLT emergency (out of hours) contact, to be arranged with the Student Receptionist (normally the Head, Deputy Head, Bursar or Head of Primary).
 - Any relevant advice regarding security or covid-19.
- The risk assessment must be submitted to Emily Sharp for checking at least 1 week before the activity. (For new trips and residential trips it must be 2 weeks in advance as a minimum.)
- Risk assessments will be checked and signed by the Head and the DSL.
- All the information must be left in the school office and with a nominated emergency contact in school. Student lists, and rooming lists for residential trips, held by the office, must be updated immediately prior and during the trip as necessary.
- All office staff must be aware of the whereabouts of this paperwork.
- The organiser should also have a copy of the risk assessment.
- All adults must have read the minibus policy and procedures, as relevant.
- All adults involved in the trip should be familiar with the Risk Assessment and should know how to contact the member of SLT designated school out of hours contact.
- Pupils should be told clearly about: hazards which they may encounter; what to do if they become separated from the party; conduct/behaviour expected of them.
- Parents should also be provided with appropriate information which outlines specific risks significant to the activity.
- Risk Assessment will focus on hazards to pupils, but those affecting staff, other accompanying adults and third parties should also be considered. In many cases, the precautions will be the same as for pupils, but any specific factors affecting accompanying adults/third parties should be recorded
- Risk Assessment is an ongoing responsibility. Supervising staff must remain alert to any changing conditions and take appropriate action to maintain maximum safety.

4. Risk assessment checklist for off-site activities

Familiarise yourself with all the relevant Derby High policies and procedures and any other helpful DFE/professional association documents.

Follow guidance in the Visits, Trips and events policy to organize and run your activity.

In addition, for the purposes of risk assessment:

- Carry out preliminary site visit if practicable.
- Seek relevant documentation from third party providers:
 - For activities involving caving, climbing, trekking or watersports, check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004, and they provide details of this and their public liability insurance as well as risk assessments appropriate to the activity. For further information, please consult the HSE's latest guidance, which may be found at: <http://www.hse.gov.uk/aala/>
 - See guidance on safety provision from any providers and hosts.
 - An indemnifying clause must be signed and returned by parents, to cover any particularly dangerous activity during non-sporting visits e.g. leisure time swimming.
 - Request details of public liability insurance and risk assessments from all third party providers.
 - Request confirmation that travel companies are ABTA/ATOL protected.

5. Unanticipated causes for concern, near misses or major incidents during off-site activities

If a cause for concern, a near miss or a major incident occurs, the organiser should contact the relevant out of hours contact, where immediate action is required.

If no immediate action is required, organisers must complete the appropriate form (see appendices), detailing any action taken (including First Aid) and/or any future precautions that should be considered on a similar future trip to mitigate the risk of a repeat hazard.

6. Risk assessment for equipment and areas in school

Risk assessment for equipment and areas in school is the responsibility of the Health & Safety Officer (the Bursar) together with the relevant Head of Department, Head of Primary, the catering/domestic manager or the site staff.

- Copies of all risk assessments for equipment and areas in school are held by the Bursar's assistant.
- Risk assessments will be reviewed each year.
- If risks are identified, these will be notified to the Bursar, either immediately or via Health & Safety committee meetings, and steps taken to minimize or eliminate them.

APPENDIX 1 - DERBY HIGH SCHOOL OFFSITE SAFETY: CAUSE FOR CONCERN RECORD/ONGOING RISK ASSESSMENT AMENDMENT

This should be filled in by the party leader if a cause for concern is identified. A copy of the form must be given to the Head as soon as possible on return.

A cause for concern is either:

1. an occurrence which was not directly threatening but which could have developed into a significant incident without appropriate response;
2. a problem which arose outside the scope of the risk assessment which required ongoing amendment of/addition to the RA document.

Trip name & date

Trip Leader

Date, time & location of cause for concern

Description of cause for concern

Response – 1. Immediate

Response – 2. Subsequent including amendment to risk assessment:

Recommendations for future trips & risk assessments/lessons learnt:

APPENDIX 2 - DERBY HIGH SCHOOL OFFSITE SAFETY: NEAR MISS RECORD

To be filled in by the party leader if there is a near miss occurrence. **A copy of this form must be given to the Head as soon as possible on return.** A near miss is an occurrence which could readily have turned into a significant but for good luck or last minute intervention.

