


**DERBYSHIRE COUNTY COUNCIL
MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS**


**GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: GENERIC ALL VISIT(S) RISK ASSESSMENT
with coach/mini bus travel**

PART 1 : ADMINISTRATIVE DETAILS

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| Section/Establishment Name: Baslow St. Anne's C of E Primary School | | | |
| Date of Assessment | 17.10.23 | Date of Issue | |
| Assessment carried out by | Marie Clark | Signature |  |

| Reviews | | | | |
|-------------|-------------|------|--------------|---|
| Review Date | Reviewed by | Date | Changes Made | |
| | | | Y | N |
| 17.10.24 | | | | |
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Affected persons: Young persons / Clients Staff Visitors Contractor Others (specify)

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| Name of Manager confirming and agreeing Assessment: | Marie Clark EVC/Headteacher |
| Signature: |  |

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NG: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned. Reference should also be made to any Safe Working Procedures documents used.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

| Print Name | Signature | Date | Print Name | Signature | Date |
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| What are the hazards? | Generic Control Measures implemented (add / adapt Control Measures as appropriate) | ✓ X | Person(s) to implement | Further Control measures needed to reduce risk to an acceptable level | Person(s) to implement | Date for Completion |
|--|---|--------|------------------------|---|------------------------|---------------------|
| Planning and Organisation ➤ Accidents/injuries ➤ Inadequate planning | Group leaders will follow the School Visits Service Educational Visits Safety Policy and Guidelines | ✓ | VL | ➤ Headteacher / EVC will approve all documents in line with EVC training | | |
| | All staff and adults will be appropriately trained, experienced, qualified and physically fit to competently fulfil their roles and responsibilities | ✓ | VL | ➤ All adventurous activities will be run by external provider staff. School staff present at all times to support and monitor | | |
| | The group leader will meet with all participating adults prior to the visit to discuss their role in and responsibility for implementing risk assessments and group management plans. | ✓ | VL | ➤ Group Leader assesses risks associated with self-led activities | | |
| | The group leader will meet with all participating adults prior to the visit to discuss their role in and responsibility for implementing risk assessments and group management plans. | ✓ | VL | ➤ Staff briefed prior to residential/trip by Headteacher and/or group leader | | |
| | Leaders will brief young people regarding hazards and involve them in the risk assessment and management process | ✓ | VL | ➤ On site briefing by provider staff | | |
| | Parents will be informed of arrangements prior to visits and written consent given if necessary | ✓ | VL | ➤ Parents' meeting or information disseminated prior to the visit for residential trips | | |
| Group Management / Direct Supervision ➤ Trauma / upset / injuries ➤ Inadequate supervision ➤ Absconding / missing person | Group leader will ensure that supervising staff are competent and understand their roles | ✓ | VL | ➤ DCC guidance followed at all times | | |
| | Staffing ratios will be appropriate and sufficient to ensure safe group management and to deal with any emergencies | ✓ | VL | ➤ Staffing ratio reviewed annually with respect to different cohorts. | | |
| | Leaders will use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc.) | ✓ | VL | ➤ All young people closely supervised and instructed to stay in the areas allocated. | | |
| | Leaders will use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc.) | ✓ | VL | ➤ Regular head counts will take place | | |
| | Staff will ensure that young people are fully aware of itinerary and supervision/meeting arrangements | ✓ | VL | ➤ Regular reminders to hydrate and eat sensibly will be given by the adults | | |
| | Briefing to all including young people as what to do if separated from group | ✓ | VL | ➤ Staff been on previous residential | | |
| | Leaders will conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups and before transport leaves any venue | ✓ | VL | ➤ Children to have had a briefing regarding staying with the group and where to meet if separated out | | |
| | Young people will be briefed to eat / drink sensibly | ✓ | VL | | | |
| | The Assistant Leader will be fully briefed and competent to take over full leadership if required | ✓ | VL | | | |
| Weather | Staff will consider possible weather conditions, plan appropriate programmes, and ensure that young people are aware of appropriate clothing and equipment required (inc. hat, sunscreen, | ✓ | VL | ➤ Weather plan on-going review and children advised accordingly | | |

