



GENERIC RISK ASSESSMENTS

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| Assessments completed by. | Andy Plant |
| Date. | November 2016 |
| To be Reviewed. | November 2018 |

These are generic risk assessment to assist with the planning and management of visits and activities. 1 They identify the common hazards and risks associated with these activities and the primary means by which the risks are controlled. Before undertaking the activity organisers must also make an assessment of any significant risks which are specific to their particular event.



GENERIC RISK ASSESSMENT 1 – ALL EDUCATIONAL VISITS

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|---|---|------------------------|---|--|-----------------------------|
| Exposure to weather. | Cold injury, heat injury, over-exposure to sun. | Pupils and staff. | Consider possible weather conditions and plan appropriate programme, clothing and equipment. Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. Daily weather forecast obtained and plans adjusted accordingly. | Provide clear information about 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. • Sufficient supervision • Plan and use suitable group control measures • 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"> • 1st aid cover accessible and appropriate • Leaders know how to call emergency services. • Pupils and parents are reminded to bring individual medication and this is securely kept. • First aid and travel sickness equipment carried. • Mobile phones carried if | Check first aid certificates current. Medication brought by pupils. | Low |

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| | | | <p>available.</p> <ul style="list-style-type: none"> • Emergency contacts arranged | | |
| Special needs of specific pupils – medical, behavioural, educational. | Illness, injury. | Pupils | <ul style="list-style-type: none"> • Obtain information from parents • Take advice from SENCO/Head Teacher if appropriate • Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary. | Use parental / carer consent form. | Low |
| Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites, etc) | Injury, death. | Pupils | <ul style="list-style-type: none"> • Check location as 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 under supervision • 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 |

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GENERIC RISK ASSESSMENT 2 – TRAVEL ON EDUCATIONAL VISITS

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|---|---|------------------------|--|-------------------------|-----------------------------|
| Traffic accident | Injury, death, separated from group. | Pupils, staff. | <ul style="list-style-type: none"> • Sufficient supervision • Suitable embarkation points used • Close supervision and head counts during any breaks in journey and getting on and off transport | | Low |
| Use of private vehicles. | Injury, death. | Pupils, staff. | <ul style="list-style-type: none"> • Only use Physis vehicles or private vehicles with business insurance • Seatbelts worn at all times. • Specific permission obtained from vehicle owner | | Low |
| Minibus travel. | Injury, death, separated from group. | Pupils and staff. | <ul style="list-style-type: none"> • E.g. residential courses • 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. | | Low |
| Service station and other breaks in journey | Injury, death, left behind/ separated from group. | Pupils | <ul style="list-style-type: none"> • Brief pupils on: <ul style="list-style-type: none"> ♦ purpose and timings of stop. ♦ Remain under supervision of staff • Remind about moving traffic • Careful head count before departure. | | Low |
| On foot. | Injury, death. | Pupils and 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 about hazards and behaviour | Planning | Medium |

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| | | | required. | | |
| Use of public transport: trains, trams, underground, bus, air travel. | Injury, death, separated from group. | Pupils and staff. | <ul style="list-style-type: none"> • Journey is planned and assessed – key risk points identified. • Careful supervision, particularly in crowded areas and entry, exit and change points with head counts. • Pupils know their group and leader(s). • Emergency plan in place – pupils briefed where they are going, what to do if separated from group. | Planning | Low |

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GENERIC RISK ASSESSMENT 3 – RESIDENTIAL VISIT ACCOMMODATION

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|-----------------|------------------------------|-----------------|---|--|----------------------|
| Fire | Death | Pupils, staff. | <ul style="list-style-type: none"> • Briefing to all pupils about expected standards and code of behaviour. • Identify requirements at time of booking and check during pre visit and on arrival. • Check that a fire risk assessment has been completed and meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 • Check that there are: <ul style="list-style-type: none"> • automatic fire alarms on each floor and in public areas, which can be heard inside rooms. • fire extinguishers available on each floor and in public areas. • fire exits clearly marked. • more than one exit from upper floors of the building. • torches available if emergency lighting is not provided. • A walk through fire practice takes place on arrival to include assembly point, layout of accommodation, key personnel and routines. • A group list is held by staff to ensure registration of whole party after an evacuation of | Pre-visit check and/or check of information/assurance from reputable tour operator. Check on arrival. Take up any issues, such as locked fire doors, with management. Inform group about fire procedures on arrival. | Low |

