



Nature, Nurture, Flourish and Fly

Seething & Mundham Primary School Trips and Visits Policy

Author / Edited by	Sapientia Education Trust Health and Safety Officer. The school uses the Sapientia Education Trust Trips and Visits policy
Date	September 2020
Review Body	Sapientia Education Trust
Review frequency & next review due	Annually or as required



HEALTH AND SAFETY POLICY

OFF SITE VISITS AND TRIPS

AIM: To set out the overarching principles and responsibilities with regard to visits and trips undertaken by students.

ESSENTIAL POLICY FOR: Governors, Heads Teachers, Visit Leaders and Organisers

Date issued: 10th April 2017 by G McCurley, Health and Safety Manager
Last review and amendment 15th May 2019 by C Lloyd Health and Safety Officer
Next review August 2019

1. INTRODUCTION

1.1 This policy supports the Health and Safety strategy for schools within the Sapientia Education Trust (SET). It sets out how schools should decide if a visit or trip should take place and the associated responsibilities of members of staff and Local Governing Body (LGB). It serves to meet the employer's duties under the Health and Safety at Work Act 1974 and associated Regulations. The policy is reviewed annually or in the event of any significant change to the management structure or a significant incident involving an offsite trip. For the purposes of this policy the term 'visit' is used to include what is understood to be a trip. The term Headteacher should be taken to mean the person in charge of the school if a different job title is used.

2. DEFINITION

2.1 Any occasion when a student attends another location for the purposes of a school sponsored activity is subject to the requirements of this policy. Typically, these include -

- Visits to other locations as part of the curriculum or for social purposes as part of school life. These may be residential or non-residential.
- Sporting events.
- Adventurous activities

2.2 The journey to and from the venue forms part of the overall activity, other than when students travel independent of school provided transport or arrangements.

2.3 A joint visit is one undertaken with another educational establishment, where travel to the location and supervision at the event may be shared. A joint visit includes an occasion when a pupil is attending another school and journeys away from that establishment as part of the curriculum.

2.4 Simply attending a venue at which other schools are present is not a joint visit.

3. STANDARDS APPLIED TO ARRANGEMENTS

3.1 The standards adopted by the SET follow both the National guidance for the management of outdoor learning, off-site visits and learning outside the classroom provided by the Outdoor Education Advisers' Panel (OEAP) www.oeapng.info and as outlined on EVOLVE www.norfolkvisits.org.uk (refer to section 5)

3.2 The OEAP comprises of the nominated representatives of the Chief Officers of Local Authorities in England, Wales or Northern Ireland. It provides a forum for sharing and developing good practice in Outdoor Learning / Learning Outside the Classroom.

3.3 The OEAP guidance encourages a non-prescriptive risk based approach to any aspects of the planning and delivery of a visit.

3.4 In addition to the above, HSE key messages (June 2011) are particularly relevant to the standards expected of schools within the SET and are fully supported:

- Those running school trips need to focus on the risks and the benefits to those attending - not the paperwork.
- Teachers should expect their schools to have procedures that encourage participation, are proportionate to the level of risk and avoid bureaucracy.
- Well managed school trips and outdoor activities are great for children. Children won't learn about risk if they're wrapped in cotton wool.

4. CATEGORIES OF VISITS

4.1 SET adopts a three stage model for visits, level 1 being the lower and 3 being the higher level of risk and/or complexity:

Level 1 -

- To a specific location where the primary risk is the journey and the venue or activity is non-hazardous such as to schools, displays, theatres or cinemas and venues regularly used by the School.
- To a specific location where the activity is part of the school curriculum such as sports, music or the arts and does not present an unusual or complex hazard.

Level 2 -

- To any location where the journey, venue or activity presents a higher risk than level 1.
- An activity on or in close proximity to water will be a minimum of level 2.
- A joint visit will be a minimum of level 2.

Level 3 -

- All residential visits.

- Any adventurous visits.
- Overseas visits.

5. EVOLVE

5.1 This is an electronic system by which the planning and arrangements around a school visit receive external verification by the Educational Visits Advisor for Norfolk County Council.

