



Whole School Risk Assessment Policy

Review Date: June 2020
Responsible: Board of Directors/Headteachers

Policy Statement

In order to provide a safe environment for all members of the school community, Caxton College is committed to appropriate risk assessment of its work and activities. All reasonably foreseeable risks are assessed as are other risks identified by specific health and safety regulations, in particular the risk of fire. This policy applies across all departments of Caxton College including EYFS.

The school is committed to having detailed written procedures to deal with foreseeable situations that could present serious and imminent danger. Further information can be found in our Major Incidents Policy

Procedures

The Board of Directors, the Maintenance Department, the Primary Headteacher and Secondary Co-Headteachers, Heads of Departments, Coordinators, Heads of Year, line managers and supervisors are responsible for risk assessment and for the production of written risk assessments.

Appropriate training in risk assessment is provided to relevant staff and regular Risk Assessment Reviews for departmental areas or regular activities are carried out.

Risk Assessments for common school events and activities are included from Page 6 onwards. Other Risk Assessments should be carried out using the Risk Assessment proforma found on Page 5. These should be routinely carried out for the following;

- fire
- site security
- site hazards
- lone working
- employees working at height
- storage of/use of/exposure to hazardous substances
- departmental areas/regular activities

In addition, Risk Assessments are carried out for all expectant mothers, by the Mutua (equivalent to Occupational Health).

Where appropriate, Risk Assessments are also carried out for the following:

- one off events in school
- trips or visits off site
- visitors coming into school without specific Disclosure and Barring Service (DBS) check (Child Protection)
- staff with significant health problems
- when hiring or purchasing equipment.

At Caxton College risk assessments are held locally within each department.

All risk assessments are carried out with the intention of ensuring the reasonable safety of those involved and, where appropriate, emergency procedures are regularly practised.

A final decision on whether or not an activity should be carried out will be based on the Risk Rating Matrix outlined on Page 4.

This policy should be read in conjunction with our Health and Safety, First Aid and Health Care, and Major Incidents Policies.

Risk Rating Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Acceptability chart

Extreme = Intolerable (without executive oversight)	Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Senior Leadership level would be subject to comprehensive analysis to generate a detailed risk treatment plan, and be the subject of on-going oversight and high level review.
High = Tolerable (with continual management review)	Consider whether this activity should continue. This decision would normally be made at senior management levels, would be based on detailed analysis to generate a risk treatment plan, and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
Medium = Tolerable (with frequent risk owner review)	Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to <i>As Low As Reasonably Practical</i> (ALARP), and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered.
Low = Acceptable (with periodic review)	Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.

RISK ASSESSMENT PROFORMA –

ACTIVITY _____

LEAD BY _____

Are specific qualifications required by staff leading this activity? If so, please detail here:

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
			•		
			•		
			•		
			•		
			•		
			•		

GENERIC RISK ASSESSMENTS CONTENTS PAGE

1. All educational visits
2. Travel on educational visits
3. Residential visit accommodation
4. Use of tour operator or provider of activities
5. Ski trip
6. School exchange visit with a school abroad
7. Walks in normal country
8. Walks in remote terrain
9. Indirectly supervised walks (Duke of Edinburgh expeditions and similar)
10. River walks, gorge or stream scramble as an adventure activity
11. Field study by or in water
12. Rock climbing
13. Swimming during educational visits
14. Visits to coastal locations
15. Visits to farms
16. Cycling
17. Standing camps
18. Lightweight camping (Duke of Edinburgh expeditions and similar)
19. Canoeing/kayaking

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.

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.	<ul style="list-style-type: none"> ● 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 (for example, buddy systems, large groups split in small groups each with named leaders, identification system). ● 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 available. ● Emergency contacts arranged 	Check first aid certificates current. Medication brought by pupils.	Low
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 if appropriate ● Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary. 	Use parental 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 in pairs or groups (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

Leader's own children.	Injury or death.	Pupils, other children, staff.	<ul style="list-style-type: none"> ● If staff (teachers 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 arranged. 	Consider before staffing agreed.	Low
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Assessment completed by:

Date:

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, coach.	Injury, death, separated from group.	Pupils, staff.	<ul style="list-style-type: none"> • Coach from a reputable, approved supplier • Coaches have seat belts that staff ensure are used. • Sufficient supervision • Suitable embarkation points used (for example, coach park, onto wide pavement). • Close supervision and head counts during any breaks in journey and getting on and off coach. 	Contact Transport Department	Low
Use of private vehicles.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> • Only to be used in emergency situations • Seatbelts worn at all times. • Specific permission obtained from parents. 	Contact Transport	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 purpose and timings of stop and how and where to contact staff. • Remain in pairs or threes (buddy system – each responsible for named other) • Remind about moving traffic. • Careful head count before departure. 		Low

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 about open deck area. ● Remain in pairs or threes (buddy system – each responsible for named other). ● Meeting point agreed throughout crossing and on docking (numbered stairway to coach deck). ● Careful head count before disembarkation. ● Planned procedure for missing pupils – for example, member of staff to leave as foot passenger. 	Arrange procedures with staff and pupils before arrival at ferry.	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 required. 	Planning	Medium

<p>Use of public transport: trains, trams, underground, bus, air travel.</p>	<p>Injury, death, separated from group.</p>	<p>Pupils and staff.</p>	<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. ● Large groups divided into small groups each with leader(s). ● Pupils know their group and leader(s). ● Emergency plan in place – pupils briefed where they are going, what to do if separated from group. 	<p>Planning</p>	<p>Low</p>
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Assessment completed by:

Date:

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.	<p>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.</p> <p>Check that a fire risk assessment has been completed and meets the requirements of the Regulatory Reform (Fire Safety) Order 2005</p> <p>Check that there are:</p> <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. <p>A walk through fire practice takes place on arrival to include assembly point, lay-out of accommodation, key personnel and routines.</p> <p>A group list is held by staff to ensure registration of whole party after an evacuation of the building. Decide whether or not pupils doors should be locked from the inside (see intruder section)</p> <p>A group list is held by staff to ensure registration of whole party after an evacuation of the building. Discuss with accommodation manager any shortcomings in provision e.g. locked fire doors</p>	<p>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.</p>	Low

<p>Attack or disturbance by intruder</p>	<p>Injury, death, abduction</p>	<p>All</p>	<p>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 or reliable pupils 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. 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. Briefing of students regarding expected behaviour and actions</p>	<p>Low</p>
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Safeguarding	Injury, death, abduction, abuse	Pupils and staff.	<p>School has exclusive use of sleeping accommodation.</p> <p>Separate male and female sleeping accommodation</p> <p>Staff accommodation adjacent and same floor as pupils.</p> <p>Students can easily contact staff throughout night.</p> <p>Students are checked into rooms at 'lights out'.</p> <p>All adults are appropriately trained in safeguarding/child protection and standards regarding access to bedrooms/ changing areas etc are agreed</p> <p>Pupils know what to do if concerned</p>	Pre-visit check and/or check of information/ assurance from reputable tour operator.	Low
Domestic hazards.	Injury, death.	Pupils and staff.	<p>Accommodation has tourist board rating/other external validation of standards.</p> <p>Visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings.</p> <p>On arrival, staff and pupils to report any faulty items found in rooms.</p>	Pre-visit check and/or check of information/ assurance from reputable tour operator. Check on arrival.	Low
Hygiene	Illness	Pupils and staff.	<p>Tourist board rating/environmental health endorsement or similar.</p> <p>Visual inspection of washing facilities, lighting, heating, ventilation, catering.</p>	Pre-visit check and/or check of information/ assurance from reputable tour operation.	Low
Night time tendencies.	Injury, death.	Pupils	<p>Information gained from parents about pupils' illnesses, sleepwalking, etc.</p> <p>Suitable supervision arranged to meet needs of pupils.</p>	Use recommended parental consent form.	Low

Additional needs.	Injury	Pupils and staff.	Accommodation meets any additional needs of anyone in the group.	Pre-visit check as necessary.	Low
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Assessment completed by:

Date:

RISK ASSESSMENT 4 – USE OF A PROVIDER/TOUR OPERATOR (for example, visit to adventure centre, use of freelance instructor, cultural tour abroad)

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

<p>Lack of clarity about split of responsibilities between school and provider.</p>	<p>Injury, death.</p>	<p>Pupils, staff.</p>	<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 (for example, evening activities, town visits) , these are properly planned and risk assessed. 		<p>Low</p>
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Assessment completed by:

Date:

RISK ASSESSMENT 5 – SKI TRIP

This risk assessment assumes a school ski trip or holiday organised through a tour operator. All skiing, snowboarding and all other activities must be taught by staff qualified in the specific activity.

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING

<p>Hazards while skiing/ during snow activities.</p>	<p>Injury, death.</p>	<p>All</p>	<p>Skiing and snow activities arranged through a reputable ski school Students only taught by qualified ski instructors, leaders or supervisors. Other supervision provided by school staff pre approved but only agreed by party leader on site after consideration of all risk factors. Students understand independent skiing without instructor/qualified leader is not allowed. Students briefed that sensible behaviour (following of resort skiing code) essential, including use of lifts – consequence of unacceptable behaviour – sanctions agreed. Students look after each other while skiing – buddy system – and know what to do if separated from group. Meeting points agreed for leaders, group and instructors at end of ski sessions. Students know safe procedures for carrying skis/walking in ski boots. Leaders understand their supervision responsibilities, including for sick or injured students Insurance cards are carried by students, or if held by leaders, instructors can contact staff.</p>	<p>Ski provider checked. Briefing of students. Necessity of sensible behaviour and following instructions included in pupil/ parental information and consent form. If behaviour on ski slopes puts student or others at risk, student must be suitably supervised and/or lift pass removed. Emergency plan agreed and staff and students briefed.</p>	<p>Medium</p>
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			Equipment obtained from reputable supplier and specifically fitted for each person. Students told not to swap equipment.		
Cold injury, hypothermia, effects of sun.	Injury, death.	All	All briefed about suitable clothing and equipment and importance of protection against cold and sun. Students clothing and equipment monitored by staff.	Parents and students briefed.	Medium

<p>Hazards in ski resort.</p>	<p>Injury, death.</p>	<p>All</p>	<ul style="list-style-type: none"> · Specific risk assessment for resort completed by leader and code of practice for 'free time' agreed. · Students briefed about low risk places/areas in resort they may go and times allowed away from hotel and return times. · Students know value of foreign currency, warned of dangers of icy surfaces and traffic driving on right. · No alcohol may be bought or drunk by students (possibly agree other rules for over-age pupils). · Students stay in pairs/groups (buddy system). · Students know where and how to contact staff member and what to do if separated from group. · Leaders know when they are 'on duty' and understand they have responsibility for pupils at all times. 	<p>Completion of resort risk assessment by leader either on pre-visit or on arrival. Agree code of practice and brief staff and students.</p>	<p>Medium</p>
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<p>Hazards during après ski/evening activities.</p>	<p>Injury, death.</p>	<p>All</p>	<ul style="list-style-type: none"> · Check that any activities provided by tour operator are covered by, 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. 	<p>Risk assessment.</p> <p>Check that all students attend or otherwise supervised.</p> <p>Staff understand their supervision responsibilities.</p>	<p>Medium</p>
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Assessment completed by:

Date:

RISK ASSESSMENT 6 – SCHOOL ‘EXCHANGE’ VISITS WITH A SCHOOL ABROAD

Refer to Exchange Visit Advice for generic risk assessment

GENERIC RISK ASSESSMENT 7 – 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 (BELA, SWMM, MLTE 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. 	<p>Leader competence approved (see above).</p>	Low

<p>Injury, illness or emergency away from immediate help.</p>	<p>Injury, death.</p>	<p>Pupils, staff.</p>	<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. · Leaders are briefed and have planned emergency procedures. · Communications arranged. 	<p>Pre-planning of emergency procedures and communications.</p>	<p>Low</p>
<p>Exposure to extreme weather – cold, wet, heat and sun.</p>	<p>Injury, death.</p>	<p>Pupils, staff.</p>	<ul style="list-style-type: none"> · Daily weather forecast obtained. · All participants have suitable footwear, clothing and equipment to match expected conditions. 	<p>Parents and pupils given checklist – kit checked before departure.</p>	<p>Low</p>

Assessment completed by:

Date:

RISK ASSESSMENT 8 – 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, second adult with most groups. · Head counts. 	Leader competence.	Low

			<ul style="list-style-type: none"> · Briefing of pupils and staff. 		
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. · Communicatio ns (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, 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

Assessment completed by:

Date:

RISK ASSESSMENT 9 – INDIRECTLY SUPERVISED WALKS (Duke of Edinburgh Award expeditions and similar)

In addition to evidence of recent and relevant experience in type of terrain to be walked, leader must hold appropriate qualification as detailed in DoE and 10 Tors Guidance

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Insufficient pupil competence or supervision.	Injury, death.	Pupils	<ul style="list-style-type: none"> Pupils are trained appropriately before the venture and their competence to work independently is assessed by the leader. Monitoring continues in the field. The indirect supervision arranged is flexible and may become tighter or looser as the situation dictates. Pupils are in small groups, usually eight or less. 	<p>Leaders are aware they remain responsible for pupils at all times.</p> <p>Necessary monitoring of pupils is maintained.</p>	Medium
Falls, drowning.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> Route researched and, if necessary, pre-walked – specific hazards (cliffs, water hazards, etc) risk assessed and, if necessary, avoided. 	Specific risk assessment for each walk as necessary.	Low
Getting lost.	Injury	Pupils, staff.	<ul style="list-style-type: none"> Pupils have sufficient navigational skills. Briefing and training of pupils. Staff remain in sufficient contact with pupils to 	Level of supervision must be appropriately matched to pupil competence.	Low

			prevent significant errors.		
Injury, illness or emergency.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> · Pupils and leader trained in emergency procedure and first aid. · Group carries first aid kit and is sufficiently trained to deal with incidents · Information on medical conditions, medication carried. · All are clear on planned emergency procedures. · Communications 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. 	Parents and pupils given checklist of clothing and equipment – kit checked before departure.	Low

Assessment completed by:

Date:

Refer to DoE and 10 Tors Guidance

GENERIC RISK ASSESSMENT 10 – 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 	<p>Written specific risk assessment and/or operating procedure.</p> <p>Ongoing assessment by leader at start and during activity.</p>	Low

			<p>conditions lead to cancellation</p> <ul style="list-style-type: none"> Swimming ability of pupils known and assessed 		
Falls, falling rocks, cliffs.	Death, injury.	Pupils, staff.	<ul style="list-style-type: none"> From 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

Assessment completed by:

Date:

RISK ASSESSMENT 11 –

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 · pupils can be seen and supervised by staff. · Weather forecast obtained and leader makes decision whether or not to proceed or adapt activity n basis of weather forecast, strength of water and conditions on day. 	<p>Written specific risk assessment and/or operating procedure in place</p> <p>Ongoing assessment by leader at start and during activity.</p>	Medium
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>	Take advice from Environment Agency if necessary.	Low

			Do not drink river water. Wash hands before eating.		
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

Assessment completed by:

Date:

GENERIC RISK ASSESSMENT 12 – 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

<p>Fall from height, objects falling from above, trips and slips at foot of face,</p>	<p>Disabling or fatal injury.</p>	<p>Pupils, staff, other people at venue.</p>	<ul style="list-style-type: none"> · Qualified supervision as above, instructors working within remit of qualification. · Group size and ratios suitable (single pitch usually up to 12 students plus extra adult). · 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. 		<p>Low</p>
<p>Exposure to environmental factors – heat, cold, rain, wind.</p>	<p>Disabling or fatal injury.</p>	<p>Pupils, staff.</p>	<p>Adequate protective clothing and equipment. Check weather forecast. Ability to change plans if weather inappropriate.</p>	<p>Kit list to parents; kit checked before departure.</p>	<p>Low</p>
<p>Illness or injury.</p>	<p>Disabling or fatal injury or illness.</p>	<p>Pupils, staff.</p>	<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. 		<p>Low</p>

Assessment completed by:

Date:

RISK ASSESSMENT 13 – 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"> · Refer to latest guidelines on swimming at www.dorsetforyou.com/schoolsafety · Preferably use pools during life-guarded sessions. · If swimming in other than LA pools, ensure requirements as above are in place. 	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

Assessment completed by:

Date:

RISK ASSESSMENT 14 – SCHOOL VISITS TO COASTAL LOCATIONS

Leader must have recent and relevant experience of venue.

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, 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 allowed, see swimming risk assessment. 	Pre-planning of activities and supervision.	Medium

Assessment completed by:

Date:

RISK ASSESSMENT 15 – SCHOOL VISITS TO FARMS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
<p>Hazards on site including machinery, chemicals, slurry pits, animals, barbed wire, electric fences.</p>	<p>Injury, death.</p>	<p>Pupils, staff.</p>	<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>	<p>Low</p>

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. · Overall leader remains in touch with all groups. 	Pre-planning of activities and supervision.	Medium

Assessment completed by:

Date:

RISK ASSESSMENT 16 – 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 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>	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 and can re-group effectively at agreed points. 	Pre-planning of route and supervision.	Medium

Assessment completed by:

Date:

RISK ASSESSMENT 17 – 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 sleeping tents. · 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. 		Low/medium

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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Assessment completed by:

Date:

RISK ASSESSMENT 18 – 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

<p>Hazards on route and campsites used.</p>	<p>Drowning, falls, injury, death.</p>	<p>Pupils, staff.</p>	<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.) 	<p>Written specific risk assessment and/or operating procedure.</p> <p>Re-assessment on arrival at site.</p>	<p>Low</p>
<p>Site security – unauthorised entry by intruder or exit by pupil.</p>	<p>Death, injury.</p>	<p>Pupils, staff.</p>	<ul style="list-style-type: none"> · Sites chosen with minimal public access. · Leaders sleep on site unless pupils trained and assessed as sufficiently competent to camp under indirect supervision. 	<p>Risks reduced but pupils and parents understand all risks cannot be eliminated.</p>	<p>Low</p>

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

Assessment completed by:

Date:

RISK ASSESSMENT 19 – 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

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
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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. · Emergency telephone available. 	Provide clear information about suitable clothing and equipment to pupils and parents.	Low
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Assessment completed by:

Date:

Risk assessment checklist

Description of the expedition/activity: Date(s):	✓
The learning objectives of the section have been established and are relevant to the Award.	
I have informed staff that they must comply with relevant organisational/school safety guidelines	
The conduct of adventurous activities complies with relevant organisational/school safety guidelines	
ITAPs, if used, are appropriate for the activity and they have demonstrated that they hold a current public liability insurance policy which covers the programme activity.	
Transport arrangements comply with the organisational/school policies and regulations.	
Adults who are not staff members of the organisation/school have been vetted for working with young people.	
Activities conducted on public lands, such as state forest or national park, comply with current permit and access requirements.	
A member of staff with appropriate qualifications has been designated as being responsible for first aid.	
The 24-hour school contact person has been designated.	
<p>Copies of the following completed documents have been lodged with the director/principal or nominee and the designated organisation/school contact before the programme commences. Copies of those documents with an asterisk are available during the activity.</p> <ul style="list-style-type: none"> · Signed, informed consent from parents/guardians · *Completed medical form for all students and staff · *Detailed itinerary, with specific locations and contact numbers · *If appropriate, a copy of map(s): including map name, access routes and grid references for specific locations used · Staff and student equipment and clothing lists · Group equipment list(s) if necessary · *A supervision strategy (maintaining as a minimum the prescribed staffing allocation for adventure activities) which outlines the staffing allocations for activities and for non-programmed periods (this may form part of the detailed itinerary that is also required) · Completed staffing details proforma · *Risk management plans for all adventure activities · *Emergency response plan including contacts for police, ambulance, doctor, hospital, fire brigade, 24 hour school contact number to be held by staff on the excursion and by the nominated school contact person 	
All participating staff and volunteers, including the organisation/school contact person, understand their specific roles and are familiar with the program itinerary, risk management plans and emergency response plan.	

