

Halsbury Travel

GENERIC RISK ASSESSMENT



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1 GENERIC RISK ASSESSMENT - ALL EDUCATIONAL VISITS

1.1 Generic Risk Assessment - All Educational Visits

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	✓
Exposure to weather	Cold injury, heat injury, over exposure to sun	Pupils, staff	<ul style="list-style-type: none"> Consider possible weather conditions and plan appropriate programme, clothing and equipment (warm and waterproof clothing and, in summer, sun protection) Plan for pupils who may/do not bring suitable kit- check before departure and/or bring spares Daily weather forecast obtained and plans adjusted accordingly 	Provide clear information re 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 Ratios in line with LEA policy Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc) 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"> At least 1 Leader with each group first aid trained Leaders know how to call emergency services Pupils and parents are reminded to bring individual medication and this is kept securely first aid and travel sickness equipment carried Mobile phones carried if available Emergency contacts with school/head teacher and parents arranged 	Check first aid certs current. Remind parents pupils re medication. Medication brought by pupils	Low	

1.2 Generic Risk Assessment - All Educational Visits

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	✓
Animals, insects, poisonous plants etc	Injury, death	Pupils, staff	<ul style="list-style-type: none"> Avoid known high risk situations Take necessary avoidance action if encountered Ensure those with known allergies carry medication 		Low	
Special needs of specific pupils - medical, behavioural	Illness, injury	Pupils	<ul style="list-style-type: none"> Obtain information from parents Take advice from SENCO if appropriate Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary 	Use recommended parental consent form	Low	
Indirect/ remote supervision (includes field work, souvenir shopping, theme parks, historic sites etc)	Injury, death	Pupils	<p>If remote supervision is proposed:</p> <ul style="list-style-type: none"> Check location is suitable for this mode of supervision Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised) Clear guidelines and emergency procedures set and understood Pupils remain in pairs or groups (e.g. 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 	Included in information to parents	Medium	
Leaders' own children	Injury, death	Pupils, other children, staff	<ul style="list-style-type: none"> If staff or volunteers' families join group, pupil supervision must not be compromised Staff children are similar age to group and supervised with pupils or separate supervision must be arranged 	Consider before staffing agreed	Low	

1.3 Generic Risk Assessment - All Educational Visits

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	✓
Return from visits particularly after school hours	Injury, death	Pupils	<ul style="list-style-type: none"> Return is pre-planned and parents are informed where to collect pupils from (or it is pre-agreed with parents that older pupils will walk home) Suitable arrangements are made for any pupils whose parents fail to collect them 	Include in information to parents	Low	
Emergencies	Injury, death	Pupils, staff	<ul style="list-style-type: none"> The school has an emergency plan for dealing with an incident on a educational visit Contact details of parents, group leader, school and, if appropriate, head teacher/school contact's after-hours number are held by group leader and school contact Leader and head/school contact has instructions as to what to do in an emergency 	Ensure all staff understand emergency plan and their role. Pupils briefed appropriately	Low	

This generic risk assessment for school use identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, schools must also make an assessment of any specific risks associated with their particular visit, including travel, sites, activities and the group of pupils.

Location of the visit:

Date(s):

Assessment carried out by:

Signed:

Date:

2 GENERIC RISK ASSESSMENT - TRAVEL ON EDUCATIONAL VISITS

2.1 Generic Risk Assessment - Travel on Educational Visits

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	✓
On foot	Injury, death	Pupils, 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 re hazards and behaviour required • If abroad, pupils briefed re right-hand traffic and any in-country traffic rules 	Planning, leader and pupil briefing	Low	
Coach	Injury, death, separated from group	Pupils, staff	<ul style="list-style-type: none"> • Coach used meets LEA recommendations (see section 9 in policy) - Hired from accredited coach company • Coaches have seat belts which staff ensure are used • Buses without seatbelts are avoided whenever possible and never used on high speed roads • Supervision within LEA ratios • Suitable embarkation points used (e.g. coach park, onto wide pavement) • Close supervision and head counts during any breaks in journey and getting on and off coach 	Check LEA policy for educational visits	Low	

2.2 Generic Risk Assessment - Travel on Educational Visits

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	✓
Minibus	Injury, death, separated from group	Pupils, staff	<ul style="list-style-type: none"> Minibus meets "M2" standard Minibus driver has PVC or NCC Permit to drive (PCV licence if abroad) Bus has small bus permit in windscreen Driver ensures seatbelts are used Luggage on roof does not exceed 100kg Luggage in vehicle securely fastened and clear of aisles If abroad, minibus and drivers' hours follow EC requirements Driver must read and follow LEA policy for educational visits re minibuses 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 	Check LEA policy	Low	
Use of private vehicles	Injury, death	Pupils, staff	<ul style="list-style-type: none"> Driver confirms car is insured to carry pupils and is roadworthy Seatbelts worn at all times Permission obtained from parents 	Provide clear information re suitable clothing and equipment to pupils and parents	Low	
Service station and other breaks in journey	Injury, death, left behind/ separated from group	Pupils	<ul style="list-style-type: none"> Brief pupils: Re purpose and timings of stop How and where to contact staff Remain in pairs or threes (buddy system - each responsible for named other) Remind re moving traffic (driving on right abroad) Careful head count before departure 	Plan supervision before visit and brief staff and pupils	Low	

