

Educational Visits

Generic Risk Assessments

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NB: Rock Climbing / Canoeing / Kayaking / Skiing are site specific risk assessments given by an external provider

Assessments completed
by:
Date:
Reviewed:

GENERIC RISK ASSESSMENT 1 – ALL EDUCATIONAL VISITS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	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 Learning Support 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 information to parents	Medium
Leader's own children	Injury, death	Pupils, other children, staff	<p>If staff (teachers or volunteers') families join group, pupil supervision must not be compromised.</p> <ul style="list-style-type: none"> • Staff children are similar age to group and supervised with pupils or separate supervision arranged. 	Consider before staffing agreed	Low

GENERIC RISK ASSESSMENT 2 – TRAVEL ON EDUCATIONAL VISITS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RISK RATING
Traffic accident, coach	Injury, death, separated from group	Pupils, staff	<ul style="list-style-type: none"> • Coach from a reputable supplier. • Coaches have seat belts that staff ensure are used. • Buses without seatbelts are avoided if possible and never used on high speed roads. • Sufficient supervision. • Suitable embarkation points used (for example, coach park, on to wide pavement). • Close supervision and head count during any breaks in journey and getting on and off coach. 		Low
Use of private vehicles	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • All use in compliance with Driving at Work Policy. • Seatbelts worn at all times. • Specific permission obtained from parents. 		Low
Minibus travel	Injury, death, separated from group	Pupils and staff	<ul style="list-style-type: none"> • All use in compliance with Minibus Policy and legal requirements. • Care always taken in parking in suitable place for disembarkation. • Close supervision and head count during any breaks in journey and getting in and out of bus. 		Low
Service station and other breaks in journey	Injury, death, left behind/ separated from group	Pupils	<ul style="list-style-type: none"> • Brief pupils on: <ul style="list-style-type: none"> → purpose and timings of stop. → how and where to contact staff. • Remain in pairs or threes (buddy system – each responsible for named other). • Remind about moving traffic (driving on right abroad). • 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
Use of public transport: trains, trams, underground, bus, air travel	Injury, death, separated from group	Pupils and staff	<ul style="list-style-type: none"> • Journey is planned and assessed – key risk points identified. • Careful supervision, particularly in crowded areas and entry, exit and change points with head counts. • 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. 	Planning	Low

GENERIC RISK ASSESSMENT 3 – RESIDENTIAL VISIT ACCOMMODATION

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RISK RATING
Fire	Death	Pupils, staff	<ul style="list-style-type: none"> • Briefing to all pupils about expected standards and code of behaviour. • Identify requirements at time of booking and check during pre-visit and on arrival. • Check that there are: <ul style="list-style-type: none"> → automatic fire alarms on each floor and in public areas, which can be heard inside rooms. → fire extinguishers available on each floor and in public areas. → fire exits clearly marked. → more than one exit from upper floors of the building. → torches available if emergency lighting is not provided. • A 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). • 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. 	Pre-visit check and/or check of information/ assurance from reputable tour operator. Check on arrival. Take up any issues, such as locked fire doors, with management. Inform group about fire procedures on arrival	Low

Attack or disturbance by intruder	Injury, death, abduction	All	<ul style="list-style-type: none"> • Check that security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation. • Ensure the hotel or similar accommodation is locked at night or that there is a night porter on duty. • Ensure that all windows and doors can be securely shut from the inside. • If windows lead onto balconies, ensure that staff or reliable pupils occupy these rooms, or balconies locked. • 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>Pre-visit check and/or check of information/ assurance from reputable tour operator</p> <p>Briefing of students regarding expected behaviour and actions</p>	Low
Safeguarding	Injury, death, abduction, abuse	Pupils and staff	<ul style="list-style-type: none"> • Separate male and female sleeping accommodation. • Staff accommodation adjacent and same floor as pupils. • Students can easily contact staff throughout night. • Students are checked into rooms at 'lights out'. • All adults are appropriately trained in safeguarding/child protection and standards regarding access to bedrooms/ changing areas etc are agreed. • Pupils know what to do if concerned. 	Pre-visit check and/or check of information/ assurance from reputable tour operator	Low