5.2 The entry of details onto the system is the responsibility of the school's designated Educational Visits Coordinator (EVC) or such other staff member as designated by the Headteacher. For a joint visit, it provides a means for schools to communicate regarding arrangements.

5.3 EVOLVE requires the submission of information no later than 30 days for residential and 14 days for non-residential visits before departure.

5.4 In exceptional circumstances, should an opportunity arise at short notice, Headteachers have the authority to approve a visit subject to the same details and documents being available at the school as would have been uploaded to EVOLVE.

6. RISK ASSESSMENT

6.1 Due to the complex nature of off-site visits, conventional 'risk assessment' as a stand-alone tool is not particularly useful and can on occasion be misleading. It is of greater benefit to consider the overall 'risk management' of visits by taking all aspects of visit planning and management into account. This can be achieved effectively through a combination of the 'EVOLVE' visit form itself, and where appropriate, any event specific notes, plans or attachments.

6.2 For all offsite visits and trips the Visit Leaders should ensure that:

- risk assessment focuses attention on real risks – not risks that are trivial and fanciful;
- proportionate systems are in place – so that trips presenting lower-risk activities e.g. Level 1 are quick and easy to organise, and higher-risk activities e.g. Level 2 and above (such as those involving climbing, skiing or water-based activities) are properly planned and assessed;
- risk assessments from specialist higher risk activity providers involved must form part of the overall risk protection strategy for the trip;
- those planning the trips are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more; and
- first aid needs are assessed and arrangements appropriate for the level of risk.

6.3 Generic risk assessment examples for Level 1 activities are included at Annex B. Higher risk activities by their nature require a more bespoke approach. However the methodology for assessing the risk of harm is the same. SET school Visit

leaders in conjunction with the EVC are encouraged to compile their own “event-specific” risk assessments which can then be reviewed and re-used as required.

6.4 When drafting risk management documentation for higher risk activities the SET Health and Safety Officer is available to Visit Leaders and EVC’s for consultation and advice as required.

7. APPROVAL PROCEDURE

7.1 SET has delegated the consideration and approval of offsite visits and activities to the Headteacher who may also be the school’s designated EVC.

7.2 Before a visit is advertised to parents the Headteacher/EVC will approve the initial plan.

7.3 The outline plan for any Level 3 visit must also be approved by the Chair of the LGB.

7.4 The Headteacher will approve the completed plan and risk assessments for the visit following submission and approval from the local authority via the online EVOLVE system.

7.5 The approval procedure for each category of visit can be summarised as follows:

- **Level 3** visits must be approved via EVOLVE and the Local Authority’s online approval gained prior to final approval from the Headteacher.
- **Level 2** visits approved at school level on EVOLVE by EVC/Headteacher.
- **Level 1** visits. EVC to use EVOLVE to record and approve all of these visits on behalf of the Headteacher.

7.6 Those staff members planning visits must allow sufficient time for approvals to be considered.

8. ROLES AND RESPONSIBILITIES

8.1 These are set out in annex A.

8.2 In circumstances where the person organising the visit and specifically any safety related arrangements is not attending the visit, it is their responsibility to fully brief the Visit Leader and to ensure the planning responsibilities for the Visit Leader are met.

9. SAFEGUARDING

9.1 Safeguarding must be central to the planning of any visit. This must form part of the risk assessment for the visit.

10. PUPIL BEHAVIOUR EXPECTATIONS

10.1 All schools in the SET have clear codes of conduct as detailed in their respective ‘Behaviour Policies’. The code of conduct will be part of the condition of

booking by the parents/guardian. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

11. EMERGENCY PROCEDURES

11.1 All schools must appoint a member of the Senior Management Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention. The Visit Leader shall leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

11.2 All incidents and accidents occurring on a visit will be reported back and recorded following normal SET procedures for reporting and investigating accidents.