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| <ul style="list-style-type: none"> ➤ Exposure to adverse effects of weather (e.g. cold injury, heat injury, over exposure to sun etc.) | wet weather, cold weather clothing etc.) | | | <ul style="list-style-type: none"> ➤ If adverse weather on the day of adventurous activities a decision will be made with the external leader/ guide to cancel and carry out an alternative activity ➤ Protective and specialist clothing for adventurous activities provided by provider as required ➤ Additional equipment (e.g. waterproofs, water bottles, etc.) available to be borrowed from centres for the duration of the visit if necessary. ➤ | | |
| | Specialist personal protective clothing and equipment will be made available to group members if appropriate | ✓ | VL | | | |
| Weather (Cont..) | Provision is in place for suitable shelter in the event of adverse weather. | ✓ | VL | <ul style="list-style-type: none"> ➤ Kit list distributed to parents at residential briefing meeting or trip letter; clothing available at the centre for activities ➤ Staff will converse with the centre staff for weather forecasts and updates. ➤ Daily weather posted on notice-board in the main hallway at Boulder Adventures centre/Hollowford/Whitehall activities cancelled by centre staff if too adverse | | |
| | Staff will plan and make provision for young people who may not bring suitable equipment, including arranging kit check before departure and/or bringing spares | ✓ | VL | | | |
| | Staff will obtain daily weather forecast and adjust plans accordingly. | ✓ | VL | | | |
| Safeguarding <ul style="list-style-type: none"> ➤ Trauma / upset / injuries ➤ Inappropriate contact with public | Brief young persons on appropriate interaction with members of the public | ✓ | VL | <ul style="list-style-type: none"> ➤ All adults accompanying residential visits will be members of staff with full DBS ➤ Volunteers on day trips to be under supervision of staff member with full DBS ➤ Children will visit the toilet in no less than a group of 2 with appropriate adult supervision. Male staff members needing to use public toilets will use after the children have used the facilities. ➤ Children not to take any mobile phones or electronic devices that connect to the internet or can send messages ➤ Staff members to have a mobile phone to enable calls and messages to be sent when needed and adhering to the Staff IT Acceptable Use Policy. ➤ | | |
| | Ensure volunteer helpers are never in charge of a group without direct supervision from a staff member unless they have appropriate assessed competence and experience and they have an enhanced DBS check. | ✓ | VL | | | |
| | Arrangements in place to ensure safe toileting for group members as appropriate to age, i.e, group members not to go alone. | ✓ | VL | | | |
| | A young person will not be left alone with just one adult unless this is a pre-planned activity and suitable control measures are in place and agreed | ✓ | VL | | | |
| Covid-19 | Current establishment guidance has been checked and followed | ✓ | VL | <ul style="list-style-type: none"> ➤ Follow current Government/DCC guidelines | | |
| Supervising Adults take their own children or other family members on visit <ul style="list-style-type: none"> ➤ Inadequate supervision / accident | If staff or volunteer(s) family members accompany group, the supervision and care of young people will not be compromised | ✓ | VL | <ul style="list-style-type: none"> ➤ Where appropriate, staff members with their own children on the trip, to supervise a different group ➤ Ratios appropriately organised to ensure the above can happen – professionalism adhered to at all times | | |
| | Staff ratios will be amended accordingly to take account of split responsibilities | ✓ | VL | | | |
| | Supervisors' children will be of similar age to group and supervised with young people or separate supervision must be arranged | ✓ | VL | | | |