2.3 Generic Risk Assessment - Travel on Educational Visits

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	✓
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 re open deck area (not permitted in dark or if sea rough) • Remain in pairs or threes (buddy system - each responsible for named other) • Establish a specific seating area/meeting point and have a member of staff there throughout crossing • Explain the ferries emergency procedures (term muster station etc) to the group • Plan arrangements for docking reminding group of numbered stairway to coach deck • Careful head count before disembarkation, • Planned procedure for missing pupils - e.g. member of staff to leave as foot passenger 	Check first aid certs current. Remind parents pupils re medication. Medication brought by pupils	Low	
Use of passenger ferries, pleasure craft etc	Drowning, injury	Pupils, staff	<ul style="list-style-type: none"> • Leader must check vessel licensed as specified in LEA policy • Leader should risk assess journey with reference to size/age of pupils • Consider areas where smaller children could fall (overboard/down stairways etc) and arrange close supervision • Consider if /when personal buoyancy should be worn • With groups of small children, leader must pre-check craft has sufficient personal buoyancy of appropriate size 	Check LEA Policy Pre-visit Brief staff and pupils re risks and control measures	Low	

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Location of the visit:

Date(s):


Signed:

Assessment carried out by:

Date:

3 GENERIC RISK ASSESSMENT - RESIDENTIAL VISIT ACCOMMODATION

3.1 Generic Risk Assessment - Travel on Educational Visits

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	
Fire	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • Check accommodation meets national standards i.e. meets fire officer's recommendations/or has fire certificate • Visit site visual inspection of fire escapes, alarms, equipment, meeting point and procedures • Establish no smoking rule • Check systems again on arrival 	<p>Pre-visit check usual practice. If not undertaken, check of information / assurance from reputable tour operator</p> <p>Check on arrival. Take up any issues, such as locked fire doors, with management</p> <p>Inform group re fire procedures on arrival</p>	Low	
Child protection	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • School has exclusive use of sleeping accommodation • Staff accommodation adjacent and same floor as pupils • External doors and windows secure against intrusion • If pupils rooms have keys, staff have access to a master key • Pupils can easily contact staff throughout night • Pupils are checked into rooms at "lights out" 	<p>Pre-visit check and/or check of information/ assurance from reputable tour operator</p>	Low	

3.2 Generic Risk Assessment - Travel on Educational Visits

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	✓
Domestic hazards	Injury, death	Pupils, staff	<ul style="list-style-type: none"> Accommodation has tourist board rating/ other external validation of standards Visual inspection of balconies, stairways, glass doors, electrical fittings, hazards in grounds or immediate surroundings On arrival, staff and pupils to report any faulty items found in rooms Brief group re any hazards and establish necessary rules including no climbing on balconies, lifts are out of bounds (or supervised /careful use) 	<p>Pre-visit check and/or check of information/ assurance from reputable tour operator</p> <p>Check on arrival and insist on changes if necessary</p> <p>Brief pupils and staff</p>	Low	
Hygiene	Illness	Pupils, staff	<ul style="list-style-type: none"> Tourist board rating/environmental health endorsement or similar Visual inspection of washing facilities, lighting, heating, ventilation, catering 	<p>Pre-visit check and/or check of information/ assurance from reputable tour operator</p>	Low	
Night time tendencies	Injury, death	Pupils	<ul style="list-style-type: none"> Information gained from parents re pupils illnesses, sleepwalking etc Suitable supervision arranged to meet needs of pupils 	<p>Use LEA recommended parental consent form</p>	Low	
Special needs	injury	Pupils, staff	<ul style="list-style-type: none"> Accommodation meets any special needs of anyone in the group 	<p>Pre-visit check as necessary</p>	Low	

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Location of the visit:

Date(s):

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Signed:

Date:

4 GENERIC RISK ASSESSMENT - SCHOOL USE OF A PROVIDER /TOUR OPERATOR ARRANGED PROGRAMME OF VISITS/ ACTIVITY (E.G. VISIT TO ADVENTURE CENTRE, USE OF FREELANCE INSTRUCTOR, CULTURAL TOUR ABROAD)

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	✓
Provision does not meet LEA standards/ best practice	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • Check organisation is reputable, competent and safe • Check literature provided • Gain information from other users, LEA OEA • Check leaders of adventure activities are appropriately qualified/ centre has AALA licence • Pre-visit centre • EV2 proforma completed • LEA approval gained • Leader maintains on-going assessment throughout visit 	Leader/EVC to check and raise any concerns with Head Teacher/LEA		
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 			
Lack of clarity re split of responsibilities between school and provider	Illness, injury	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 (e.g. evening activities, town visits) these are properly planned and risk assessed 			

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5 GENERIC RISK ASSESSMENT - SCHOOL ORGANISED SKI

This risk assessment assumes a school ski trip or holiday organised through a tour operator. The leader of the ski trip should have completed an English Ski Council Ski Course Organiser course. All skiing, snowboarding and all other activities on snow must be led by staff qualified to teach/supervise the specific activity, usually instructors, nationally qualified, employed by the local ski school. Schools must organise qualified supervision for any skiing which takes place outside instructed sessions.