12. EVALUATION AND REVIEW

12.1 The EVOLVE system allows for the recording of evaluation.

12.2 Where an evaluation indicates a failure or weakness in the school this must be reported to the Head Teacher.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Visit Leader	<p>To secure provisional approval from the Head Teacher before making any booking or commitment to a visit.</p> <p>To submit proposed visits within the required time scale.</p> <p>To provide sufficient information to enable approval.</p> <p>Ensure the parent/carer provides consent and is aware of any adventurous activities to be undertaken.</p> <p>To ensure any external activity provider's accreditations, licensing and health and safety arrangements have been assessed.</p> <p>To ensure supporting documentation such as the nominal roll is in place.</p> <p>To ensure Head Teacher approval has been secured for the Visit.</p> <p>To ensure any student absence from class has been notified to the relevant teachers and there is collective agreement to the absence.</p> <p>To ensure staff cover arrangements have been approved.</p> <p>To ensure those staff and volunteers assisting have received a briefing as to their scope of responsibility and where appropriate have been DBS screened.</p> <p>To manage a visit safely, efficiently and to achieve the intended outcomes.</p> <p>To log all attendee details with the emergency contact as detailed in 11.1 above.</p> <p>To ensure financial regularity and communicate the 'Charging Policy' at Annex C to parents or guardians as required.</p>
Supporting staff on the visit	<p>To support the visit leader in providing a safe event which meets the intended outcomes.</p> <p>To manage the safety and conduct of pupils.</p>
Chair of School Governors	<p>To consider and approve in principle any proposed level 3 visit.</p>
Educational Visits Coordinator	<p>To submit details via EVOLVE once provided by the Visit Leader</p> <p>To liaise with the Norfolk County Council Educational Visits Advisor</p> <p>To ensure the satisfactory completion of the EVOLVE approval process.</p>
Head Teacher	<p>To approve visits once satisfied that the appropriate arrangements are in place and that the planning provides for a safe and suitable visit.</p>

CHARGING POLICY FOR ACTIVITIES AND VISITS

The school's charging and remissions will contain details of what charges will be applied to any school trips and visits.

GENERIC RISK ASSESSMENTS

The following generic risk assessment examples (which were prepared for Wymondham College) are attached for information and which can be used to provide appropriate risk assessments by the school.

- Coach Travel
- Minibus Travel
- Car or Taxi Travel
- Rail Travel
- TFL Tube Travel
- Visit to low risk premises or indoor activity
- Sports Fixture
- Visit to a low risk outdoor venue or activity

Generic Risk Assessment 1.1. Coach transport of students to a venue from the College

Description of activity	Transport of staff and students from the College to a venue using an external provider's coach.	Assessment date and review	2 nd December 2011 by G. McCurley, Health and Safety Manager. Annual review or in the event of any relevant incident or significant change to standard arrangements. Reviewed 19 th January 2018 by G. McCurley
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Hazards	Who might be harmed and how	Risk control measures	Outcome risk rating
Collision with a road vehicle at the point of embarking or disembarking coach	Staff or students by straying into the path of the coach or another vehicle	<ul style="list-style-type: none"> • College High Street or car parks used for the journey start and end • staff supervision at embarkation and disembarkation • staff briefing to students about safety and where to go before disembarkation • staff will carry out dynamic risk assessment of location and adjust arrangements or controls as necessary 	Moderate
Road traffic collision (RTC)	All on the coach as a result of a RTC	<ul style="list-style-type: none"> • local and experienced coach provider used • staff and students to wear seat belts • staff briefing to students regarding behavior before visit or on departure- risk of driver distraction, leaving seats while in motion, safe stowage of luggage overhead racks • staff supervision of student behaviour 	Moderate
Impact with a moving part of the stationary coach	Staff or students from door opening/closing or luggage area	<ul style="list-style-type: none"> • staff supervision at embarkation • staff and students will not operate coach luggage doors • staff and students will only assist load/unload with permission and guidance of the driver 	Tolerable
Manual handling	Staff or students through loading luggage	<ul style="list-style-type: none"> • staff supervision of any loading of luggage • staff and students to only lift standard luggage • manual handling training of staff 	Tolerable
Distraction of other vehicle drivers	All on coach, other vehicle users through consequential RTC	<ul style="list-style-type: none"> • staff supervision • safety briefing before or at start of journey • general standards of discipline within College 	Tolerable
		<ul style="list-style-type: none"> • staff supervision 	