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| | | | <p>the building.</p> <ul style="list-style-type: none"> A group list is held by staff to ensure registration of whole party after an evacuation of the building. <p>Discuss with accommodation manager any shortcomings in provision e.g. locked fire doors</p> | | |
| Attack or disturbance by intruder | Injury, death, abduction | All | <ul style="list-style-type: none"> Check that security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation Ensure the hotel or similar accommodation is locked at night or that there is a night porter on duty. Ensure that all windows and doors can be securely shut from the inside. If windows lead onto balconies, ensure that staff occupy these rooms. If other guests share the accommodation seek sole occupancy of the floor if possible, and have designated staff rooms adjacent to pupils. Decide whether or not pupils doors should be locked from the inside – consider the balance between ensuring pupils wake up if fire alarm sounds during the night. Ensure pupils understand that they inform staff in the event of an emergency. Check pupils at “lights out”. Designate responsibilities and roles for individual members of staff including dormitory /floor groups. <p>Carry out additional risk assessment if this is not possible</p> | <p>Pre-visit check and/or check of information/ assurance from reputable tour operator.</p> <p>Briefing of students regarding expected behaviour and actions</p> | Low |
| Safeguarding | Injury, death, abduction, abuse | Pupils and staff. | <ul style="list-style-type: none"> School has exclusive use of sleeping accommodation. Separate male and female sleeping accommodation Staff accommodation adjacent and same floor as pupils. Students can easily contact staff throughout | Pre-visit check and/or check of information/ assurance from reputable tour operator. | Low |

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| | | | <p>night.</p> <ul style="list-style-type: none"> • Waking night staff to be used if appropriate • Students are checked into rooms at 'lights out'. • All adults are appropriately trained in safeguarding/child protection and standards regarding access to bedrooms/ changing areas etc are agreed • Pupils know what to do if concerned | | |
| Domestic hazards. | Injury, death. | Pupils and staff. | <ul style="list-style-type: none"> • Accommodation has tourist board rating/other external validation of standards. • Visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings. • On arrival, staff and pupils to report any faulty items found in rooms. | Pre-visit check and/or check of information/ assurance from reputable tour operator. Check on arrival. | Low |
| Hygiene | Illness | Pupils and staff. | <ul style="list-style-type: none"> • Tourist board rating/environmental health endorsement or similar. • Visual inspection of washing facilities, lighting, heating, ventilation, catering. | Pre-visit check and/or check of information/ assurance from reputable tour operation. | Low |
| Night time tendencies. | Injury, death. | Pupils | <ul style="list-style-type: none"> • Information gained from parents/carers about pupils' illnesses, sleepwalking, etc. • Suitable supervision arranged to meet needs of pupils. | Use recommended parental consent form. | Low |
| Additional needs. | Injury | Pupils and staff. | <ul style="list-style-type: none"> • Accommodation meets any additional needs of anyone in the group. | Pre-visit check as necessary. | Low |
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GENERIC RISK ASSESSMENT 4 – USE OF A PROVIDER/TOUR OPERATOR (for example, visit to adventure centre, use of freelance instructor)

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|--|------------------------------|-----------------|---|--|----------------------|
| Provision does not meet authority standards/ best practice. | Injury, death. | Pupils, staff. | <p>Check organisation is reputable, competent and safe.</p> <ul style="list-style-type: none"> • Check literature provided. • Gain information from other users, LA, OEA. • Make use of Form 4 as appropriate • Check for any external 'badges' e.g AALS, Lotc Quality Badge, BCU,RYA etc • Pre-visit centre. <p>Leader maintains on-going assessment throughout visit.</p> | Leader/EVC to check and raise any concerns | Low/medium. |
| 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. | | Low |
| Lack of clarity about split of responsibilities between school and provider. | Injury, death. | 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, these are properly planned and risk assessed. | | Low |