5.1 Generic Risk Assessment - school organised ski

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	
Hazards while skiing/during snow activities	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • Skiing and snow activities arranged through a reputable ski school • Pupils only ski under supervision of qualified ski instructors, leaders or supervisors • Pupils understand independent skiing without instructor/qualified leader is not allowed* • Pupils briefed on sensible behaviour, (following of resort skiing code) essential including use of lifts, consequences of unacceptable behaviour and sanctions agreed • Pupils look after each other while skiing – buddy system – and know what to do if separated from group • Meeting points agreed for teachers, group and instructors at end of ski sessions • Pupils know safe procedures for carrying skis/walking in ski boots • School staff understand their supervision responsibilities including for sick or injured pupils • Insurance cards are carried by pupils, or if held by staff, instructors can contact staff • Equipment obtained from reputable supplier and specifically fitted for each person. Pupils know not to swap equipment <p>* Independent skiing is occasionally agreed for experienced older pupils – must be discussed with LEA OEA in advance</p>	<p>Ski provider checked via EV2 form</p> <p>Briefing of pupils</p> <p>Necessity of sensible behaviour and following instructions included in pupil/ parental information and consent form</p> <p>If behaviour on ski slopes puts pupil or others at risk, pupil must be suitably supervised and/or lift pass removed</p> <p>Emergency plan agreed and staff and pupils briefed</p> <p>Specific parental permission in advance</p>	Low	

5.2 Generic Risk Assessment - school organised ski

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	✓
Cold injury, hypothermia, effects of sun	Injury, death	Pupils, staff	<ul style="list-style-type: none"> All briefed re suitable clothing and equipment and importance of protection against cold and sun Pupils' clothing and equipment monitored by staff 	Parents and pupils briefed	Low	
Pupil lost or separated from group, inadequate supervision	Injury, death	Pupils, staff	<ul style="list-style-type: none"> Specific risk assessment for resort completed by leader and code of practice for "free time" agreed Pupils briefed re low risk places/areas in resort they may go and times allowed away from hotel and return times Pupils know value of foreign currency, warned of dangers of icy surfaces and traffic driving on right No alcohol may be bought or drunk by pupils (possibly agree other rules for over age pupils) Pupils stay in pairs/groups (buddy system) Pupils know where and how to contact staff member and what to do if separated from group Staff know when they are "on duty" and understand they have responsibility for pupils at all times 	Completion of resort risk assessment by leader either on pre-visit or on arrival. Agree code of practice and brief staff and pupils	Low	
Illness or injury	Illness, injury	Pupils, staff	<ul style="list-style-type: none"> Check that any activities provided by tour operator are covered by EV2 and suitably risk assessed by tour operator Activities arranged by school leader must be risk assessed by leader Leader considers activities suitable for group and provides sufficient school staff supervision 	Risk assessment Check that all pupils attend or otherwise supervised Staff understand their supervision responsibilities	Low	

6 GENERIC RISK ASSESSMENT - SCHOOL “EXCHANGE” VISITS WITH A SCHOOL

6.1 Generic Risk Assessment - school “exchange” visits with a school

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	✓
Inappropriate programme arranged by foreign school - high risk activities or insufficient supervision	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • Good understanding between both schools on standards required • Agree detailed programme from host school well prior to departure • If programme involves swimming, adventure activities etc check procedures with LEA • Ensure supervision arrangements for your pupils meet LEA standards 	Early face to face planning with host school essential	Low	
High risk activities during home stays	Injury, death	Pupils	<ul style="list-style-type: none"> • Good understanding between schools re standards required • Pupils well matched with hosts • Parents and host family encouraged to make contact • Foreign school inform host families re their “duty of care” to under age guests • Briefings to pupils and parents re pupils’ responsibility to take sensible decisions • Agree rules re higher risk activities including evening free-time, alcohol, relationships, swimming, cycling etc • Pupils have telephone contact number (mobile no?) for accompanying teachers at all times 	<p>Check information host school provides to their parents</p> <p>Information to Notts pupils and parents -parents informed and agree to participation in higher risk activities such as cycling, riding, mountaineering etc if these are arranged by host family</p> <p>Remind parents that children are not in direct supervision of teachers</p>	Medium	