Hazards	Who might be harmed and how	Risk control measures	Outcome risk rating
Road rage	All on coach through reaction of other road users	<ul style="list-style-type: none"> safety briefing before or at start of journey general standards of discipline within College 	Tolerable
Personal security	Student, lost during visit	<ul style="list-style-type: none"> roll call by staff before departure and on restart after any stop en route nominal roll for the visit available at the College 	Trivial
Slips, trips, falls	All on coach through impact with surfaces/others	<ul style="list-style-type: none"> staff supervision briefing before disembarkation any spills to be mopped up or others alerted to hazard all to remain seated and belted while vehicle in motion 	Tolerable

OVERALL RISK RATING WITH CONTROLS: highly unlikely x extremely harmful = moderate (worst case scenario of RTC)

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

Generic Risk Assessment 1.2. Minibus transport of students to a venue from the College

Description of activity	Transport of staff and students from the College to a venue using a College or hired minibus.	Assessment date Review	2 nd December 2011 by G. McCurley, Health and Safety Manager. Review- annual and in event of any accident or near miss Reviewed 19 th January 2018 by G.McCurley
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Hazards	Who might be harmed and how	Risk control measures	Outcome risk rating
Collision with a road vehicle at the point of embarking or disembarking coach	Staff or students by straying into the path of the minibus or another vehicle	<ul style="list-style-type: none"> • College car parks used for journey start and end • staff supervision at embarkation and disembarkation • staff briefing to students about safety and where to go before disembarkation • staff will carry out dynamic risk assessment of location and adjust arrangements or controls as necessary • use of the side door by passengers is standard. The rear doors of the vehicle will only be used by passengers following dynamic risk assessment by the visit leader or driver with suitable supervision in place. 	Moderate
Road traffic collision (RTC)	All on minibus as a result of a RTC	<ul style="list-style-type: none"> • College driver will have passed minibus assessment • staff and students to wear seat belts • staff briefing to students regarding behavior before visit or on departure- risk of driver distraction, leaving seats while in motion, safe stowage of luggage • staff supervision of student behavior • regular maintenance checks of College bus. Hire of bus from well established local provider. • planning to ensure driver is not tired and frequent breaks on longer journeys 	Moderate
Impact with moving part of stationary minibus	Staff or students from door opening/closing or luggage area	<ul style="list-style-type: none"> • staff supervision at embarkation • staff will supervise load/unload of College trailer • driver will check any open doors will not swing closed on to a person 	Tolerable

Hazards	Who might be harmed and how	Risk control measures	Outcome risk rating
Manual handling	Staff or students through loading luggage	<ul style="list-style-type: none"> staff supervision of any loading of luggage staff and students only to lift standard luggage manual handling training of staff 	Tolerable
Distraction of other vehicle drivers	All on coach, other vehicle users through consequential RTC	<ul style="list-style-type: none"> staff supervision safety briefing before or at start of journey general standards of discipline within College 	Tolerable
Road rage	All on minibus through the reaction of other road users	<ul style="list-style-type: none"> staff supervision safety briefing before or at start of journey general standards of discipline within College for staff and students 	Tolerable
Personal security	Student, lost during visit	<ul style="list-style-type: none"> roll call by staff before departure and on restart after any stop en route nominal roll for the visit available at the College 	Trivial
Slips, trips, falls	All on minibus through impact with surfaces/others	<ul style="list-style-type: none"> staff supervision briefing before disembarkation any spills to be mopped up or others alerted to hazard all to remain seated and belted while vehicle in motion 	Tolerable

OVERALL RISK RATING WITH CONTROLS: highly unlikely x extremely harmful = moderate (worst case scenario of RTC)

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

Generic Risk Assessment 1.3 Car or taxi transport of students to a venue from the College

