

RISK ASSESSMENTS

- ◆ A Risk Assessment identifies hazards that may cause harm and then identifies the control measures that will reduce the risk to acceptable levels.
- ◆ Risk Assessments are a legal requirement and should be recorded and reviewed
- ◆ Risk Assessments illustrate good practice forethought planning and collective expertise. They are most effective when discussed with colleagues before writing and during recording.
- ◆ Generic Risk Assessments must be used in conjunction with Site Specific Risk Assessments and the Authority's Health and Safety Policy document. The Visit Leader should then ensure that those Risk Assessments are appropriate, or should make any necessary additions or changes. The dated signature by the Visit Leader confirms that all staff/adults on the visit have read, understood and adopted the written Risk Assessment.

The Risk Assessment process must be seen as 'on-going' and 'dynamic'.
In other words, professional judgements and decisions regarding safety will need to be made during the activity. If the control measures aren't sufficient, the activity must not proceed.

There are 6 Key areas identified where potential hazards may occur.

People

1. Type of Group
2. Staffing

Context

3. Equipment
4. Venue/Environment

Organisation

5. Travel
6. Emergency Procedures

These are the areas that must be reviewed before final approval is granted.

All Type A and B visits have potential hazards and risk to staff and pupils, therefore the control measures identified should be sufficient to reduce the risk to acceptable levels. If the control measures aren't sufficient, consideration must be given to absolute 'cut off criteria' and the activity must not proceed. In addition there must always be an alternative activity (Plan B), prepared and risk assessed. The control measures identified on a form are the written evidence that the six key areas above have been considered.

SAMPLE GENERIC RISK ASSESSMENT FOR EDUCATIONAL VISITS			
School/Youth Group:		Venue:Date.....	
District/School no:/.....		Activity:	
ASPECTS TO CONSIDER (List only actual hazards)	WHO IS AFFECTED ?	CONTROL MEASURES	Risk Rating with control measures
<p>6 Key areas are identified below where potential hazards may occur. These are the areas that must be reviewed before final approval is granted.</p>	Pupils (P) Staff (S) Visitors (V)	Written evidence that the six key areas have been considered	Low (L) Moderate(M) High (H)
<p>PEOPLE</p> <p>1 Type of Group:</p> <ul style="list-style-type: none"> ◆ Ratios, special educational and medical needs. ◆ Violence to staff/behavioural management. ◆ Smoking <p>2 Staffing:</p> <ul style="list-style-type: none"> ◆ The nature of the activity will identify specific types of hazard which could result in injury. ◆ Competence and suitable experience, reflecting the activity, the venue and the type of group, is therefore essential. ◆ Gender Issues 		<ul style="list-style-type: none"> ◆ Supervision levels and suitable specialist staff are employed. Working ratios are as detailed in the Authority’s Educational Visits Policy (Section 3.2). N.B. For residential visits, adequate supervision must be provided 24/7. ◆ A ‘Behaviour Contract’ including a No-Smoking Policy is signed and agreed by pupils, parents and staff. ID cards to be carried by pupils for visits abroad. ◆ National Governing Body awards or other relevant suitable experience including first aid cover. ◆ When adventurous activities are undertaken, instructors are approved by the Authority. (See Appendix 10 and Form 6). ◆ When an external provider is employed, refer to the Authority’s Approved Centre list. A Form 7 will need to be completed for any new Provider/Centre. ◆ Staff to be of mixed gender where appropriate. 	

<p>CONTEXT</p> <p>3 Equipment:</p> <ul style="list-style-type: none"> ◆ Suitable and sufficient materials and equipment is provided. ◆ Equipment failure or misuse must be avoided. <p>4 Venue/Environment:</p> <ul style="list-style-type: none"> ◆ Accommodation Risk Assessment and information. ◆ Site Specific hazards 		<ul style="list-style-type: none"> ◆ Personal Protective Equipment (PPE) is 'fit for purpose'. A suitable system for the care, maintenance and inspection of PPE is in place. ◆ Checks as to staff/instructor qualifications and suitability have been made. ◆ Pre-inspection and/or detailed background knowledge has been obtained. ◆ A site specific Risk Assessment is available. ◆ The Provider/Centre is approved by the Authority. 	
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ORGANISATION

5 Travel: Suitability of vehicle and competence of drivers. Identify main hazards for journey and stopping points

6. Emergency Procedures:

Accidents and major incidents resulting in injury or other unforeseen events.