6.2 Generic Risk Assessment - school “exchange” visits with a school

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	✓
Child abuse	Illness, injury	Pupils	<ul style="list-style-type: none"> • Host school has adequate vetting procedure for host families (find out what vetting arrangements are available/in place) • Pupils have telephone contact with accompanying teachers at all times 	Check adequate procedures followed; make level of checks clear to parents	Low	
Road traffic accident	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • Train everyone re right hand traffic. Explain host country’s traffic systems, pedestrian crossings etc 	Plan training	Low	

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Location of the visit:

Date(s):

Assessment carried out by:

Signed:

Date:

7 GENERIC RISK ASSESSMENT - ACTIVITY LED BY SCHOOL – WALKS IN NORMAL COUNTRY

Normal Country = parks, enclosed farmland and field. (NOT moorland, mountain and/or where possible to be more than 30 minutes from a road.) (Assumes leader with group – if appropriate, see indirectly supervised walks.)

Leader competence must be approved by School Educational Visits Coordinator, with advice from LEA Outdoor Education Adviser as necessary. Measures of competence to include relevant training (BELA, Notts LEA Countryside Leader training, Dark Peak or MLTB training) and/or evidence of recent and relevant experience in type of terrain to be walked.

7.1 Generic Risk Assessment - activity led by school - walks in normal country

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	✓
Exposure to weather	Cold injury, heat injury, over exposure to sun	Pupils, staff	<ul style="list-style-type: none"> Leader experienced of walking in terrain and of leading groups Route researched and if necessary pre-walked – significant hazards (cliffs, water hazards, quarries etc) avoided or carefully assessed Weather forecast obtained and conditions monitored; route changed if necessary 	Provide clear information re 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"> Leader has sufficient navigational skills Group size as low as possible (good practice is under 20) and well supervised within LEA ratios Large groups are best split into small groups each with competent leader Head counts 	Plan supervision before visit and brief staff and pupils	Low	
Illness or injury	Illness, injury	Pupils, staff	<ul style="list-style-type: none"> Brief group about dangers of infection from animal faeces (E coli) and preventative measures Avoid contact/injury from large animals (cattle, horses etc) If footpath crosses a field containing these animals assess the situation and act appropriately; e.g. cross quietly as a group or take other route. 	Check first aid certs current. Remind parents pupils re medication. Medication brought by pupils	Low	

7.2 Generic Risk Assessment - activity led by school - walks in normal country

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	✓
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 Gain information about pre existing medical conditions and ensure medication carried Leaders are briefed and have 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 All participants have suitable footwear, clothing and equipment to match expected conditions 	Pre-planning of emergency procedures and communications Parents and pupils given checklist – kit checked before departure	Low	

This generic risk assessment for school use identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, schools must also make an assessment of any specific risks associated with their particular visit, including travel, sites, activities and the group of pupils.

Location of the visit:

Date(s):

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8 GENERIC RISK ASSESSMENT - ACTIVITY LED BY SCHOOL: WALKS IN REMOTE TERRAIN WHERE IT IS POSSIBLE TO BE MORE THAN 30 MINUTES FROM A ROAD

Leader competence must be approved by LEA Outdoor Education Adviser. In addition to evidence of recent and relevant experience in type of terrain to be walked, leader must have:

- Dark Peak: successful assessment report for Notts Dark Peak Award, MLTE Walking Group Leader or Mountain Leader
- Moorland areas UK: successful assessment report for MLTE Walking Group Leader (covers non-wild camping) or Mountain Leader
- Mountain areas UK: successful assessment report for Mountain Leader Award (covers wild camping)

8.1 Generic Risk Assessment - activity led by school: walks in remote terrain, more than 30 minutes from a road

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	✓
Falls, drowning	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • Leader experienced of walking in terrain and of leading groups • Route researched and if necessary pre-walked –specific hazards (cliffs, water hazards etc) risk assessed • Weather forecast, on-going assessment of conditions and adjustment of plans by group leader 	Leader provides evidence of competence specific risk assessment for each walk as necessary	Low	
Getting lost	Injury	Pupils, staff	<ul style="list-style-type: none"> • Leader has sufficient navigational skills • Group size 12 or less, second adult with most groups • Head counts • Briefing of pupils and staff 	Leader competence	Low	

8.2 Generic Risk Assessment - activity led by school: walks in remote terrain, more than 30 minutes from a road

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	✓
Injury, illness or emergency away from immediate help	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • leader first aid trained HSE 16 hours minimum • second adult with most groups • First aid kit • Information about pre-existing medical conditions and medication carried • Leader has planned emergency procedures • Communications (mobile phones?) arranged 	Check first aid certs current. Remind parents pupils re medication. Medication brought by pupils	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	

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Location of the visit:

Date(s):

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Signed:

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9 GENERIC RISK ASSESSMENT - ACTIVITY LED BY SCHOOL – RIVER WALKS, GORGE STREAM SCRAMBLE OR SIMILAR (PLANNED ENTRY INTO WATER AS AN ADVENTURE ACTIVITY).