Description of activity	Transport of staff and students from the College to a venue using a College or private car or taxi.	Assessment date Review	2 nd December 2011 by G. McCurley, Health and Safety Manager. Annual review or in the event of any accident or near miss. Reviewed 19 th January 2018 G. McCurley
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Hazards	Who might be harmed and how	Risk control measures	Outcome risk rating
Collision with road vehicle at point of embarking or disembarking from the car/taxi	Staff or students by straying into the path of a vehicle	<ul style="list-style-type: none"> • College car parks used for journey start and end • staff supervision at embarkation and disembarkation • staff briefing to students about safety and where to go before disembarkation takes place • staff will carry out dynamic risk assessment of location and adjust arrangements or controls as necessary 	Moderate
Road traffic collision (RTC)	All in car/taxi as a result of a RTC	<ul style="list-style-type: none"> • staff and students to wear seat belts • staff briefing to students regarding behaviour before visit or on departure • staff supervision of student behaviour • regular maintenance checks of College car. Taxis hired from Norfolk County Council approved providers. • When using own vehicle for student transport, staff are required to provide evidence that car is MOT and service in date 	Moderate
Manual handling	Staff or students through loading luggage	<ul style="list-style-type: none"> • staff supervision of any loading of unusual or heavy luggage • manual handling training of staff 	Tolerable
Distraction of other vehicle drivers	All in car, other vehicle users through consequential RTC	<ul style="list-style-type: none"> • staff supervision • safety briefing before visit or on departure • general standards of staff and student discipline within the College 	Tolerable
Road rage	All in car through the reaction of other road users	<ul style="list-style-type: none"> • staff supervision • safety briefing before or at start of journey • general standards of discipline within College for staff and students 	Tolerable
Personal security	Student due to actions by driver	<ul style="list-style-type: none"> • For student travel Norfolk County Council approved taxis used 	Trivial

Hazards	Who might be harmed and how	Risk control measures	Outcome risk rating
		<ul style="list-style-type: none"> Staff required to have line manager authorization is using own car with student passengers 	

OVERALL RISK RATING WITH CONTROLS: highly unlikely x extremely harmful = moderate (worst case scenario of RTC)

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

GRA 1.4. Travel by surface rail transport of students to a venue from the College

Description of activity	Transport of staff and students from the College to a venue using surface rail travel.	Assessment date Review	6 th September 2012 by G. McCurley, Health and Safety Manager. Annual review or in the event of any accident or near miss. Reviewed 19 th January 2018 G McCurley
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Hazards	Who might be harmed and how	Risk control measures	Outcome risk rating
Collision with a vehicle at the point of embarking or disembarking from transport at the rail station	Staff or students by straying into the path of a vehicle	<ul style="list-style-type: none"> • staff supervision at embarkation and disembarkation • staff briefing to students about safety and where to go before disembarkation • staff will carry out dynamic risk assessment of location and adjust arrangements or controls as necessary 	Moderate
Fall off platform or person struck by train	Staff or students due to fall	<ul style="list-style-type: none"> • staff to student ratios allow for effective supervision • staff supervision of student behavior and proximity to the edge of the platform • increased alertness of staff if platform is busy 	Moderate
Personal security	Student, lost during visit	<ul style="list-style-type: none"> • check by staff before embarking and disembarking to ensure all present • supervision of students while moving through station terminal • time and distance boundaries given to students if allowed to roam when delayed at stations. Check in location and time confirmed. • staff phone contact available to students • nominal roll for the visit available at the College 	Trivial
Security alert	Staff or student baggage causing alert or caught up in evacuation	<ul style="list-style-type: none"> • all reminded to keep bags with them at all times and of heightened security if travelling in London or main terminals • in event of evacuation students will follow direction of emergency services, arrangements in place under 'personal security' will provide for contact with staff 	Trivial

OVERALL RISK RATING WITH CONTROLS: highly unlikely x extremely harmful = moderate (worst case scenario of train strike)

Hazards	Who might be harmed and how	Risk control measures			Outcome risk rating	
		Potential severity of harm				
				Slightly Harmful 1	Harmful 2	Extremely Harmful 3
		Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
			Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
			Likely 3	Moderate 3	Substantial 6	Intolerable 9

Generic risk assessment 1.5 Travel on London Underground as part of a College visit