A LCC Minibus Generic Risk Assessment is available on the website. For the hire of the County Minibus please refer to Form YCS41. When using an alternative carrier, that checks have been made as to the suitability of the coach/bus company (refer to Appendix 5) and that they have provided a Risk Assessment checklist that conforms to the Authority's Guidelines for planning transport. (All party members should be made aware of emergency procedures on the coach.

- ◆ Seat belts worn at all times when vehicle is moving.
- ◆ Hand Luggage safely stored.
- ◆ No walking round the vehicle.
- ◆ Procedure for leaving coach in an emergency/break-down situation i.e. back third first, then road side followed by pavement side last.
- ◆ Buddy group systems used at stopping points.
- ◆ All pupils counted onto coach after every stopping point.

- ◆ Emergency procedures are in place. The Base contact understands their role and responsibility. (please refer to section 6 of the Policy).
- ◆ The Base Contact has copies of Forms 1, 3 and 9.
- ◆ The Base Contact has confirmed with the Visit Leader a 'visit closed' policy and a 'failed to return policy' if appropriate.
- ◆ The Visit Leader and instructors carry copies of Forms 1, 3 and 10. (Including E111's for EU trips abroad)
- ◆ For trips abroad, obtain British Embassy and Consulate details.

RISK ASSESSMENT FOR EDUCATIONAL VISITS

Signed: Visit Leader:

Date of assessment;;

Print Name:

Review 1: (date and initial)

Signed: EVC:

Review 2:(date and initial)

Print Name:

This form to accompany all applications for Type A or Type B visits.

RISK RATING GUIDE

Below is a simple optional guide to help risk assessors determine the risk rating of each hazard identified. This guide is intended to help you and to try and implement/maintain some consistency between establishments and individuals when assessing risks; it is not meant to be a burden which confuses you and complicates matters.

A Risk Assessment must be **‘Suitable and Sufficient’**. That is to say:

- ◆ It should identify the risks arising in connection with the activity.
- ◆ The level of detail included should be proportionate to the risk.
- ◆ It must consider all those who might be affected i.e. staff, pupils, other instructors etc.
- ◆ It should be appropriate to the activity and should identify the period of time for which it is likely to remain valid.
- ◆ It should enable management to determine the level of control measures necessary

Risk Rating = Likelihood X Severity

Likelihood:		Severity:		Risk Level Matrix:		Key																					
1	Improbable	1	No or trivial injury/illness	L i k e l i h o o d	5	10	15	20	25	1 2 3 4 5	S e v e r i t y	5	10	15	20	25	<table border="1"> <tr><td style="background-color: #cccccc;"></td><td>Insignificant</td></tr> <tr><td style="background-color: #ff0000;"></td><td>Low</td></tr> <tr><td style="background-color: #ffa500;"></td><td>Moderate</td></tr> <tr><td style="background-color: #ccccff;"></td><td>High</td></tr> <tr><td style="background-color: #800000;"></td><td>Intolerable</td></tr> </table>		Insignificant		Low		Moderate		High		Intolerable
	Insignificant																										
	Low																										
	Moderate																										
	High																										
	Intolerable																										
2	Unlikely	2	Minor Injury/Illness	4	8	12	16	20																			
3	Even Chance	3	3+ Days Lost Time Injury/Illness	3	6	9	12	15																			
4	Likely	4	Major Injury/Severe Incapacity	2	4	6	8	10																			
5	Almost Certain	5	Death(s)	1	2	3	4	5																			