Leader competence must be approved by LEA Outdoor Education Adviser. In addition to evidence of recent and relevant experience of activity, leader must have training relevant to nature and location of stream. In remote terrain, leader must hold relevant walking award, and to use ropes, a rock climbing award or site specific training

9.1 Generic Risk Assessment - activity led by school - river walks, gorge stream scramble with planned entry into water

HAZARD	RISK	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"> Guidance in DfES "Handbook for Group Leaders" and the leaflet "Group Safety at Water Margins" available from http://www.teachernet.gov.uk/visits must be followed. Each stream must be individually risk assessed by leader with advice from technical adviser (MIA or otherwise approved by LEA) - written control measures and/or operating procedure produced Weather forecast obtained and leader makes decision whether or not to proceed or adapt activity on basis of weather forecast, strength of water, conditions on day 	Written specific risk assessment and/or operating procedure Ongoing assessment by leader at start and during activity	Low	
Falls, falling rocks, cliffs	Death, injury	Pupils, staff	<ul style="list-style-type: none"> As part of 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	

10 GENERIC RISK ASSESSMENT - ACTIVITY LED BY SCHOOL – FIELD STUDY IN/BY INLAND WATER (RIVER, STREAM STUDY OR POND DIPPING)

In addition to evidence of recent and relevant experience of activity, leader must have discussed with LEA OEA nature and location of water. In remote terrain, leader must hold relevant walking award. If activity IN water is proposed, leader competence must be approved by LEA OEA.

10.1 Generic Risk Assessment - activity led by school - field study in/by inland water.

HAZARD	RISK	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 assessment 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 (e.g. bank side path, stepping stones) unsafe • Good supervision of pupils to ensure sensible behaviour 	Pre-planning and assessment on day	Low	

10.2 Generic Risk Assessment - activity led by school - field study in/by inland water.

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	✓
Planned activity IN water (for field studies etc)	Drowning, injury	Pupils, staff	<ul style="list-style-type: none"> Guidance in DfES "Handbook for Group Leaders" and the leaflet "Group Safety at Water Margins" available from http://www.teachernet.gov.uk/visits must be followed. Each location must be individually risk assessed by leader with advice from LEA Outdoor Education Adviser before visit. Use sites where: <ul style="list-style-type: none"> easy access and exit from water no significant hazards on banks e.g. (water flowing onto overhanging trees) no immediate significant down stream hazards (waterfalls, etc) pupils can stand easily in water to be entered and underwater surface suitable pupils can be seen and supervised by staff Weather forecast obtained and leader makes decision whether or not to proceed or adapt activity on basis of weather forecast, strength of water and conditions on day 	<p>Written specific risk assessment and/or operating procedure approved by OEA</p> <p>Ongoing assessment by leader at start and during activity</p>	Low	
Weil's disease pollution	Illness	Pupils, staff	<ul style="list-style-type: none"> Do not use obviously contaminated sites Obtain and follow LEA guidelines re Weil's Disease Take sensible hygiene precautions: cover wounds, grazes etc, do not drink river water, wash hands before eating 	Take advice from Environment Agency if necessary	Low	
Informal swimming	Drowning	Pupils, staff	<ul style="list-style-type: none"> Never allow impromptu swimming or paddling - see swimming risk assessment 	Written specific risk assessment required.	Low	

This generic risk assessment for school use identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, schools must also make an assessment of any specific risks associated with their particular visit, including travel, sites, activities and the group of pupils.

Location of the visit:

Date(s):

Signed:

Assessment carried out by:

Date:

11 GENERIC RISK ASSESSMENT - ACTIVITY LED BY SCHOOL – OUTDOOR PROBLEM SOLVING

This activity provides group challenges in a non-hazardous outdoor environment. Some equipment may be used, including planks, ropes, ladders, barrels. Blindfolds are sometimes used. Leaders should “dry run” the activity before using it with pupils.

11.1 Generic Risk Assessment - activity led by school - outdoor problem solving.

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	✓
Avoidable objective dangers/ unsuitable location	Injury	Pupils, staff	<ul style="list-style-type: none"> • Location is suitable with no objective dangers (e.g. steep slopes are avoided) • Usually close to accommodation, communications, first aid etc 		Low	
Fall from height, objects falling from above, trips and slips	Injury	Pupils, staff	<ul style="list-style-type: none"> • Activities are specifically assessed by a practice run • Low level, no activity above reach of participants • Leader and other adults understand how to “spot” participants appropriately • Pupils involved in spotting are trained appropriately • Group size and ratios suitable • Proper briefing of pupils, behaviour monitored and vigilance of all staff during activity particularly if participants blindfolded 		Low	