Names of participants/other accompanying adults should be recorded separately by the leader for use should there be disciplinary proceedings against a pupil or a complaint.

Trip name & date

Trip Leader

Experience/qualification of trip leader

Date, time & location of cause for concern

Number in party involved in incident

Age & sex of potential casualty/ies

Relevant experience of participants

Weather/terrain conditions (if relevant)

Description of incident

Continued overleaf

Risk assessment context (e.g. occurrence of extremely low/acceptable risk incident/unforeseen incident/faulty risk management)

Response to incident:

1. Immediate:

2. Subsequent including amendment to risk assessment:

Recommendations for future trips & risk assessments/lessons learnt

APPENDIX 3 - DERBY HIGH SCHOOL: OFFSITE SAFETY: MAJOR INCIDENT RECORD

To be filled in by the party leader if there is a major incident. **A copy of this form must be given to the Head as soon as possible on return.** A major incident is one which has caused significant harm to one or more members of the group.

Accuracy of information recorded below is very important; it could be used in any subsequent legal proceedings. Record separately and attach witness statements and any other relevant information.

Trip name & date

Trip Leader

Experience/qualification of trip leader

Date, time & location of incident

Number in party who were involved in the incident

Name, age & sex of potential casualty/ies:

- If several, a marked group list may be used.

Relevant experience of participants

Weather/terrain conditions (if relevant)

Description of incident

Continued overleaf

Response to incident:

1. Immediate (use first aid pro-forma if necessary):

2. Time of contact with home base and/or notification of parents/guardians

3. Management of any members of group not directly involved or seriously affected by the incident:

4. Subsequent – including continuation/termination of trip & any amendments to risk assessment:

Recommendations for future trips & risk assessments/lessons learnt

Further guidance

It is not possible to provide an exhaustive list of risks for all eventualities, or all appropriate mitigations, but you might find it useful to consider the following:

The place:

- Travel hazards
- Security
- Terrain / physical restrictions or demands
- Accommodation
- Weatherr

The person:

- Age / number of students
- Vulnerable students, including, but not limited to: SENd, medical, safeguarding, pastoral needs
- Accompanying adults / third party involvement
- Are students sharing rooms / spending time unsupervised

It is suggested that information/instructions given to pupils and the degree/nature of supervision should be included among the precautions noted.

APPENDIX 5

Risk Assessment

Please sign and date

Completed by:

Checked by:

DSL signature:

Head's signature:

Please note that this is a model risk assessment and the list of hazards and control measures in this template are not exhaustive and are for guidance only and should be used as a base for your own risk assessment.

Wherever possible, please also obtain Risk Assessment details from 3rd parties e.g. – venues to be visited. These should be readily available and will help cut down your own paperwork on this form.

Requirements:

- This completed form is to be submitted , electronically, to ESh (Seniors & Primary) for checking 1 week prior to the event, 2 weeks for overnight, overseas & residential trips;
- Complete list of student participants to be forwarded by ESh for DSL checking. This list may be provisional, in the first instance and confirmed later;
- Trip leaders must always have with them a copy of the final, approved RA, and a full list of all students and staff participating;
- A copy of the final risk assessment must be held in reception for use in an emergency.

NB: this is a legal document and must be completed accurately, in line with school policies (Risk Assessment and Trips, visits and events policy), and re-submitted for Head's signature when amendments are made. Any last minute changes to student participants must be given to reception and ESh or KTU as the trip departs, so we have an accurate list for emergencies.