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| Misbehaviour / Misconduct ➤ Accidents injuries ➤ Illegal Substances | Staffing supervision will be sufficient and appropriate to manage the group safely | ✓ | VL | ➤ Normal expectations of behaviour will apply and Headteacher will be either on site or contactable (Deputy Headteacher in absence) if any child is not behaving appropriately. ➤ Supervision will ensure young people behave appropriately around the exhibits/trips/activities ➤ Behaviour is part of discussion at parents' meeting/information and parent agreement and will be a constant reminder to the children over the week or day of trip ➤ Headteacher (or delegated person) will contact parents and decide course of action. | | |
| | Staff and young people will be briefed regarding conduct /behaviour required including smoking/drinking during the visit | ✓ | VL | | | |
| | General behaviour contract to be in place for visit signed up to by participants and parents / guardians | ✓ | VL | | | |
| Medical needs | Up to date information regarding medical needs of all group members will be obtained | ✓ | VL | ➤ Up- to- date medical/pupil information is obtained prior to any visit including personal non-medical concerning sleepwalking/food allergies etc All information will be taken to be referred to as necessary ➤ Staff are responsible for all medication-no child will have any medication in their personal luggage apart from asthma inhalers and a spare inhaler will be kept by staff – travel sickness tablets to be given before trip and to a staff member for the return journey | | |
| | Parental consent for administration of medicines is obtained and suitably recorded arrangements made to meet those needs. Medicines only accepted if supplied in accordance with Local Authority/ Academy administration of medicines guidelines | ✓ | VL | | | |
| | Appropriate arrangements for storing medicines where necessary are in place | ✓ | VL | | | |
| Additional Needs of Individual Group Members (if applicable) ➤ Absconding/Missing ➤ Behaviour ➤ Emotional ➤ Physical/Mobility Needs ➤ Sensory | Up to date information regarding special/ behavioural/ physical/ sensory needs of group members will be obtained with advice from the specialist staff involved with the young person and parents/carers | ✓ | VL | ➤ Behavioural needs –key information needed will be obtained from parents, appropriate medication and forms will be completed and an action plan to contact parents to collect if deemed necessary for the safety of all will be in place and signed ➤ Itinerary agreed with centre ➤ Meeting with parents to agree behaviour conduct for the safety of the child and the rest of the children – agreed by all ➤ Physical disability of children will be assessed separately when needed ➤ Teachers to remind individually if needed or additional needs of instructions and ensure fully understood– monitor | | |
| | A specific risk assessment informed by the above will be carried out for the young person relative to the visit and this information shared with all relevant parties | ✓ | VL | | | |
| | Individual behaviour contract to be put in place prior to and during the visit, agreed with individual and parents/carers | ✓ | VL | | | |
| | The programme/itinerary is arranged giving due regard to the mobility and special needs of all members of the group | ✓ | VL | | | |
| Allergic reactions, poisons, stings, bites ➤ Trauma / illness | Staff will be briefed regarding group members with known allergies, and will be able to react accordingly | ✓ | VL | ➤ Parents to inform and send appropriate medication and fill in medical form. Parent contact details readily accessible by staff members if needed, ➤ Staff to carry medication other than inhalers which the pupil must carry at all times – staff and lead to check before departure that children/staff members in need of medication/inhalers have the medication/inhaler with them | | |
| | Staff will check that young people and / or leaders carry any necessary medication | ✓ | VL | | | |
| | Staff to obtain prior knowledge relating to area they are visiting particular if abroad and pass this information to parents / | ✓ | VL | | | |

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| | guardians. | | | (children to hand in medication to staff member with clear dose/time instructions) | | |
| Direct Supervision Accompanied Walks ➤ Traffic ➤ Water | Young persons are informed of the hazards associated with walking in a group for the visit | ✓ | VL | ➤ Staff will position themselves appropriately to the situation. ➤ Safe crossing points will be identified and used ➤ Staff and centre staff will supervise all road crossing, positioning themselves in a safe manner in the road to cross the children ➤ Centre staff to give a safety and hazards talk for any water activity – school staff to reinforce and reiterate and close supervision at all times | | |
| | Supervising adults are dispersed throughout the group as appropriate to the situation. Where walking in the dark is planned, reflective clothing is worn. | ✓ | VL | | | |
| | Route and safe crossing points are planned prior to visit | ✓ | VL | | | |
| | An appropriate method of road crossing is adopted for the group and situation | ✓ | VL | | | |
| | When walking close to water, the group will be briefed on the hazards and supervisors placed to ensure young persons do not approach the water's edge | | | | | |
| Periods of remote / indirect supervision ➤ Accident / separation from group ➤ Abduction / attack by stranger ➤ Obtaining illegal substances | Group members will be assessed as responsible and able for this type of supervision | ✓ | VL | ➤ A small amount of free time may be given in the evening. This will be monitored by staff members and any inappropriate behaviour will mean that child will not be left unsupervised until responsibility is shown. ➤ Children will not be unsupervised off the premises ➤ Rules and regulations for free time on site will be constantly given and monitored closely ➤ Children will be at least in pairs in their free time onsite | | |
| | Parents/guardians will be informed of arrangements and give written consent | ✓ | VL | | | |
| | Individuals for whom remote / indirect supervision is not considered suitable will be more directly supervised | ✓ | VL | | | |
| | Group members will be briefed regarding conduct / behaviour required | ✓ | VL | | | |
| | Group members will be briefed regarding what to do if approached inappropriately by members of the public | ✓ | VL | | | |
| | Young people will remain in small groups or buddy systems at all times as appropriate to age or activity. | ✓ | VL | | | |
| Periods of remote / indirect supervision (Cont.) | Young people will be briefed regarding procedure if lost / separated and how to contact staff in an emergency. Young people will have ID cards with contact details of accommodation, school and leader mobile number | ✓ | VL | ➤ Not applicable –Children will be on site all time in free time ➤ Risks of playing in the grounds eg: not going down the driveway, across boundaries etc will be outlined to all ➤ Clear times for meeting back as a whole group (All children will be at the centre in the grounds and staff will be out or in the accommodation/grounds overseeing the children) | | |
| | Any specific risks relating to area of remote supervision will be outlined to group members | ✓ | VL | | | |
| | All leaders and young people will be briefed clearly regarding rendezvous times and places and a plan will be in place for dealing with groups / individuals who fail to return | ✓ | VL | | | |
| | Staff will understand that they are still responsible and be fully briefed with respect to supervisory responsibilities | ✓ | VL | | | |
| | Central meeting points will be established and manned by staff | ✓ | VL | | | |