11.2 Generic Risk Assessment - activity led by school - outdoor problem solving.

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	✓
Equipment failure, use of equipment	Injury	Pupils, staff	<ul style="list-style-type: none"> Any equipment used is tested and found suitable for the task Lifting of heavy equipment is avoided or properly managed with clear briefings 		Low	
Illness or injury if away from base	Injury or illness	Pupils, staff	<ul style="list-style-type: none"> Group leader first aid trained Information about existing medical conditions known by staff Accident/emergency procedures known by leaders First aid equipment carried by party 	Medical information from parents Medication carried	Low	

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Location of the visit:

Date(s):

Assessment carried out by:

Signed:

Date:

12 GENERIC RISK ASSESSMENT – SWIMMING DURING EDUCATIONAL VISITS - SWIMMING POOLS

12.1 Generic Risk Assessment - swimming during educational visits -swimming pools.

HAZARD	RISK	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 LEA guidelines on swimming currently EDC A2/98 “Safety in Swimming Pools” Preferably use local authority run pools during life guarded sessions If swimming in other pools, complete a risk assessment checking the following points: <ul style="list-style-type: none"> There is constant pool supervision by qualified lifeguards during swimming sessions There is resuscitator and other first aid equipment with someone trained to use them Lifesaving equipment is adequate Water temperature is appropriate Water appears clear and is regularly tested for quality Depth of water is suitable for group and activities Changing facilities safe and hygienic Swimming, diving and other activities must be specifically risk assessed Pupils must be briefed as to how to behave in and around the water If no life guard available a designated leader must hold a relevant lifesaving award and act as a lifesaver In addition to lifesavers/lifeguards, sufficient leaders must act as observers to swimmers as in the EDC referred to above 	<p>Pre-visit - site specific risk assessment</p> <p>Inform parents and gain permission</p>	Low	

This generic risk assessment for school use identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, schools must also make an assessment of any specific risks associated with their particular visit, including travel, sites, activities and the group of pupils.

Location of the visit:

Date(s):

Assessment carried out by:

Signed:

Date:

13 GENERIC RISK ASSESSMENT – SWIMMING DURING EDUCATIONAL VISITS - NATURAL WATERS

13.1 Generic Risk Assessment - swimming during educational visits - natural waters.

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	✓
Swimming in sea or other natural waters	Drowning injury	Pupils, staff	<p>Preferably swim on lifeguarded beaches. If not, at least one leader should hold a recognised life saving award.</p> <p>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 and staff and activities proposed</p> <p>Arrange:</p> <ul style="list-style-type: none"> • Adequate ratio (1:10 pupils maximum) • Safe area • Signals for distress and recall • Lifesaver and observers (some in sea but at least one adult to stay out of water) • Constant head counts • Briefing of pupils and staff <p>Guidance in DfES “Handbook for Group Leaders” and the leaflet “Group Safety at Water Margins” http://www.teachernet.gov.uk/visits must be read and followed</p>	<p>Pre-visit - site specific risk assessment and confer with Outdoor Education Adviser</p> <p>Inform parents and gain permission</p> <p>Reassess on day</p> <p>Brief pupils and staff</p>	Medium	

This generic risk assessment for school use identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, schools must also make an assessment of any specific risks associated with their particular visit, including travel, sites, activities and the group of pupils.

Location of the visit:

Date(s):

Assessment carried out by:

Signed:


Date:

14 GENERIC RISK ASSESSMENT – SCHOOL VISITS TO COASTAL LOCATIONS

14.1 Generic Risk Assessment – school visits to coastal locations.

Leader competence must be approved by LEA OEA for the specific venue.

Leader must have recent and relevant experience of venue.

HAZARD	RISK	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	
Pupil lost or separated from group, inadequate supervision	Injury, death	Pupils, staff	<ul style="list-style-type: none"> Guidance in DfES “Handbook for Group Leaders” and the leaflet “Group Safety at Water Margins” available from http://www.teachernet.gov.uk/visits must be followed Each venue must be visited and individually risk assessed by leader with advice from coast guards, if necessary. Weather forecast obtained and leader 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 not allowed except if organised 	<p>Written specific risk assessment and/or operating procedure</p> <p>Ongoing assessment by leader at start and during activity</p>	Low	
Illness or injury	Illness, injury	Pupils, staff	<ul style="list-style-type: none"> From site specific risk assessment decision made regarding route, supervision, location of activities and necessary of footwear etc Close supervision by experienced staff 	Pre-visit – site specific risk assessment and operating procedure as above	Low	
Animals, insects, poisonous plants etc	Injury, death	Pupils, staff	<ul style="list-style-type: none"> Close supervision, large groups split into small groups each with leader known to pupils. Overall leader 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	Low	

15 GENERIC RISK ASSESSMENT – SCHOOL VISITS TO FARMS

Leader competence must be approved by School EVC. Leader must pre-visit venue.