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GENERIC RISK ASSESSMENT 5 – WALKS IN NORMAL COUNTRY

Normal country = parks, enclosed farmland and fields (NOT moorland, mountain and/or where possible to be more than 30 minutes from a road) (ASSUMES LEADER WITH GROUP – IF OTHERWISE SEE INDIRECTLY SUPERVISED WALKS)

Measures of competence to include relevant training and/or evidence of recent and relevant experience in type of terrain to be walked.

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | 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 pre-walked – significant hazards (cliffs, water hazards, quarries, etc) avoided or carefully assessed. • Weather forecast obtained and conditions monitored; route changed if necessary. | <p>Leader competence approved (see above).</p> <p>Leader completes specific risk assessment for each walk as necessary.</p> <p>Ongoing assessment by leader at start and during activity.</p> | Low |
| Getting lost. | Injury | Pupils, staff. | <ul style="list-style-type: none"> • Leader has sufficient navigational skills. • Group size as low as possible and sufficient • Large groups are best split into small groups each with competent leader. • Head counts. • Briefing of pupils and staff. | Leader competence approved (see above). | Low |
| 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. • Information about pre-existing medical conditions and medication carried. | Pre-planning of emergency procedures and communications. | Low |

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| | | | <ul style="list-style-type: none"> • Leaders are briefed and have planned emergency procedures. • Communications arranged. | | |
| 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. | Pupils and/or care staff given checklist – kit checked before departure. | Low |

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GENERIC RISK ASSESSMENT 6 – WALKS IN REMOTE TERRAIN WHERE IT IS POSSIBLE TO BE MORE THAN 30 MINUTES FROM A ROAD (ASSUMES LEADER WITH GROUP – IF OTHERWISE SEE INDIRECTLY SUPERVISED WALKS).

In addition to evidence of recent and relevant experience in type of terrain to be walked, leader must hold:

Appropriate level of SWMMLTS award for the terrain
MLTE Walking Group Leader or Mountain Leader

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|--|------------------------------|-----------------|--|---|----------------------|
| Falls, drowning. | Injury, death. | Pupils, staff. | <ul style="list-style-type: none"> Leader experienced walking in terrain and of leading groups. Route researched and, if necessary, pre-walked – specific hazards (cliffs, water hazards, etc) risk assessed. Weather forecast, ongoing 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 ten or less, 1:1 supervision Head counts. Briefing of pupils and staff. | Leader competence. | Low |
| Injury, illness or emergency away from immediate help. | Injury, death. | Pupils, staff. | <ul style="list-style-type: none"> Leader first aid trained 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. | Pre-planning of emergency procedures and communications. | Low |
| Exposure to | Injury, | Pupils, | <ul style="list-style-type: none"> Daily weather forecast | Parents and pupils | Low |

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| extreme weather – cold, wet, heat and sun. | death. | staff. | obtained, on-day conditions assessed and <ul style="list-style-type: none"> • plans adjusted as necessary. • All participants have suitable footwear, clothing and equipment for expected conditions. • Emergency equipment carried, including group shelter. | given checklist of clothing and equipment – kit checked before departure. | |
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GENERIC RISK ASSESSMENT 7 – RIVER WALKS, GORGE STREAM SCRAMBLE OR SIMILAR (PLANNED ENTRY INTO WATER AS AN ADVENTURE ACTIVITY).

In addition to evidence of recent and relevant experience of activity, leader must have training/qualification relevant to nature and location of activity. In remote terrain, leader must hold relevant walking award, and to use ropes, a rock climbing award or site-specific training. Some situations may require life saving, white water rescue qualifications.