Delete rows as appropriate

Key information:		Additional Action Required (Yes / No)
Title or description of visit / trip / activity		
Location/ venue		
Start date & time / expected end date & time		
DHS Trip Leader(s)		
Named first aider(s)		
Name and contact details of any transport providers		
Accommodation details including address and contact numbers		
Contact details of any external provider(s)		
Staff emergency contact number(s)		
Contact details for SLT out of hours		

Pre-assessment information/checks:		Additional Action Required (Yes / No)
Number of students / age		
Have supervision ratios been checked?	Y/N	
Are there non-DHS adults involved –	Please note all additional volunteers, helpers etc., what role(s) they have (to the best of your knowledge), and whether they will have any unsupervised access to DHS students.	
Have third party risk assessments been obtained and attached, where possible?	Y/N	
Have permission slips been obtained?	Y/N	
Has the (provisional and final) student list been checked by the DSL?	Y/N	
Is any catering required?	Y/N - Please complete additional form if Y	
What is the foreign office guidance on hazards of travel to this destination? (foreign travel only)	(e.g. kidnapping, specific disease risks, areas / activities to avoid, food safety, drinking water safety etc.).	
Insurance:	<ul style="list-style-type: none"> • Is adequate travel insurance in place? Y/N • Has the school / college notified the insurance company / broker of their intended destination country / countries prior to booking the trip and received confirmation of cover? Y/N • Have pre-existing medical conditions been declared to the insurance company / broker prior to travel? Y/N • Does the trip leader have emergency contact details for all students and staff? • Does the Trip Leader have a copy of the school's / college's insurance details on the trip? Y/N 	

Detailed Risk Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures (check / delete / amend as appropriate)	Additional Action Required (Yes / No)
Students and staff			
Declared medical & dietary issues / other considerations –	Various – pre-existing medical condition being made worse	<ul style="list-style-type: none"> Staff / students have been asked to declare any pre-existing medical conditions prior to travel (complies with insurance requirements). Declared issues have been reviewed and specific care plans put in place – see below Where necessary, the Trip Leader has checked whether it is permitted to take any prescribed medication in the destination country (i.e. some medications that are legal in the UK may not be legal in the destination country). (provide details): The Trip Leader will check that staff / students who take prescribed medication have brought it with them before departing for the trip and will ensure that it is carried on either the student or a leader each day of the trip. There is a trained first aider who is aware of any medical emergency procedures (e.g. what to do if an asthmatic staff member / student suffers an asthma attack). 	
Specific medical concerns: please put staff/ student initials & brief details of consideration and measure in place	E.G. ML L4 – Asthma	E.G. carries an inhaler / first aid trained staff leader will be with her <ul style="list-style-type: none"> 	
First aid provision		<ul style="list-style-type: none"> Trained first aider accompanying the trip Equipment taken on trip by trip leader/trained first aider: (list) Third party first aid provision: (Where reliant on first aid provided by venue/trip provider, trip leader should ensure suitable provision is available – identify here) 	
SEND considerations (educational, behavioural, dietary, disabilities etc.)	Staff / students - Various injuries, depending on nature of accident	<ul style="list-style-type: none"> Trip consent forms include information on any SEND needs of a student. Trip Leader has assessed any SEND prior to the trip and make a judgement as to whether the trip is suitable and whether it is safe for the students to attend. An individual risk assessment has been carried out where appropriate and is attached. 	
Psychological hazards (e.g. panic, anxiety, homesickness etc.)	Staff / students - Various injuries, depending on nature of incident	<ul style="list-style-type: none"> Trip consent forms include information on any SEMH needs of a student. An individual risk assessment has been carried out where appropriate and is attached. Leaders will be made aware of any conditions and the symptoms they should look out for. Staff / students will be allowed to contact home for support. 	

