

# Group Booking Risk Assessment Example

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| Visit name                   | Group Booking Risk Assessment Example                                                                 | Visit Date                        |  |
| Location / Locations visited | Alverstoke Lake/ Stoke Lake, GoSport Activity Centre, Brodrick Hall, Clayhall Road, Gosport, PO12 2BY |                                   |  |
| Visit Leader                 |                                                                                                       | Other Staff                       |  |
| Group size                   |                                                                                                       | Total staff : Total student ratio |  |

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| Staff to support individuals 1:1<br>STUDENT NAME (initials and concern) | Details:<br>SUPPORT REQUIRED |
| Specific Safeguarding or individual Concerns<br>1.                      | 1.                           |

| Hazards Identified                                                                                                                                                                                                                                                                                                                                                 | Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Site &amp; Environment</b> <ol style="list-style-type: none"> <li>Adverse weather conditions.</li> <li>General hazards in travelling/working area.</li> <li>Outdoors Sunny Weather Risk of SunBurn</li> <li>Members of the public.</li> <li>Venue/Provider Staff</li> <li>Fire (other) evacuation</li> <li>Water hazards in travelling/working area.</li> </ol> | <ol style="list-style-type: none"> <li>Group made aware of any potential weather conditions and kit requirements. Ongoing risk assessment. Locate shelter. If necessary, activity cancelled.</li> <li>Inspection of travelling/working area. Ongoing risk assessment.</li> <li>Ensure Children have access to suncream, communicate with parents about appropriate clothing and sunhats and monitor weather and children during the day.</li> <li>Pupils briefed on expectations, told not to speak to members of the public (unless part of activity). Ongoing risk assessment.</li> <li>Pupils briefed of expectations. Respectful and courteous at all times</li> <li>Visit Leader to familiarise with fire evacuation routes / exits and assembly points. Follow venue/provider directions. Headcount of students. Inform and update base contacts of evacuation.</li> <li>Follow guidance from 'Group Safety at Water Margins Document'. Ensure appropriate supervision. Ongoing risk assessment.</li> </ol> |
| <b>Group</b> <ol style="list-style-type: none"> <li>Pupils left behind/lost.</li> <li>Illness, injury, accident.</li> <li>Medical conditions</li> <li>Mobile phone use</li> <li>Misbehaviour.</li> <li>Pupils wandering off from the main group.</li> </ol>                                                                                                        | <ol style="list-style-type: none"> <li>Regular head counts/register on entry and exit from all activities, also prior to departure. Agreed meeting points. Ensure appropriate supervision.<br/>Follow school emergency procedures.<br/>For BH Sixth form students use mobile contact.</li> <li>Visit Leader ensures that the first aid kit is available.<br/>Follow emergency procedures.<br/>3<sup>rd</sup> Party Provider for First Aid assistance.</li> <li>Visit Leader aware of pupil's conditions, senior staff and parent numbers available.</li> <li>School mobile phone policy applies to all Off-site activities during school time. Pupils briefed on expectations regarding use of mobile devices.</li> <li>Pupils briefed of expectations. School staff intervened; Activity stopped. Parents asked to collect if necessary.</li> </ol>                                                                                                                                                              |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>6. Speak to / Contact all staff on trip immediately (refer to evolve form for staff contact numbers).<br/>Dynamic risk assessment.<br/>Group to stay in one location while pupils are located / staff member locates and gets individuals back to the main group.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Leader &amp; Activity Arrangements</b></p> <ol style="list-style-type: none"> <li>1. <b>Unsupervised pupils during activity.</b></li> <li>2. <b>Pupils not prepared for activity.</b></li> <li>3. <b>Pupils collected by parents from the venue.</b></li> <li>4. <b>Parents not available upon return.</b></li> <li>5. <b>Changes of activity time/venue.</b></li> <li>6. <b>Dangerous/Unsafe activity.</b></li> </ol>                                                                                                                              | <ol style="list-style-type: none"> <li>1. Pupils briefed of expectations. Regular head counts.</li> <li>2. Pupils briefed of arrangements.</li> <li>3. Agreement made prior to visit.</li> <li>4. Parents and senior staff contacted.</li> <li>5. Visit Leader communicates this effectively to those concerned.</li> <li>6. School Staff to intervene and activity stopped.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Transport</b></p> <ol style="list-style-type: none"> <li>1. Transport breakdown UK.</li> <li>2. Transport breakdown Abroad.</li> <li>3. Road traffic accident.</li> <li>4. Busy road when disembarking.</li> <li>5. Walking</li> <li>6. Crossing Roads</li> <li>7. Ferry/Boat/Aeroplane.