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | 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"> Each stream must be individually risk assessed by leader with advice from technical adviser (MIA or otherwise approved) – written control measures and/or operating procedure produced. Deep, fast flowing water may require life saving and/or other water based activity qualifications 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. Clear guidelines ie water depth, on what conditions lead to cancellation Swimming ability of pupils known and assessed | <p>Written specific risk assessment and/or operating procedure.</p> <p>Ongoing assessment by leader at start and during activity.</p> | Low |
| Falls, falling rocks, cliffs. | Death, injury. | Pupils, staff. | <ul style="list-style-type: none"> From site-specific risk assessment decision made | Pre-visit – site-specific risk | Low |

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| | | | <p>regarding necessary equipment – helmets (usual), type of footwear etc.</p> <ul style="list-style-type: none"> • 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. | <p>assessment and operating procedure as above.</p> | |
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GENERIC RISK ASSESSMENT 8 – FIELD STUDY BY/IN WATER (RIVER, STREAM STUDY OR POND DIPPING).

In addition to evidence of recent and relevant experience of activity leader must in remote terrain hold relevant walking award.

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | 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 awareness 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 (for example bank-side path, stepping stones) unsafe. • Good supervision of pupils to ensure sensible behaviour. • Method of extraction from water in place | Pre-planning and assessment on day. | Low |
| Planned activity IN water (for field studies etc) | Drowning, injury | Pupils, staff. | <ul style="list-style-type: none"> • Each location must be individually risk assessed by leader. • Use sites where: <ul style="list-style-type: none"> ♦ easy access and exit from water ♦ no significant hazards on banks, for example, water flowing onto overhanging trees ♦ no immediate significant down-stream hazards (waterfalls etc) ♦ pupils can stand easily in water to be entered | Written specific risk assessment and/or operating procedure in place Ongoing assessment by leader at start and during activity. | Medium |

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| | | | <ul style="list-style-type: none"> ♦ 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. | | |
| Weil's disease pollution. | Disease | Pupils, staff. | <p>Do not use obviously contaminated sites.</p> <p>Obtain and follow guidelines about Weil's disease.</p> <p>Take sensible hygiene precautions: cover wounds, grazes, etc.</p> <p>Do not drink river water.</p> <p>Wash hands before eating.</p> | 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 – always risk assess the proposed venue in advance for currents, rocks, weeds, nature of bottom and sides. Also assess ability of pupils and staff and activities proposed. You must arrange: <ul style="list-style-type: none"> ♦ safe area ♦ signals for distress and recall ♦ lifesaver and observers (adults to stay out of water) ♦ head counts ♦ briefing of pupils and staff. | Written specific risk assessment required. | Medium |

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GENERIC RISK ASSESSMENT 9 – ROCK CLIMBING

In addition to evidence of recent and relevant experience, leader must hold site-specific approval from DCC or MIA (for artificial walls only), MLTE Climbing Walls Supervisor Award, Single Pitch Supervisor's Award, Mountain Instructor's Award, Mountain Instructor's Certificate or UIAGM Guide certificate.

Walls

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|--|------------------------------|---------------------------------------|--|--|----------------------|
| Avoidable objective/unsuitable location for ability of group. | Disabling or fatal injury. | Pupils, staff. | <ul style="list-style-type: none"> Location is specifically assessed by leader. If completed by SPA, assessment approved by MIA technical adviser. Climbing walls checked on an agreed/recorded schedule | Written site-specific risk assessment and/or operating procedures. | Low |
| Equipment failure, inappropriate use of equipment. | Disabling or fatal injury. | Pupils, staff. | <ul style="list-style-type: none"> Qualified supervision as above. Instruction/monitoring of use of equipment. Equipment used in compliance with manufacturers recommendations, regularly checked and log maintained. | | Low |
| Fall from height, objects falling from above, trips and slips at foot of face, | Disabling or fatal injury. | Pupils, staff, other people at venue. | <ul style="list-style-type: none"> Qualified supervision as above, instructors working within remit of qualification. Group size and ratios suitable Appropriate specialist climbing equipment used (ropes, helmets, harnesses, etc). Proper briefing of pupils, behaviour monitored and managed appropriately, vigilance of all staff during activity. Helmets worn whilst at base of rock face. | | Low |
| Exposure to environmental factors – heat, | Disabling or fatal injury. | Pupils, staff. | Adequate protective clothing and equipment. Check weather forecast. | Kit list to parents; kit checked before | Low |