Description of Hazard	Who could be harmed and how?	Existing Control Measures (check / delete / amend as appropriate)	Additional Action Required (Yes / No)
Safeguarding concerns Are there any students on the trip who need safeguarding provision e.g. separate rooms?		<ul style="list-style-type: none"> • 	
Lack of adequate supervision	Students - Various injuries, depending on nature of accident	<ul style="list-style-type: none"> • Staff : student ratio's will depend on the age of the group and activities that will be taking place. • If students are aged 18+ than less supervision may be needed. • The Trip Leader will ensure that head counts / registers are taken at appropriate times (i.e. before leaving for e.g. the airport, upon departure of the UK, upon arrival at the destination country, upon arrival at the accommodation etc.). • If parents are taken on the trip as leaders then, when possible, they should not be allocated to be a Group Leader for the group that their child(ren) are apart of, as their attention may be swayed towards their own child(ren) over the group as a whole. Identify here any children of staff on the trip and what arrangements have been made • If it is a large group, it may be appropriate for the group to be split into smaller, more manageable groups. • A 24 hour supervision schedule will be planned before the trip. 	
Remote supervision	Students - Various injuries, depending on the nature of the accident	<ul style="list-style-type: none"> • Staff / students will be provided with contact cards with the name and address and contact details of the accommodation, and contact details for the group leader and supervisors (i.e. staff) and British Consulate / Embassy. • Staff will ensure that all students have appropriate means of contact (i.e. mobile phones) on their person if they are going to be away from the main group / leaders. • Students to be briefed on agreed meeting points and times. • Staff / students will be instructed that they must remain at the accommodation after dark (unless there is an organised group activity with direct supervision). 	
Poor behaviour	Staff / students / members of the public -	<ul style="list-style-type: none"> • Students have signed a code of conduct for residential trips • Parents are aware of the expectations • Boundaries for 'free time' and supervision will be communicated clearly. See 'lack of supervision' and 'remote supervision'. • Disciplinary action will be taken if poor behaviour is experienced by both staff and students. • Participation may be ended if behaviour is not meeting the standards expected. 	

Description of Hazard	Who could be harmed and how?	Existing Control Measures (check / delete / amend as appropriate)	Additional Action Required (Yes / No)
<p><i>Consumption of alcohol and / or use of illegal drugs</i></p> <p><i>Smoking</i></p>	Staff / students - Alcohol / drug effects and / or overdose	<ul style="list-style-type: none"> Alcohol will not be consumed during the trip by staff or students Staff / students are not permitted to carry and / or use any illegal drugs – see staff and student codes of conduct Before travelling, staff / students (who are legally allowed to smoke) will be advised of the laws in place for the country in relation to where they can/can't smoke. 	
Travel and transport			
<p>Travel to/from airport / ferry port / train terminal etc. in UK by pre-booked minibus / taxi / coach</p> <p>**if school minibus is used please attach the minibus RA from the minibus policy</p>	Staff / students - Road traffic accident Breaking down Travel sickness	<ul style="list-style-type: none"> Minibus / taxi / coach – transport booked through a reputable company School minibus**, driven by... Does journey length require more than one driver? If staff are driving the vehicles, they must abide by the school / college's driving / minibus policy. Breakdown cover is in place either through the third-party company being used or through the school / college if a company vehicle is being used. All passengers advised to wear seat belts at all times where available. Staff to check the rear exit are free from obstruction. staff / students with a history of travel sickness advised to bring medication 	
Travel by public transport – bus / rail		<ul style="list-style-type: none"> Add details of travel arrangements - include stations/ train times wherever possible All students reminded to wear seatbelts where available, and only alight from transport where and when it is safe to do so. 	

Description of Hazard	Who could be harmed and how?	Existing Control Measures (check / delete / amend as appropriate)	Additional Action Required (Yes / No)
Air travel	Staff / students - Air accident Travel sickness	<ul style="list-style-type: none"> • Parents responsible for journeys to and from airport at start and end of the trip. • All students / staff will be travelling on the same plane. • Where possible, the group will be seated together • Teacher holds passports. Students will be given passports and tickets at the check in queue and these will be collected again afterwards. • One teacher will check in first then wait in a visible area for students to assemble once they have checked in. Trip leader will check in last. Same process through security. • Once through, the group will proceed to find a suitable place to have as a 'base' until boarding. • Students will be given permission to wander off to shop and eat in groups of no less than 2. They will be given specific times when they must report back to the meeting place. Students must not consume any alcohol or buy cigarettes. One member of staff to remain at the meeting place at all times. • Boarding – final headcount before leaving the meeting place. We will board in the same order as check in / security • Staff / students will be instructed to wear seat belts when seated. • Students reminded to remain seated when the seatbelt signs are on. Students must not change places during the flight and MUST sit in assigned seats. • Staff / students will be instructed to pay attention to safety advice and instructions provided by the airline and flight staff. • staff / students with a history of travel sickness advised to bring medication • Students to be aware of the need to keep moving feet and arms during flight to prevent illness. • Disembarkation will follow same routines as check in: one teacher first and last. 	
Travel to/from airport / ferry port / train terminal etc. in destination country	Staff / students - Road traffic accident Travel sickness	<ul style="list-style-type: none"> • The Trip Leader will seek advice beforehand on the most suitable and safest method of travel (from the Foreign & Commonwealth Office or known persons in the destination country). • Transport will be arranged prior to the trip. • Staff / students will be instructed to wear their seat belts at all times (where available). • staff / students with a history of travel sickness advised to bring medication • During any public transport journeys one member of staff will lead and the other will ensure they are at the back of the party. 	