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| | throughout activity | | | ➤ Clear boundaries within the grounds of what is off-limits and reminders frequently given | | |
| | Clear boundaries for area of remote supervision to be set and communicated to all group | ✓ | VL | | | |
| Visit returns after normal hours ➤ Accident / upset / lost / abducted | Parents / guardians and young people will be fully informed regarding collection arrangements after visit | ✓ | VL | ➤ Visit returns within school time if delayed school will be informed and parents notified via the texting service – Parents informed of out of school hours return ➤ Children will not have direct contact with parents – contact via school office only ➤ Children will not be left alone and supervised until collected by parents/carers | | |
| | Young people will not be left alone, and will be properly supervised until they have been safely collected or handed over to a nominated adult | ✓ | VL | | | |
| | A clear pre-planned procedure will be agreed for young people who are not collected | ✓ | VL | | | |
| Emergencies Inadequate procedures ➤ Delayed help/ support ➤ Deterioration of condition ➤ Injury / others ➤ Missing persons ➤ Absconding | The leader has an emergency plan for the visit to deal with unforeseen incidents/emergencies which the visit leader will carry at all times and communicated to all staff. | ✓ | VL | ➤ Emergency plan –refer to critical incident plan and trip emergency plan ➤ Centre staff available to maintain safe staff/pupil ratio ➤ All accompanying adults are First Aid trained. A first aid kit to be carried around whilst on activities ➤ Home/base contacts available at all times ➤ At least one member of school staff with centre staff in case of any injury etc. | | |
| | Leaders will brief young people regarding emergency procedures | ✓ | VL | | | |
| | Contingency plan in place to ensure ill/injured young persons are appropriately supervised without compromising Group Supervision | ✓ | VL | | | |
| | At least one leader will carry a mobile phone and carry sufficient cash or cards for pay-phones (mobiles do not work in some areas due to weak signal) | ✓ | VL | | | |
| | At least one supervising adult will have an appropriate level of first aid training. | ✓ | VL | | | |
| | A complete first aid kit (and travel sickness equipment) will be checked and taken with the group and will be readily available | ✓ | VL | | | |
| | Group Leader has access to a home/base emergency contact for the duration of the visit. | ✓ | VL | | | |

| ACTIVITIES | | | | | | |
|--------------------------------|---|---|----|---|--|--|
| Provider-led Activities | Checked that the provider has a LOTC Quality Badge or AALS licence, or a Provider Form has been completed and the Provider is listed as vetted on EVOLVE. | ✓ | VL | ➤ Centre is a vetted provider by DCC and only qualified centre staff will lead the adventurous activities ➤ Mountain/Hill walk weather dependent with two summer mountain leaders to lead and guide the walk The weather will be assessed on the morning and if unsuitable alternative hill walk will take place | | |
| | Planned activities are covered by the Provider's risk assessments. | ✓ | VL | | | |
| Self-led activities | Supervising adults have appropriate qualifications and / or experience to lead planned visits | ✓ | VL | ➤ Teachers either been on the trip previously or vetted/pre-visit and fully experienced in leading school trips | | |