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| cold, rain, wind. | | | Ability to change plans if weather inappropriate. | departure. | |
| Illness or injury. | Disabling or fatal injury or illness. | Pupils, staff. | <ul style="list-style-type: none"> • 1st aid cover accessible and appropriate for venue • Information about existing medical conditions known by staff. • Accident/emergency procedures known by leaders. • First aid equipment carried by party. | | Low |

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GENERIC RISK ASSESSMENT 10 – SWIMMING DURING EDUCATIONAL VISITS

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|--|------------------------------|-----------------|---|--|----------------------|
| Use of swimming pools | Drowning, injury. | Pupils, staff. | <ul style="list-style-type: none"> • Use pools during life-guarded sessions. • | Pre-visit – site-specific risk assessment. | Low |
| Swimming in sea or other natural waters. | Drowning, injury. | Pupils, staff. | <p>Preferably swim on life-guarded beaches.</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.</p> <p>Also assess ability of pupils – parental confirmation of swimming ability is often unreliable.</p> <p>Arrange:</p> <ul style="list-style-type: none"> ♦ safe area ♦ signals for distress and recall ♦ lifesaver and observers (adults to stay out of water) ♦ head counts ♦ briefing of pupils and staff. | Pre-visit – site-specific risk assessment. | Medium |

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GENERIC RISK ASSESSMENT 11 – SCHOOL VISITS TO COASTAL LOCATIONS

Leader must have recent and relevant experience of venue.

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|--|------------------------------|-----------------|--|--|----------------------|
| Extreme weather, cold or sun/heat injury. | Cold injury/death. | Pupils, staff. | <ul style="list-style-type: none"> 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 |
| Sea, waves, tides, rip tides, shelving beaches, underwater hazards, exit routes cut off by tides or high seas etc. | Drowning, injury | Pupils, staff. | <ul style="list-style-type: none"> Each venue must be visited and individually risk assessed by leader with advice from coast guards/other local 'experts', 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 are not allowed except if organised according to policy and risk assessment. | Written specific risk assessment and/or operating procedure. Ongoing assessment by leader at start and during activity. | Medium |
| Falls, falling rocks, cliffs. | Death, injury. | Pupils, staff. | <ul style="list-style-type: none"> From site-specific risk assessment decision made regarding route, supervision, location of activities, footwear etc. Close supervision by experienced staff. | Pre-visit – site-specific risk assessment and operating procedure as above. | Low |
| Group control | Drowning, 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 | Pre-planning of activities and supervision. | Medium |

These are generic risk assessment to assist with the planning and management of visits and activities. They identify the common hazards and risks associated with these activities and the primary means by which the risks are controlled. Before undertaking the activity organisers must also make an assessment of any significant risks which are specific to their particular event.



GENERIC RISK ASSESSMENT 12 – SCHOOL VISITS TO FARMS

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | 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. • Plan visit and supervision to minimise risks. <ul style="list-style-type: none"> ♦ 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 touch or feed animals unless the farm personnel are supervising/give permission. • Note: arrangements at farms can change daily. Re-assess at start of visit. | <p>Pre-visit, site risk assessment planning of visit briefing of staff and pupils.</p> <p>Ongoing assessment by leader at start and during activity.</p> | Low |
| Infection and illness including E-coli 0157. | Illness, death. | Pupils, staff. | <ul style="list-style-type: none"> • Follow basic hygiene rules at all times. • 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 • Pregnant women avoid contact with lambing ewes. | Briefing of staff and pupils. | Medium |
| 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 adults. • Leader of each group understands hazards and control measures. • | Pre-planning of activities and supervision. | Medium |

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GENERIC RISK ASSESSMENT 13 – ACTIVITY LEAD BY SCHOOL – CYCLING

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.