Description of Hazard	Who could be harmed and how?	Existing Control Measures (check / delete / amend as appropriate)	Additional Action Required (Yes / No)
Travel (by vehicle) in destination country	Staff / students - Road traffic accident Breakdown Travel sickness Pupils getting lost/getting on wrong public transport	<ul style="list-style-type: none"> Staff/students will travel together Transport pre-booked (where possible). Where private bookings are made, these will be through reputable companies only. staff / students with a history of travel sickness advised to bring medication Staff / students instructed to wear seat belts (where available). When travelling by public transport: <ul style="list-style-type: none"> students will be reminded to only alight from transport where and when it is safe to do so. Students will be advised to stay in their groups Students to carry mobile phones, and are given contact numbers of staff members on trip. Staff carry contact numbers of all students on trip. Staff / students are aware of the itinerary and a meeting point is specified for staff / students in each place / area one member of staff will lead and the other will ensure they are at the back of the party. Regular headcounts will be done, including at each transition point 	
Walking in city/town/village streets (slips/trips/falls, impact with people, traffic hazards etc.)	Staff / students - Minor injuries / major injuries / death Road traffic accident	<ul style="list-style-type: none"> Staff / students advised to stick to designated pavements / walkways where available. Staff / students advised to wear suitable footwear for the activity. Staff / students advised to use designated crossing points for crossing roads (where available). Staff / students advised to take extra care when crossing any roads (i.e. vehicles may not always stop when they are supposed to, and depending on the destination country, vehicles may drive on the right). Staff / students advised to remain vigilant and keep watch for any slip / trip / fall hazards and to alert the rest of the group, where necessary. 	
Security (whilst out and about)	Staff / students - Minor to serious injuries through assault etc.	<ul style="list-style-type: none"> Staff / students advised to keep all valuables and money that they do not take out with them stored in the safe at the accommodation (where available). Trip leader will check in advance with venue whether safes are available and advise participants accordingly. Staff / students advised not to take their passports out of the accommodation (apart from the journey home or when I.D. may be required). Staff / students advised only to take the amount of money away with them that they estimate they will need. Staff / students advised not to take large amounts of money out with them on days out etc. Staff / students advised to keep their valuables (e.g. money, mobile phones, cameras etc.) hidden as these are likely to make them a target for thieves / pickpockets. 	
Accommodation			

Description of Hazard	Who could be harmed and how?	Existing Control Measures (check / delete / amend as appropriate)	Additional Action Required (Yes / No)
Security (at the accommodation)	Staff / students - Minor to serious injuries through assault etc.	<ul style="list-style-type: none"> • Trip Leader should seek advice from the host country on suitable accommodation, as well as consulting the Foreign & Commonwealth Office advice. Delete/amend • Trip Leader should ensure that the chosen accommodation has a 24hr reception and an appropriate level of security. Delete/amend • ON arrival, staff / students will be advised on the location of the main facilities of the accommodation including the front desk and emergency contact numbers. • On arrival, staff will check that all locks on room doors and windows are in good working order and will report any problems to the reception at the accommodation immediately. Students advised to lock doors but not block them in case of fire. • Staff / students advised to keep all valuables and money that they do not take out with them stored in the safe at the accommodation (where available). Trip leader to check with venue whether safes are available and advise participants accordingly. • Pupils to be told to lock suitcases when not in the room. • Pupils to be told not to open the door other than to a member of the school party. • Pupils to stay in rooms after a specified time, to be agreed before the first evening. • Pupils will be made aware of which room staff are in. • Where possible, the Trip Leader should ensure that staff / students are not housed in ground floor rooms, that the groups are housed close together and that leaders are housed next to / near to student rooms. • If there are any students with single rooms, are these with the main group? Has discussion taken place with the student about how to contact staff for help in the night? 	
Fire at the hotel	All – burns / smoke inhalation	<ul style="list-style-type: none"> • On arrival, students will be made aware of fire procedures and assembly point. • Staff / students should ensure that electrical appliances are switched off when not in use (not including fridges etc.). Phone chargers and alike should not be kept plugged in whilst no one is present in the room. • Students/staff advised not to smoke in rooms ((they will also be aware of smoking laws in the destination country / venue) • Emergency services will be contacted as appropriate 	
Activities during the trip:			
Details of any hazardous activities. E.g. swimming	Identify risks	Identify control measures	