Description of activity	Transport of staff and students using surface and underground rail travel.	Assessment date Review	15 th February 2013 by G. McCurley, Health and Safety Manager. Reviewed annually or in the event of any near miss or accident. Reviewed 19 th January 2018 G McCurley.
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Hazards	Who might be harmed and how	Risk control measures	Outcome risk rating
Fall off platform or person struck by train	Staff or students due to fall	<ul style="list-style-type: none"> • staff will not assume all of party have used tube travel and are comfortable with congested platforms and embarkation-safety briefing before entry to tube station • staff to student ratios allow for effective supervision • staff supervision of student behavior and proximity to the edge of the platform • increased alertness of staff if platform is busy 	Moderate
Fall on escalator	Staff or students due to trip/unfamiliar use	<ul style="list-style-type: none"> • staff will not assume all of party have used deep/congested escalators-safety briefing before entry to tube station • staff will supervise less experienced particularly with regard to standing to correct side • staff will monitor for any bags or similar which might catch • staff supervision of behavior-no running/messing about 	Tolerable
Personal security	Student, lost during visit	<ul style="list-style-type: none"> • check by staff before embarking and disembarking to ensure all present • supervision of students while moving through stations • staff phone contact available to students/ visit leader has student mobile numbers • nominal roll for the visit available at the College • if separated due to whole of party not boarding same tube- agreed point of rendezvous at that station, group will return to collect (eg. road level exit, where mobiles more reliable may be best option subject to complexity of station) • students to be briefed with regard to security of personal belongings 	Trivial

Hazards	Who might be harmed and how	Risk control measures	Outcome risk rating
Security alert	Staff or student baggage causing alert or caught up in evacuation	<ul style="list-style-type: none"> all reminded to keep bags with them at all times and of heightened security when travelling in London in event of evacuation students will follow direction of emergency services, arrangements in place under 'personal security' will provide for contact with staff 	Trivial

OVERALL RISK RATING WITH CONTROLS: highly unlikely x extremely harmful = moderate (worst case scenario of train strike)

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

Generic Risk Assessment 2.1 Visits to a low risk premises or indoor activity

Description of activity	Visit by staff and students to a low risk type venue or activity such as another local school/place of public assembly/ shops/ bowling/ cinema/ theatre/ exhibition	Assessment date Review	2 nd December 2011 by G. McCurley, Health and Safety Manager. Annual review or in the event of any accident or near miss. Reviewed 19 th January 2018 by G.McCurley
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Hazards	Who might be harmed and how	Risk control measures	Outcome risk rating
Fire and other general hazards within premises/ location	Staff or students as a result of general risks within the premises	<ul style="list-style-type: none"> premises/location is used by or open to the general public and can be reasonably considered to be safely managed premises does not have hazardous industrial type processes activity is highly unlikely to result in mechanical injury to staff/students premises has on site management 	Tolerable
Impact with road vehicles	Staff or students when crossing roads	<ul style="list-style-type: none"> dynamic risk assessment of route by visit leader staff supervision if travelling in large group safety briefing to students if allowed by staff to travel without escort staff assessment of the need for student escort/support 	Moderate
Allergic reaction or sickness or injury	Staff or students due to allergy	<ul style="list-style-type: none"> premises/location has first aid arrangements staff alert to any specific allergies of pupils-included on nominal roll local visit allows return to College option for sickness/care staff management of any care needs including summoning of assistance 	Tolerable
Personal security	Student, lost during visit or physical conflict with other persons	<ul style="list-style-type: none"> briefing to students regarding timings, rendezvous points, maintaining regular contact if students are out of sight, clarity as to boundaries to any roaming area and behavior staff supervision through pre planned system of work nominal roll for the visit available at the College 	Trivial

Hazards	Who might be harmed and how	Risk control measures	Outcome risk rating
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OVERALL RISK RATING WITH CONTROLS:
 highly unlikely x extremely harmful = moderate (worst case scenario of road collision)

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

Generic Risk Assessment 2.2 Visits to another location for participation in a sports activity