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | 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 maximum of 4, 2 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> | Medium |
| 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. | Information to parents stating standards required. Check size, steering, brakes, cycles, gears, helmets, etc. | 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 | Pre-planning of route and supervision. | Medium |

These are generic risk assessment to assist with the planning and management of visits and activities.²³ They identify the common hazards and risks associated with these activities and the primary means by which the risks are controlled. Before undertaking the activity organisers must also make an assessment of any significant risks which are specific to their particular event.



GENERIC RISK ASSESSMENT 14 – STANDING CAMPS

Leader must have recent and relevant experience and training in camping and equipment to be used.

Possible qualifications; SWMMLTS Coastal and Countryside Camping Endorsement, MLTE WGL Award/ Mountain Leader

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | 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. Ongoing assessment by leader during camp. | Medium |
| 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 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. | | Low |
| Fire, heat hazards. | Injury, burns, scalds, death. | Pupils, staff. | <ul style="list-style-type: none"> Cooking tent is isolated from sleeping tents by at least three times height of tent. No smoking or naked flames in | | Low/medium |

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| | | | <p>sleeping tents.</p> <ul style="list-style-type: none"> • Fire procedure understood by all. • Fire extinguishers and fire blankets available. First aider trained in burn treatment. • Flammable fuel and equipment only used by trained competent staff. • Operating procedures agreed for use of cook tents. • Pupils only use lightweight cooking equipment under close supervision by training staff or passed as competent by qualified leader. | | |
| Hygiene | Illness | Pupils, staff | <ul style="list-style-type: none"> • Good practice followed. • Leaders using kitchen have attended Basic Food Hygiene training or, at minimum, understand and follow guidance provided. • 'Elsan' type toilets are managed to ensure hygiene standards met • Toilets have adequate hand washing facilities. • Hands are always washed before handling food. | | Low |

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GENERIC RISK ASSESSMENT 15 – LIGHTWEIGHT CAMPING

Leader must have recent and relevant experience and training in camping and equipment to be used.

For non remote sites possible qualifications; SWMMLTS Coastal and Countryside Camping Endorsement, MLTE WGL Award/ Mountain Leader

For remote sites the leader must be appropriately qualified to lead and ‘wild’ camp. E.g SWMMLTS Moorland Leader plus camping endorsement. MLTE Mountain Leader

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | 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"> Consideration of forecast and amendment of plans if necessary, use of suitable clothing and equipment, dry spare clothing and emergency equipment. | Pre-planning, equipment lists to group, kit checked before departure. | Low |
| Insufficient supervision of pupils. | Injury, death. | Pupils | <ul style="list-style-type: none"> Competence of pupils is assessed and monitored. Pupils are provided with sufficient supervision for their competence, age and behaviour. Pupils know how to contact staff/summon help. | Pre-assessment of competence, particularly if remote supervision is planned. | Medium |
| Hazards on route and campsites used. | Drowning, falls, injury, death. | Pupils, staff. | <ul style="list-style-type: none"> Route is pre-planned, risk assessed and appropriately supervised (see appropriate walking or cycling risk assessment). Each camp site used pre-visited and risk assessed by leader. Sufficient supervision is provided at camp site (indirect supervision is acceptable for competent pupils.) | Written specific risk assessment and/or operating procedure. Re-assessment on arrival at site. | Low |
| Site security – unauthorised entry by | Death, injury. | Pupils, staff. | <ul style="list-style-type: none"> Sites chosen with minimal public access. Leaders sleep on site unless | Risks reduced but pupils and parents | Low |