Description of Hazard	Who could be harmed and how?	Existing Control Measures (check / delete / amend as appropriate)	Additional Action Required (Yes / No)
Activities to be undertaken (where third parties are used, include their details)			
Generic hazards:			
Poor weather conditions	All	<ul style="list-style-type: none"> Students/staff have been advised to pack shoes which are waterproof with gripped soles in case of snow/ice. Students to wear sufficiently warm clothing. Staff to keep an eye on weather forecast in the days leading up to the trip and whilst there. 	
<i>Manual handling</i>	Staff / students - Sprains/ strains	<ul style="list-style-type: none"> Staff / students advised to take cases / holdalls with wheels and handles (where possible). Staff / students advised to keep the weight of their luggage and number of luggage items to a minimum. Lifts will be used when possible to transport luggage between different floors 	
<i>Emergencies (Accidents, severe illness, hospitalisation, assault, lost staff etc.)</i>	Staff / students - Various depending on nature of accident / incident	<p>Outline your arrangements in the case of an emergency, for example:</p> <ul style="list-style-type: none"> Out of hours contact has been given all the relevant information (e.g. itinerary, name of airline and flight numbers, name, address and contact of the accommodation, emergency / next of kin contact details for all staff / students on the trip etc.). A contingency plan is in place for an early / late arrival / departure. Staff / students have been advised to contact their mobile phone provider prior to travelling to ensure that it will work in the destination country. Staff have been advised to carry appropriate contact details on their person (e.g. accommodation, emergency services, British Consulate / Embassy etc.). Suitable maps will be provided where appropriate and available. A mini first aid kit will be taken. Staff / students travelling to European countries have been advised to ensure that they have a valid GHIC card on their person. 	

Description of Hazard	Who could be harmed and how?	Existing Control Measures (check / delete / amend as appropriate)	Additional Action Required (Yes / No)
General health and hygiene	All – various illnesses / food poisoning	<ul style="list-style-type: none"> • Contact venue / host for their current circumstances, situation and guidance on any health risks such as Covid-19 • Closely monitor and follow current advice from relevant Government Departments. • Good hygiene practices will be promoted to staff / students e.g. washing hands before eating and after visiting the toilet. • The Trip Leader will, as far as practicable, research suitable places to eat beforehand, and / or to seek advice from staff in the host country. When eating out, staff / students will be advised to take care with: <ul style="list-style-type: none"> • Tap water • raw vegetables • salads and unpeeled fruit • raw shellfish • underdone meat or fish 	
Major incident, including terrorist attack	Staff / students – Various injuries / death, becoming separated from the rest of the group	<ul style="list-style-type: none"> • The Trip Leader will check foreign office guidance immediately prior to leaving. • The Trip Leader will regularly check the latest news relating to the destination prior to the visit and whilst on the trip. • Trip leader will remind leaders to be vigilant of their surroundings and to notify the Trip Leader if they feel anything doesn't seem right. • Students will be advised to stay vigilant at all times. • participants will be advised that, if they are caught up in a security situation, that they should try and get away as quickly but safely from the immediate vicinity as possible, leaving baggage or other belongings behind • staff / students will be briefed on any current guidance, in advance of the trip, e.g. RUN – HIDE – TELL / SEEL IT – SAY IT - SORTED • Students/staff will be briefed on how to contact the various emergency services whilst in the country (e.g. police, ambulance, fire etc.) • Ensure that staff / students are aware of the itinerary and that a meeting point is specified for staff / students in each place / area that you go where you will be for more than a short time; all will be reminded that mobile phones may not work in the immediate hours after an incident so it is additionally important to know and head for the meeting location. • participants will be reminded to await and follow instructions of police or security forces at all times • A list of emergency contact numbers for staff, students and parents will be carried by the Trip Leader at all times. • crowded areas will be avoided where possible • Tickets will be purchased in advance, where possible, to limit queuing • Leaders will be spaced out throughout the group. 	