15.1 Generic Risk Assessment – school visits to coastal locations.

HAZARD	RISK	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 leader and risk assessed. If farm is regularly open for school visits, ask manager for their risk assessment for visiting groups and review this • Plan visit and supervision to minimise risks • 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 enter fields containing animals and do not touch or feed animals unless the farm personnel are supervising/give permission • NB arrangements at farms can change daily. Reassess at start of visit. 	Pre-visit, site risk assessment planning of visit briefing of staff and pupils	Low	
Infection and illness (including EColi 0157)	Illness, death	Pupils	<ul style="list-style-type: none"> • Follow hygiene rules in DfES document Handbook for Group Leaders • 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 • Recommended ratio for under fives is one adult to two children • Pregnant women avoid contact with lambing ewes 	Briefing of staff and pupils	Low	
Group control	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • Close supervision, large groups split into small groups each with leader known to pupils. Leader of each group understands hazards and control measures. Overall leader remains in touch with all groups 	Pre-planning of activities and supervision	Low	

16 GENERIC RISK ASSESSMENT – ACTIVITY LED BY SCHOOL – CYCLING

Leader competence must be approved by LEA Outdoor Education Adviser. Depending on venue, leader must be regular cyclist and have cycled route. For “mountain biking” on steep terrain, training required. For remote locations, other qualification required.

16.1 Generic Risk Assessment - activity led by school- cycling.

HAZARD	RISK	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 leader with advice from LA cycling officer, if necessary • Supervision arranged: small groups usually max 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 leader at start and during activity</p>	Low	
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 leader prior to day. Unsuitable cycles not permitted • Simple tools and spares carried • Breakdown plan agreed. Pupils must not be left on their own 	<p>Information to parents stating standards required. Check size, steering, brakes, cycles, gears, helmets etc.</p>	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 leader remains in touch with all groups and can re-group effectively at agreed points. Pupils briefed as to what to do if lost. 	<p>Pre-planning of route and supervision</p>	Low/ Medium	

17 GENERIC RISK ASSESSMENT – STANDING CAMPS

Leader competence must be approved by school EVC. Leader must have recent and relevant experience and training of camping and equipment to be used. (NCC Outdoor Equipment Stores (TOES) standing camps provides annual training in use of their camps and equipment – camp leader must have attended this at least once in last three years.)

17.1 Generic Risk Assessment - standing camps.

HAZARD	RISK	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 	Written specific risk assessment and/or operating procedure	Low	
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 (leaders may sleep in tents with infant or special needs 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. Staff monitor guy lines and equipment daily 		Low	

18 GENERIC RISK ASSESSMENT – TRAVEL TO DEVELOPING COUNTRIES/ EXPEDITIONS TO REMOTE AREAS ABROAD

The leader must have specific in-country and activity experience or the journey must be organised by a reputable and experienced organisation who can provide a well researched and planned venture, appropriate leadership, UK and in-country support. All arrangements must be approved by the LEA before any commitment is made. A specific written risk assessment related to the country visited and the activities must be completed with advice from the LEA OEA

18.1 Generic Risk Assessment - travel to developing countries/expedition to remote areas abroad.

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	✓
Exposure to weather	Cold injury, heat injury , over exposure to sun	Pupils, staff	<ul style="list-style-type: none"> Refer to and follow all available Foreign Office advice; also advice from in-county hosts and contacts Whole group to be well briefed and aware of risks and precautions and emergency procedures Produce specific risk assessment and control measures for country of travel – amend risk assessment if situation changes, be ready to amend plans if necessary 	Make an early decision on the advisability of visiting any particular country. Monitor situation and maintain contacts up to departure and until end of trip. Inform parents of risks and precautions	Medium/ Low depending on country	
Pupil lost or separated from group, inadequate supervision	Injury, death	Pupils	<ul style="list-style-type: none"> Plan travel to reduce risks, usually avoid travel on local buses, avoid travel at night, use vehicles with seatbelts if available 	Refer to Foreign Office website; inform parents of risks	Medium	

18.2 Generic Risk Assessment - travel to developing countries/expedition to remote areas abroad.

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	✓
Illness or injury	Illness, injury	Pupils, staff	<ul style="list-style-type: none"> Check programme and level of cover within Risk and Insurance Section. Ensure travel is arranged through a bonded agency 		Low	
Animals, insects, poisonous plants etc	Injury, death	Pupils, staff	<ul style="list-style-type: none"> Leaders must research hazards in areas to be visited All participants must be briefed re possible hazards and trained in precautions required 	Training required	Medium	
Walking, trekking, mountaineering, jungle travel, safari, back country and remote experience etc	Drowning, falls, illness far from medical help	Pupils, staff	<ul style="list-style-type: none"> The Outdoor Education Advisers Panel guidelines should be followed in the planning of any expedition Route must be pre-planned Plan is suitable for pupils' competence and fitness; pupils are provided with adequate training Route and leaders' qualifications must be approved by LEA OEA Competence of guides used must be assessed Assistant leader must have competence to lead group back to safety Leader must be first aid at work plus first aid trained for remote situations; assistant leader must have two day HSE approved first aid training Communications must allow rescue to be summoned effectively with minimum delay; areas where difficulty of evacuation could be life threatening should not be used Specific risks of locality (terrain, rivers, wildlife, weather 	Refer to LEA OEA Training plan required Scope for rescue and evacuation must be considered, before the location is finalised Parents must be informed of hazards and level of risk	Medium	
Accommodation	Fire, security	Pupils, staff	<ul style="list-style-type: none"> Accommodation must be assessed in relation to risks of fire and security. Plans must be made for evacuation in the event of emergency and the group briefed 	Parents must be informed of risks involved	Low	

