

Risk Assessment CES – HALF DAY AND FULL DAY EXCURSIONS

NAME..... **DATE**.....**DESTINATION**.....

Any action required to adjust existing risk assessment due to additional risks identified, based on e.g. staff feedback / change of circumstances / change of students / weather conditions / anything.....	Action by when /whom	Done (date)	Students to be told / when.

N o	What are the hazards?	Who might be affected and how?	What are you already doing?	Students to be told / when.	Initial
Generic					
1	Getting Lost	New students don't know the town centre.	Most students meet at CES and are accompanied by a member of staff. All new students should have a map of the city centre in their induction pack. Students have emergency number.	Students told directions at meeting point before activity.	
2	Crossing the roads	Students un-aware or unaccustomed to traffic on left-hand side of the road. Students unaware of cultural norms for crossing the street.	Students accompanied by member of staff are reminded of the direction of traffic and proper etiquette when crossing the road – e.g. use zebra crossings and wait for green lights before crossing.	Students told directions at meeting point before activity.	
3	Walking as a group	Students unaware of social etiquette	Ask students to walk in pairs when moving around. Choose suitable places to cross roads. If stopping for photo's choose suitable area's to do so. Avoid dark streets or crowds. Remain vigilant.	Students told directions at meeting point before activity.	
4	Losing students	Students wandering off into shops and losing the group.	Students are told throughout the tour to not wander off and are given a clear meeting point and time to rendezvous after the visit.. Headcount is done at the start and end. No tours of more than 15 students per CES staff member unless other group leaders/teachers present. MAPS included in excursion packs.	Students told at meeting point before activity.	
5	Localised hazards (boat trips, sea/lakes, animals) to be identified in SPECIFIC TO EVENT TODAY BELOW	Inappropriate use of equipment/facilities. Not following safety instructions.	Ensure trip/activity providers have appropriate certification/license and safety procedures/facilities eg life jackets	Students told at meeting point before activity.	
6	Sexual Harassment	Participants receive unwelcome comments or physical behaviour of a sexual nature	Staff members to be aware of unwelcome behaviour.	All students reminded of anti-sexual harassment policy in induction.	
Specific to the event today					
7					
8					

9					

Done by:

Date:

Review date:

Emergency Incident Risk Assessment

Location / Activity:

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No	What are the hazards?	Who might be affected and how?	What are you already doing?	Initial
1	Lack of leadership	Whole group	Appoint a lead yellow shirt (where possible). If only one Yellow Shirt is on a tour then that person must be prepared to take responsibility	
2	Students panic	Whole group	Train staff to remain calm	
3	Students are not properly briefed about what to do	Whole group	Talk to students (in a non-alarmist manner) on coach/prior to trip	
4	Yellow shirt does not know where to go/what to do in event of emergency	Whole group	Train yellow shirts Establish 'safe refuge points' for all excursions	
5	Yellow shirt does not know who to contact	Whole group	Ensure emergency phone list is included in all tour information packs and yellow shirts know direct escalation points	
6	Misinformation is spread	Whole group/police investigation	Yellow shirt trained to prevent students from taking photos, tweeting during any crisis	
7	Students do not know where to go if split from main group	Whole group	Establish emergency meeting points for all tours. Provide students with maps.	
8	Students do not know who to call if split from main group	Whole group	Ensure all students input yellow shirt and group leader numbers into their phones. Ensure all students keep their phones switched on and answer their phones.	
9	Students/GL are injured	Whole group	Ensure that Yellow shirts are first aid trained and are aware of the nearest medical facility	
10				

Done by:

Date:

Review date:

Photography consent (for over 18s only).These adult students give CES their consent to use their images taken on this activity for internal school use, online publicity, social media or hard-copy publicity.

Print name	Sign	Print name	Sign
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