Domestic hazards	Injury, death	Pupils and staff	<ul style="list-style-type: none"> Accommodation has tourist board rating/other external validation of standards. Visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings. On arrival, staff and pupils to report any faulty items found in rooms. 	Pre-visit check and/or check of information/assurance from reputable tour Operator - check on arrival	Low
Hygiene	Illness	Pupils and staff	<ul style="list-style-type: none"> Tourist board rating/environmental health endorsement or similar. Visual inspection of washing facilities, lighting, heating, ventilation, catering. 	Pre-visit check and/or check of information/assurance from reputable tour operation	Low
Night time tendencies	Injury, death.	Pupils	<ul style="list-style-type: none"> Information gained from parents about pupils' illnesses, sleepwalking, etc. Suitable supervision arranged to meet needs of pupils. 	Use parental consent form	Low
Additional needs	Injury	Pupils and staff	<ul style="list-style-type: none"> Accommodation meets any additional needs of anyone in the group. 	Pre-visit check as necessary	Low

GENERIC 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	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. • Get operator risk assessments beforehand. • Pre-visit centre. <p>Teacher in charge maintains on-going assessment throughout visit.</p>	Trip leader in charge to check and raise any concerns	Low/ medium
Programme does not meet needs of group	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • School gives necessary information to provider about age, ability and any special needs in group. • Programme is agreed with provider before visit. 		Low
Lack of clarity about split of responsibilities between school and provider	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • Ensure clear programme agreed and separate responsibilities for school and provider clear and that all aspects of visit, travel, accommodation and activities are properly planned and risk assessed by school or provider. • Where school is undertaking responsibility for activities (for example, evening activities, town visits), these are properly planned and risk assessed. 		Low

GENERIC RISK ASSESSMENT 5 – WALKS IN NORMAL COUNTRY

Normal country = parks, enclosed farmland and fields (NOT moorland, mountain and/or where possible to be more than 30 minutes from a road)

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RISK RATING
Falls, drowning	Injury, death	Pupils, staff	<ul style="list-style-type: none"> Teacher in Charge 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>Teacher in Charge competence approved (see above)</p> <p>Teacher in Charge completes specific risk assessment for each walk as necessary</p> <p>Ongoing assessment by Teacher in Charge at start and during activity</p>	Low
Getting lost	Injury	Pupils, staff	<ul style="list-style-type: none"> Teacher in Charge has sufficient navigational skills. Group size as low as possible and sufficient Large groups are best split into small groups each with competent leader. Head counts. Briefing of pupils and staff. 	Leader competence approved (see above)	Low
Injury, illness or emergency away from immediate help	Injury, death	Pupils, staff	<ul style="list-style-type: none"> One leader with each group first aid trained (Category 2) First aid kit. Information about pre-existing medical conditions and medication carried. Leaders are briefed and have 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 to match expected conditions. 	Parents and pupils given checklist – kit checked before departure	Low
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GENERIC RISK ASSESSMENT 6 – WALKS IN REMOTE TERRAIN

WHERE IT IS POSSIBLE TO BE MORE THAN 30 MINUTES FROM A ROAD

In addition to evidence of recent and relevant experience in type of terrain to be walked, a member of staff on the trip must hold MLTE Walking Group Leader or Mountain Leader

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RISK RATING
Falls, drowning	Injury, death	Pupils, staff	<ul style="list-style-type: none"> Teacher in Charge 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 Teacher in Charge. 	Teacher in Charge provides evidence of competence specific risk assessment for each walk as necessary	Low
Getting lost	Injury	Pupils, staff	<ul style="list-style-type: none"> Teacher in Charge has sufficient navigational skills. Group size ten or less, second adult with most groups. Head counts. Briefing of pupils and staff. 	Teacher in Charge competence	Low
Injury, illness or emergency away from immediate help	Injury, death	Pupils, staff	<ul style="list-style-type: none"> Leader with each group first aid trained (category 1) First aid kit. Information about pre-existing medical conditions and medication carried. Teacher in Charge has planned emergency procedures. Communications (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
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GENERIC RISK ASSESSMENT 7 – RIVER WALKS, GORGE STREAM SCRAMBLE OR SIMILAR (PLANNED ENTRY INTO WATER AS AN ADVENTURE ACTIVITY).

Evidence of recent and relevant experience of activity.

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	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"> Deep, fast flowing water may require lifesaving and/or other water-based activity qualifications. Weather forecast obtained and Teacher in Charge makes decision whether or not to proceed or adapt activity on basis of weather forecast, strength of water, conditions on day. Clear guidelines i.e. water depth, on what conditions lead to cancellation. Swimming ability of pupils known and assessed through curriculum swim coaches. 	<p>Written specific risk assessment and/or operating procedure</p> <p>Ongoing assessment by teacher in charge at start and during activity</p>	Low
Falls, falling rocks, cliffs	Death, injury	Pupils, staff	<ul style="list-style-type: none"> From site-specific risk assessment decision made 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

GENERIC RISK ASSESSMENT 8 – FIELD STUDY BY/IN WATER (RIVER, STREAM STUDY OR POND DIPPING)