Description of Hazard	Who could be harmed and how?	Existing Control Measures (check / delete / amend as appropriate)	Additional Action Required (Yes / No)
<i>Lack of familiarity with the country / area</i>	Staff / students - Various injuries, depending on nature of incident/ accident	<ul style="list-style-type: none"> • Trip leader will advise staff and students on and relevant: <ul style="list-style-type: none"> - culture/customs - standard of behaviour expected - what not to bring back to the UK - emergency procedures - location and contact number for the British Consulate / Embassy - how to contact the various emergency services whilst in the country (e.g. police, ambulance, fire etc.) • When arriving in the country / area, staff / students will be briefed on key locations, amenities etc. 	
<i>Electrical hazards</i>	Staff / students - Electrocution, electric shock through faulty electrical equipment, contact with live electrical supply etc.	<ul style="list-style-type: none"> • Trip Leader will check on the electrical supply for the destination country and advise other staff members / students to take suitable power adapters (where required). • Staff will carry out a visual check of all electrical equipment before use and report any damage / faulty / defective appliances provided by the accommodation to the reception. • defect s/ faults to the relevant person. • Staff and students will be instructed not to use faulty / defective equipment. • If the faulty equipment is owned by the school / college then this must not be used whilst on the trip and it should be taken to [e.g. the maintenance department] for fixing upon return from the trip. 	
<i>Specific hazards associated with the activities that the staff will be undertaking (if not covered above)</i>			

Final student list (emergency contact details to be added by ESH)	
Name	Emergency contact details

Government Guidance and Restrictions, including but not limited to Covid-19

Throughout the planning of any Educational Event, and right up until the visit commences, you should keep up-to-date with government guidance and any restrictions that may prevent the event from going ahead, or require any aspect to be amended.

You should ensure that you have a suitable contingency plan in place should the event not be able to proceed as was originally planned.

Staff Unable to Attend

Staff, or anyone else attending the visit who play a key role in supervision, safeguarding etc., may not be able to attend.

You should ensure that you have a contingency plan in place for this scenario, up to and including cancellation / postponement (see section below).

Hand and Respiratory Hygiene

Ensure that appropriate facilities/ items are available for the duration of the event to enable good standards of hand and respiratory hygiene to be maintained

Assisting a Symptomatic Staff Member or Pupil/ Student During the Educational Event and First Aid

You will need to put plans into place to ensure that suitable procedures are implemented should a staff member or student falls ill, and determine what action will need to be taken. Examples of action to be taken include ensuring that the ill person is suitably isolated from others (taking safeguarding factors into consideration), and for a parent/carer, or other member of their household to be contacted to collect them.

You should avoid planning activities which have a high likelihood of minor injuries, to reduce the need for first aid.

Ensure that you have considered the additional personal protective equipment (PPE) that will be need to be taken (i.e. Type IIR fluid-resistant surgical face masks, disposable gloves, disposable aprons, and face visors or goggles) should a staff member need to care for, or provide first aid. See the Government's guidance [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#).

Keep Parents/ Carers and Pupils/ Students Updated

Parents/ carers and pupils/ students may naturally be concerned of the prospect of the event altogether, or about particular aspects of the visit. You should discuss their concerns with them and keep them informed about the situation and how you plan to mitigate any risks.

Providers that the school/ college may have used in the past may no longer be available, or may have changed what they can offer, or may not be able to operate to the same standards as previously; so it is important that you check that they have made suitable adjustments to work safely. It would be wise to carry out similar checks as you would with a new provider.

Cancelling or Amending a Booking

Before making any bookings or financial commitments, you should make sure that you understand how the terms and conditions will apply if you, or the provider, cancel or are prevented from going ahead and ensure that parents/ carers are aware of the financial consequences in the event of cancellation.

Using Volunteers

Should you need to use volunteers to assist in supervising the event, such as parents, you should ensure that they are made aware of the school's/ college's arrangements and control measures in advance of the event taking place.