Description of activity	Visit by staff and students to another school or location for participation in a sports activity.	Assessment date Review	12th January 2012 by G. McCurley, Health and Safety Manager. Annual review or in the event of any accident or near miss. Reviewed 19 th January 2018 by G.McCurley
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Hazards	Who might be harmed and how	Risk control measures	Outcome risk rating
Physical sports injury	Students during activity or late onset during journey back to College	<ul style="list-style-type: none"> first aid facilities at the location staff member with group will be first aid qualified safe supervision by qualified coaches and referees students are coached in the sport before exposure to competitive fixture 	Moderate
Heat/ wet/ cold	Staff or students due to exposure	<ul style="list-style-type: none"> staff will brief students in advance with regard to suitable clothing and sun protection according to time of year/weather trends staff monitoring of exposure of students staff will encourage rehydration and be alert to the risk 	Tolerable
Personal security	Student, lost during visit or physical conflict with other persons	<ul style="list-style-type: none"> briefing to students regarding timings, rendezvous points, maintaining regular contact if students are out of sight, clarity as to boundaries to any roaming area and behavior staff supervision 	Trivial
Tree fall	Staff or students due to falling tree or debris	<ul style="list-style-type: none"> staff will avoid or remove group from forestry areas in high winds staff will not shelter the group under trees in storm conditions 	Moderate
Fire	Staff or students while inside location buildings	<ul style="list-style-type: none"> locations will typically be other schools-low fire risk and existing on site controls 	Tolerable

OVERALL RISK RATING WITH CONTROLS: Harmful x unlikely = moderate (physical injury)

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

Generic Risk Assessment 2.3 Visits to a low risk outdoor venue or activity

Description of activity	Visit by staff and students to a low risk type venue or activity such as a farm or field environment, forestry or open land.	Assessment date Review	2 nd December 2011 by G. McCurley, Health and Safety Manager. Annual review or in the event of any accident or near miss. Reviewed 19 th January 2018 by G. McCurley.
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Hazards	Who might be harmed and how	Risk control measures	Outcome risk rating
Animal bite/ impact	Staff or students	<ul style="list-style-type: none"> • staff supervision and control over where the students access • fields will not be entered where large farms stock are present unless escorted by farming responsible person present • students briefed as to only agreed contact with or feeding of animals 	Tolerable
Impact with road vehicles	Staff or students when crossing roads or from agricultural machinery	<ul style="list-style-type: none"> • dynamic risk assessment of route by visit leader • staff supervision if travelling in large group • safety briefing to students if allowed by staff to travel without escort • staff assessment of the need for student escort/support • no travelling on machinery or trailers not intended for passenger use 	Moderate
Allergic reaction or sickness or injury	Staff or students due to allergy	<ul style="list-style-type: none"> • staff alert to any specific allergies of pupils-included on nominal roll • local visit allows return to College option for sickness/care • a qualified first aider is present • staff management of any care needs including summoning of assistance 	Tolerable
Infection	Staff or students due to transfer of infection from animals or waste material	<ul style="list-style-type: none"> • staff will brief about need for hand cleanliness and avoiding transfer to mouth from hands or via food/drink • supervision by staff of meal breaks • students reminded in advance of tetanus immunisation 	Tolerable
Tree fall	Staff or students due to falling tree or debris	<ul style="list-style-type: none"> • staff will avoid or remove group from forestry areas in high winds • staff will not shelter the group under trees in storm conditions 	Moderate
Heat/wet/cold	Staff or students due to exposure	<ul style="list-style-type: none"> • staff will brief students in advance with regard to suitable clothing and sun protection according to time of year/weather trends • staff monitoring of exposure of students, time limitations applied as necessary 	Tolerable
Ice	Staff or students due to slip	<ul style="list-style-type: none"> • staff will assess risk and adapt or abort activity accordingly • briefing to and supervision of students 	Tolerable

Hazards	Who might be harmed and how	Risk control measures	Outcome risk rating
Personal security	Student, lost during visit or physical conflict with other persons	<ul style="list-style-type: none"> briefing to students regarding timings, rendezvous points, maintaining regular contact if students are out of sight, clarity as to boundaries to any roaming area and behavior staff supervision nominal roll for the visit available at the College 	Trivial
Snow or extreme weather	Staff or students due to weather related incident	<ul style="list-style-type: none"> staff will assess the risk and adapt or abort the activity accordingly staff and students kept away from any open water which may be frozen or in flood condition 	Tolerable
Fire	Staff or students	<ul style="list-style-type: none"> staff will not visit high risk forestry or similar during declared high fire risk conditions 	Tolerable
Fencing	Staff or students	<ul style="list-style-type: none"> supervision while climbing over an barbed wire staff will avoid electric fencing 	Tolerable

OVERALL RISK RATING WITH CONTROLS: highly unlikely x extremely harmful = moderate (worst case of RTC or tree fall)

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9