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	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 the trip leader or teacher in charge. • 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 Teacher in Charge makes decision whether or not to proceed or adapt activity on 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 teacher in charge at start and during activity</p>	Medium

Informal swimming	Drowning	Pupils, staff	<ul style="list-style-type: none"> • Never allow impromptu swimming or paddling – always risk assess the proposed venue in advance for currents, rocks, weeds, nature of bottom and sides. Also assess ability of pupils and staff and activities proposed. You must arrange: <ul style="list-style-type: none"> → safe area → signals for distress and recall → lifesaver and observers (adults to stay out of water) → head counts → briefing of pupils and staff 	Written specific risk assessment required	Medium
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GENERIC RISK ASSESSMENT 9 – SWIMMING DURING EDUCATIONAL VISITS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	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	<ul style="list-style-type: none"> • Preferably swim on life-guarded beaches. • Never allow impromptu swimming or paddling – always risk assess the proposed venue in advance for tides, currents, rocks, weeds, nature of bottom and sides. • Also assess ability of pupils – parental confirmation of swimming ability is often unreliable. • 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. 	Pre-visit – site specific risk assessment	Medium

GENERIC RISK ASSESSMENT 10 – SCHOOL VISITS TO COASTAL LOCATIONS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	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"> Weather forecast obtained and Teacher in Charge 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. 	Ongoing assessment by Teacher in Charge 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 Teacher in Charge known to pupils. Overall Teacher in Charge 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

GENERIC RISK ASSESSMENT 11 – SCHOOL VISITS TO FARMS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RISK RATING
Hazards on site including machinery, chemicals, slurry pits, animals, barbed wire, electric fences	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • Site is pre-visited by Teacher in Charge and risk assessed. • Plan visit and supervision to minimise risks. • 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 Teacher in Charge at start and during activity</p>	Low
Infection and illness including E-coli 0157	Illness, death	Pupils, staff	<ul style="list-style-type: none"> • Follow basic hygiene rules at all times. • Avoid transmission of infection from hand to mouth. • Check hand washing facilities on pre-visit. • Wash hands thoroughly before eating. • Change or clean footwear before leaving site, wash hands • Pregnant women avoid contact with lambing ewes. 	Briefing of staff and pupils	Medium
Group control	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • Close supervision, large groups split into small groups each with Teacher in Charge known to adults. • Teacher in Charge of each group understands hazards and control measures. • Overall Teacher in Charge remains in touch with all groups. 	Pre-planning of activities and supervision	Medium

GENERIC RISK ASSESSMENT 12 – ACTIVITY LEAD BY SCHOOL – CYCLING

Depending on venue, teacher in Charge must be regular cyclist and have cycled route.

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	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 Teacher in Charge 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 Teacher in Charge 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 Teacher in Charge 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 Teacher in Charge remains in touch with all groups and can re-group effectively at agreed points. 	Pre-planning of route and supervision	Medium

GENERIC RISK ASSESSMENT 13 – STANDING CAMPS

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

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. 	<p>Written specific risk assessment and/or operating procedure</p> <p>Ongoing assessment by Teacher in Charge during camp</p>	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. 		Low/medium

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

GENERIC RISK ASSESSMENT 14 – LIGHTWEIGHT CAMPING

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

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Extreme weather, cold or sun/heat injury	Cold, injury/death	Pupils, staff	<ul style="list-style-type: none"> Consideration of forecast and amendment of plans if necessary, use of suitable clothing and equipment, dry spare clothing and emergency equipment. 	Pre-planning, equipment lists to group, kit checked before departure	Low
Insufficient supervision of pupils	Injury, death	Pupils	<ul style="list-style-type: none"> Competence of pupils is assessed and monitored. Pupils are provided with sufficient supervision for their competence, age and behaviour. Pupils know how to contact staff/summon help. 	Pre-assessment of competence, particularly if remote supervision is planned	Medium
Hazards on route and campsites used	Drowning, falls, injury, death	Pupils, staff	<ul style="list-style-type: none"> Route is pre-planned, risk assessed and appropriately supervised (see appropriate walking or cycling risk assessment). Each camp site used pre-visited and risk assessed by Teacher in Charge. Sufficient supervision is provided at camp site (indirect supervision is acceptable for competent pupils.) 	Written specific risk assessment and/or operating procedure Re-assessment on arrival at site	Low
Site security – unauthorised entry by intruder or exit by pupil	Death, injury	Pupils, staff	<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. 	Risks reduced but pupils and parents understand all risks cannot be eliminated	Low
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. 	Training in use of stoves must be	Medium

			<ul style="list-style-type: none"> • 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. 	provided by head of DoE	
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