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| intruder or exit by pupil. | | | pupils trained and assessed as sufficiently competent to camp under indirect supervision. | understand all risks cannot be eliminated. | |
| Fire, heat hazards. | Injury, burns, scalds, death. | Pupils, staff. | <ul style="list-style-type: none"> • Use of flammable substances is at least two times height of tents away from tents. • Equipment used has been properly maintained and checked before use. • No smoking or naked flames in sleeping tents. • Fire procedure understood by all. • Leader (or if indirectly supervised, pupils) trained in burn treatment. • Flammable fuel and cooking equipment only used by trained competent staff and pupils (or by pupils under close supervision of trained and competent staff). • Procedures agreed for use of stoves and refuelling. | Training in use of stoves must be provided by ML, WGL or BELA qualified staff. | Medium |
| Hygiene | Illness | Pupils, staff. | <ul style="list-style-type: none"> • Good practice followed. • Groups are trained in basic hygiene. • Hands are washed before handling food. | | Low |

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GENERIC RISK ASSESSMENT 16 – ACTIVITY LED BY SCHOOL – CANOEING/KAYAKING

In addition to evidence of recent and relevant experience, the leader must hold the appropriate BCU qualification for the activity proposed.

| HAZARD OBSERVED | RISK BEFORE CONTROL MEASURES | PERSONS AT RISK | CONTROL MEASURES | COMMENTS ACTIONS | RESIDUAL RISK RATING |
|--|------------------------------|-----------------|--|--|----------------------|
| Avoidable objective dangers/unsuitable location. | Disabling or fatal injury. | Pupils, staff. | <ul style="list-style-type: none"> • Location has been specifically assessed by technical adviser – BCU coach level 3 minimum – as suitable for activity planned. • Ability/experience of group taken into account. • Weather forecast obtained, weather and water conditions constantly monitored and activity adjusted accordingly. | Written site-specific risk assessment (and operating procedures if appropriate). | Low |

These are generic risk assessment to assist with the planning and management of visits and activities. 28 They identify the common hazards and risks associated with these activities and the primary means by which the risks are controlled. Before undertaking the activity organisers must also make an assessment of any significant risks which are specific to their particular event.

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| Water environment | Drowning, injury. | Pupils, staff. | <ul style="list-style-type: none"> • The leader holds the appropriate BCU qualification for the water (inland or sea) and conditions prevailing. • Knowledge of pupil swimming ability / water confidence known. • Pupils supervised in BCU recommended ratios by qualified staff. • The leader holds first aid and resuscitation awards. • Personal buoyancy meets BCU recommendations and leaders check buoyancy always worn correctly when afloat. • All boats have suitable buoyancy. • Equipment as recommended by BCU is carried and used as appropriate. Participants are appropriately trained in use. | | Low |
| Equipment failure. | Drowning | Pupils, staff. | <ul style="list-style-type: none"> • All equipment is checked before use; an equipment log is maintained and an annual maintenance programme is undertaken. | Monitoring programme in place. | Low |
| Head injury. | Injury | Pupils, staff. | <ul style="list-style-type: none"> • Helmets used if conditions dictate. | | Low |
| Water quality. | Illness | Pupils, staff. | <ul style="list-style-type: none"> • Local advice taken about water quality. • Open cuts and sores covered. • Pupils and parents briefed about Weil's disease and action to take if appropriate. | | Low |
| Exposure to weather. | Hypothermia | Pupils and staff. | <ul style="list-style-type: none"> • Suitable clothing and footwear and change of clothes. • Spare clothing and emergency equipment available to group. • Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. • Weather forecast obtained, wind and water conditions constantly monitored and activity adjusted accordingly. | Provide clear information about suitable clothing and equipment to pupils and parents. | Low |

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| | | | <ul style="list-style-type: none">• Emergency telephone available. | | |
|--|--|--|--|--|--|

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These are generic risk assessment to assist with the planning and management of visits and activities.³¹ They identify the common hazards and risks associated with these activities and the primary means by which the risks are controlled. Before undertaking the activity organisers must also make an assessment of any significant risks which are specific to their particular event.

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