</li> <li>8. Train/Underground</li> <li>9. Late return</li> </ol>                                                                                                                                                                                           | <ol style="list-style-type: none"> <li>1. Follow emergency procedures:<br/>Dynamic risk assessment. Remain on the vehicle advised – alight and remain in safe location depending on the situation and dynamic risk assessment.<br/>Call 999 and give location &amp; situation.<br/>Inform Base Contacts.<br/>Wait for Emergency services.</li> <li>2. Follow emergency procedures:</li> <li>3. Follow emergency procedures. Communication system/Telephone available (where signal available).</li> <li>4. Visit Leader checks area is clear. Pupils assisted when crossing roads.</li> <li>5. Use paths. Do not walk in the road. Staff at front, middle, rear.<br/>Give-way to other path users.</li> <li>6. Use light controlled crossing points. Cross the road using an appropriate strategy.</li> <li>7. Pupils briefed of expectations.<br/>Listen to Public Safety briefing. Emergency / Fire exit locations noted.<br/>Attention paid when alighting (to avoid feet becoming caught).</li> <li>8. Take care when embarking/alighting that the group does not get divided with some on the platform, some on the train.<br/>Stay together in one carriage.</li> <li>9. Inform / update base contacts. Use M2M, Mobile-to-Mobile, evolve SMS broadcast tool to send message to parents.</li> </ol> |
| <p><b>Other:</b></p> <ol style="list-style-type: none"> <li>1. <b>Road Traffic injury - Walking from the building venue to the water side 25m along the road side.</b></li> <li>2. Getting on and off the mini bus</li> <li>3. <b>Responsibility/duty of care</b></li> <li>4. <b>Unfamiliar site</b></li> <li>5. <b>Staff knowledge of trip</b></li> <li>6. <b>Ratios</b></li> <li>7. <b>External Company Running</b></li> <li>8. <b>Adventurous Activity -Watersports element of risk, injury and or death</b></li> <li>9. <b>Non-Swimmer</b></li> </ol> | <ol style="list-style-type: none"> <li>1. Ensure that children are appropriately dressed and have appropriate footwear. The Teacher must always escort children around to the building. No child should be left on their own.</li> <li>2. Schools are fully responsible for the children. The duty of care is then handed over to GoSport Activity Centre once the session starts. Teachers are remaining on site to maintain expectations, ratios and to resume the duty of care of any pupils that are unable to participate in the activity.</li> <li>3. Visit Leader will have conducted a previsit</li> <li>4. All staff will be briefed before the trip and once the session starts GoSport Activity Centre has responsibility and school staff to stay on site.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| <ul style="list-style-type: none"><li>10. <b>Near Water - Drowning</b></li><li>11. <b>Hypothermia</b></li><li>12. <b>Poor behaviour or pupils not listening to instructions</b></li><li>13. Weil's disease, Leptospirosis, biological contaminants.</li></ul> | <ul style="list-style-type: none"><li>5. schools will be maintaining ratios throughout the day even when GoSport Activity Centre have taken responsibility.</li><li>6. Adventurous Activities Permission forms have been gathered for the school and GoSport Activity Centre. GoSport Activity Centre are AALA checked and are suitable for use. They also follow British Canoeing Remits and Recommendations. They have already been checked by Hampshire County Council.</li><li>7. Water sports is an adventurous activity. Pupils will have a good understanding of the expectation. Whilst the session is running, staff will maintain that expectation even whilst GoSport Activity Centre has the duty of care. There are appropriate measures in place to mitigate against risk. Staff will remain vigilant whilst the session is running and will remain onsite. We are aware of all pupils' swimming competence. 1 Non-Swimmer see below. Staff to monitor the safety of all pupils and to monitor GoSport Activity Centre Instructors to ensure the duty of care is appropriate.</li><li>8. There are a number of non-swimmers - these people are going to be closely monitored by all School Staff and GoSport Activity Centre staff (who are aware). Visit Leader Qualified Coach and school Teacher is going to be close by in case there is a difficulty. At no point are these children going to be more than 50m from a bank.</li><li>9. GoSport Activity Centre are responsible for the safety of pupils near the water and have appropriate safety equipment.</li><li>10. Sound teacher and instructor awareness and understanding of water temperatures and pupils' reaction to temperature. Ensure Parents are informed of activities in advance to ensure Pupils bring and wear suitable clothing. Indoor and changing facilities available for pupils – especially those that are cold.</li><li>11. Staff to be monitoring behaviour and managing/maintaining the expectation of all the children. Any pupil found not to be following instructions or causing distribution/danger they will be removed from the activity.</li><li>12. All cuts and abrasions must have waterproof plasters on prior to the session commencing. Any significant wound/opening to the body to be discussed with the Facilitator/staff member (and GFM H&amp;S Officer, where necessary) to determine whether the risk of infection is acceptable. Pupils to wash hands and faces after the session and before eating/drinking. Group encouraged to shower following sessions, especially if they entered the water. External instructor and staff members to encourage staying on the kayak/paddleboard rather than entering the water.</li></ul> |
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