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| | Further control measures or additional risk assessments will be completed for specific hazards/ all activities and appropriately maintained and checked equipment will be used | ✓ | VL | <ul style="list-style-type: none"> ➤ Additional risk assessment carried out when deemed necessary for additional needs pupil ➤ Swimming in open water is part of the activities but only led by qualified centre staff and hazards/weather conditions will be assessed prior to the activity to ensure the safety of all | | |
| | Swimming either in pools or open water will not take place unless lifeguarded, part of an approved provider-led activity or a specific risk assessment has been approved by the School Visits Service. | ✓ | VL | | | |
| SITE & LOCAL ENVIRONMENT | | | | | | |
| | Pre-visit to site will be undertaken where necessary | ✓ | VL | <ul style="list-style-type: none"> ➤ Centres well-known venue and staff have been the previous year or vetting/pre-visit ➤ Staff will familiarise with all safety precautions and procedures ➤ Fire evacuation procedures will be covered on arrival and clear to all staff and the children | | |
| | Venue/site risk assessments should be referred to and consulted and appropriate control measures implemented for identified site specific hazards. A safe working procedure should be completed for overnight stays. | ✓ | VL | | | |
| | Supervising adults will make themselves familiar with venue's /site evacuation procedure as appropriate | ✓ | VL | | | |
| TRANSPORT | | | | | | |
| <p>Please complete this section for travel by coach/mini bus.</p> | | | | | | |
| Coach travel –Generic | On and off the coach. Is the coach door on the road side or verge/pavement side | ✓ | VL | <ul style="list-style-type: none"> ➤ Get on and off the coach on pavement side ➤ If no alternative and getting off the coach on the road side – one member of staff (or coach driver) to check that the road is clear and other member of staff to see across the road to the pavement ➤ Check seat belts are securely in place before departure and clear instructions to keep seat belts on for duration of the travel, until instructed to take off by a member of staff ➤ Clear view of emergency exits ➤ Safe storage of bags, no obstruction in the aisles/ safely secured overhead when used ➤ Briefing before departure on respectful, appropriate behaviour ➤ All litter to be taken off the coach ➤ Driver to contact police/coach company in case of break down and staff members to be in charge and look after the children (off the coach in a safe place away from the road, if on a motorway/dual carriage way) | | |
| Lack of Supervision/ emergency procedures | Staff seating positioned to enable supervision and emergency exit assistance Seat Belts worn Know where the emergency exits are Where a window breaking tool is Ensure the aisle is clear of baggage Any items overhead are stored securely | ✓ | VL | | | |
| Student issues | Briefing on what to do in an emergency Emergency exits: use in an emergency and the danger of opening through silly behaviour Inappropriate behaviour, including offensive gestures to other motorist Not littering | ✓ | VL | | | |
| Vehicle breakdown | Ensure that the police have been contacted if the coach is in a dangerous position e.g. motorway hard shoulder The generic advice is to evacuate the coach with the group closely supervised on the verge, well back from the hard | ✓ | VL | | | |

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| <p>If using alternative/additional modes of transport please ensure the appropriate risk assessment is completed and uploaded</p> | <p>shoulder, unless this is more dangerous than staying on the coach Ensure the coach driver has contacted the coach company to get a relief vehicle Contact the school's Emergency Contact person. They need to take control from the school's end: informing the Head, parental contact, bus company, insurance company if required Brief the group not to use mobile phones if necessary Establish regular contact with the Emergency Contact person, for updates and updating them. Ask them for a dedicated phone number Record your actions, phone calls and requests made if you consider it necessary</p> | | | <p>➤ VL contact school emergency contact for it to be appropriately managed from the school/information out to parents where necessary and a log of actions/calls made</p> | | |
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Please annotate and amend this document to make it appropriate to use for your establishment/team and the visits they will conduct, using the ✓ or X in the yellow columns above to denote whether or not that section is applicable, also noting who is responsible for this and any further measures or checks they will implement. Once completed for your service/team please review annually and ensure all staff are aware of the protocols before each visit and that they make further amendments if necessary.