18.3 Generic Risk Assessment - travel to developing countries/expedition to remote areas abroad.

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	✓
Adventure activities (e.g. rafting) etc	Drowning, falls, injury, death	All participants	<ul style="list-style-type: none"> Schools must refer to LEA OEA before committing to any ventures. Providers of such activities must be able to demonstrate adequate competence and experience and risk assessment of the activity 	Pre-planning and parental approval required before the journey	Medium	
Programme/	Injury, death	All participants	<ul style="list-style-type: none"> Specific risk assessment must cover all aspects of visit 	Specific assessment of itinerary required	Low	

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Location of the visit:

Date(s):

Assessment carried out by:


Signed:

Date:

19 GENERIC RISK ASSESSMENT – SPORTS MATCHES (INCLUDING AFTER-SCHOOL AWAY MATCHES)

Follow LEA generic risk assessments 1 ALL VISITS and 2 TRAVEL plus:

19.1 Generic Risk Assessment - sports matches (including after-school away matches).

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	
Parents inadequately informed	Parental anxiety/ lack of parental approval	Pupils, parents	<ul style="list-style-type: none"> Parents informed in writing of their child's involvement in sports fixtures including accurate dates and times It is good practice to obtain parental consent for after-hours activities - this could be a general consent covering a term or year 	Provide parents with written information	Low	
Travel	Injury, death	Pupils, staff	<ul style="list-style-type: none"> Follow LEA generic risk assessment for travel Foresee any use of private cars and ensure parental permission is given if pupils are to be transported in private cars, taken home by other parents etc 	Gain parental consent for use of private cars	Low	
Inadequate supervision	Injury, death	Pupils	<ul style="list-style-type: none"> Pre-plan supervision and ensure sufficient staff to provide suitable supervision for pupils participating and spectating, changing etc, and to deal with any injuries or emergencies Ensure pupils understand arrangements Have a list of who is in the group. Head count especially when leaving school on arrival and departure 	Inform staff and pupils of arrangements	Low	
Return from visits after school hours	Injury, death	Pupils	<ul style="list-style-type: none"> Return is pre-planned and parents are informed where to collect pupils from (or it is pre-agreed with parents that older pupils will walk home) Suitable arrangements are made for any pupils whose parents fail to collect them 	Include in information to parents	Low	

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Location of the visit:

Date(s):

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Signed:


Date:

20 GENERIC RISK ASSESSMENT – VISITS TO AMUSEMENT, LEISURE OR THEME PARKS, LARGE PUBLIC ATTRACTIONS ETC.

20.1 Generic Risk Assessment - visits to amusement, leisure or theme parks, large public attractions etc.

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	✓
Lack of focus of pupils on activity	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • Clear educational purpose understood by pupils and leaders • Clear structure for visit which is of a suitable length 		Low	
Rides, machinery and theme park attractions	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • Use publicly well recognised, usually permanent or semi-permanent facilities • Theme parks should be able to provide documentation which shows that they are run according to the Amusement Devices Inspection Procedures Scheme (ADIPS) or other HSE recognised scheme, and the attraction has £5m public liability insurance • pupils and staff have copies of park rules and regulations and map of site; prior discussion of hazards and control measures, including behaviour required 	Pre-visit check Briefing of pupils and information to parents	Low	

20.2 Generic Risk Assessment - visits to amusement, leisure or theme parks, large public attractions etc.

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	
Pupil separated from group, assault, abuse by public, lack of adequate supervision	Injury, death	Pupils	<ul style="list-style-type: none"> • Site pre visited by leader who seeks advice from management on procedures for groups • The site is fenced and/or has a clear boundary • Park managers aware of group presence and has mobile phone number of group leader. Leaders can contact park manager quickly if necessary. • Pre-planned supervision with sufficient staff, careful head counts at arrival and departure, all staff carry lists of pupils. Staff can communicate with each other by phones or radios. • Pupils work in groups and understand responsibility to look out for others; pupils never on their own • Leaders and pupils understand arrangements including time and place of meetings. Central meeting point arranged staffed by fulltime rota or at very regular times • Arrangements made clear to parents 	<p>Information to parents re hazards and supervision arrangements</p> <p>Briefing of pupils and staff</p>	Low	

This generic risk assessment for school use identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, schools must also make an assessment of any specific risks associated with their particular visit, including travel, sites, activities and the group of pupils.

Location of the visit:

Date(s):

Assessment carried out by:

Signed:

Date: