

Risk Assessment - Year 9 Geography Fieldwork 6th June 2007

Date created:

By:

Site and its environment

| | | | |
|---|--------|---|-----|
| Adverse weather | Medium | Students to bring warm and waterproof clothing. Footwear is to be suitable for large amounts of walking. If weather is considered to pose threat to health, then shelter will be sought and a return to the school will occur if necessary. Remind students about waterproofs and footwear. | Low |
| Crossing roads during the course of the visit. | Medium | Brief students about road safety and appropriate behaviour. Staff to supervise crossing points on the route to and from the venue. | Low |
| Remote supervision for parts of the day - risk of losing students, accidents, attention from strangers. | Medium | Insist on groups of 3 or more students at all times. Students to make contact with staff at pre-arranged times and locations. Insist on up-to-date medical information. Arrange muster point(s) on arrival. All students to have staff mobile numbers and vice-versa. | Low |
| Trip / slip risk resulting in accidents. | Medium | Staff to carry first aid kits and students' medical details. One qualified first aider amongst staff. Group leaders to hold parent and school contact details. Brief students about the importance of careful and sensible behaviour and insist on adequate footwear. | Low |

Group

| | | | |
|---------------------------------------|--------|--|-----|
| Some students on trip have allergies. | Medium | Medical details and relevant treatment to be carried by the group leader and given to any first aider who has to treat the students. School no nut policy to be enforced. | Low |
| Meals | Medium | Group leader to select suitable lunch venues. Staff to eat in vicinity. Staff and pupils meet at designated time. | Low |
| Attention from strangers | Medium | Students briefed to behave sensibly at all times and to alert a teacher if they experience any unwanted attention. | Low |
| Mugging / theft from a student | Medium | Students to be advised to keep to a minimum the items of value that they take on the trip, especially electronic goods. Students briefed on sensible mobile phone use in the field, and advised not to keep such items on display. | Low |

Leader and activity arrangements (including supervision)

| | | | |
|---|--------|---|-----|
| Group leader unavailable. | Low | Trip to be cancelled and rearranged for another time. | Low |
| Risk of students becoming separated from the group during the trip. | Medium | All students assigned to a specific group, group leader to have a list of the names of all students in their group. Students to conduct activities in groups and to meet up regularly. Students to work in groups of 3/4 at all times, and groups to be issued with a full schedule of activities and clear instructions of when and where to report back to staff. Students given staff mobile phone numbers and briefed to contact staff if they experience any problems. | Low |

Transport

| | | | |
|--|--------|--|-----|
| Students are walking from school to the venue. | Medium | Students to be briefed on road safety and appropriate behaviour before leaving school. Staff to supervise crossing points. | Low |
|--|--------|--|-----|

Plan B (alternative arrangements)

| | | | |
|--|-----|--|-----|
| Problems / an incident which mean that the trip cannot continue. | Low | Arrange for group to return to school under staff supervision. Keep group leader and school contact informed of changes to the fieldtrip plan. | Low |
|--|-----|--|-----|

Risk Assessment approved:

Trip leader signature: Date:

EVC / Head signature: Date:

IN THE EVENT OF A DISASTER ON AN EXCURSION OR TRIP

What follows is given in the way of guidance that will need to be adapted to suit the situation. This written guidance should be held by each adult member of the party.

1. Establish the nature and extent of the emergency.
2. Make sure that all other members of the party are accounted for and are safe.
3. If there are any injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard for your own safety, e.g. location, blood contact.
4. Call the appropriate emergency services.
5. Advise other party staff of the incidents and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
6. Ensure that an adult accompanies any casualties to hospital. It is important that information is elicited about which hospital casualties are taken to. If only one adult is available in the circumstances a decision will have to be reached as to the best course of action.
7. Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
8. Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.
9. Contact the senior member of staff on call.
Control access to telephones until the senior member of staff has contacted parents / others directly involved. Give full details of the incident including:
 - Nature, date, location and time of the incident.
 - Details of injuries, etc.
 - Names and home telephone numbers of those involved.
 - Action taken so far.
 - Telephone numbers for further communication.
10. Do not discuss matters with the media.
11. The senior member of staff on call should contact the Head immediately and establish who will take charge of the situation and what immediate action will be taken. The Head will advise the chairperson of the local council or board of governors.
12. The party leader should, at the first opportunity, make notes on the incident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.