

**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**

<b>Section/Establishment Name: Mount St Mary's College</b>			
<b>Date of Assessment</b>		<b>Date of Issue</b>	
<b>Assessment carried out by</b>		<b>Signature</b>	

<b>Reviews</b>				
<b>Review Date</b>	<b>Reviewed by</b>	<b>Date</b>	<b>Changes Made</b>	
			<b>Y</b>	<b>N</b>

**Affected persons:** Young persons & Clients  / Staff  / Visitors  Contractor  Others (specify)

<b>Name of Manager confirming and agreeing Assessment:</b>	<b>Lucy Kitchener</b>
<b>Signature:</b>	<b><i>L. V. Kitchener</i></b>

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

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
<b>Planning and Organisation</b> ➤ Accidents/injuries ➤ Inadequate planning	Group leaders will follow the School Visits Service Educational Visits Safety Policy and Guidelines  All staff and adults will be appropriately trained, experienced, qualified and physically fit to competently fulfil their roles and responsibilities  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.  Leaders will brief young people regarding hazards and involve them in the risk assessment and management process  Parents will be informed of arrangements prior to visits and written consent given if necessary			➤		
<b>Group Management / Direct Supervision</b> ➤ Trauma / upset / injuries ➤ Inadequate supervision ➤ Absconding / missing person	Group leader will ensure that supervising staff are competent and understand their roles  Staffing ratios will be appropriate and sufficient to ensure safe group management and to deal with any emergencies  Leaders will use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc.)  Staff will ensure that young people are fully aware of itinerary and supervision/meeting arrangements  Briefing to all including young people as what to do if separated from group  Leaders will conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups and before transport leaves any venue  Young people will be briefed to eat / drink sensibly  The Assistant Leader will be fully briefed and competent to take over full leadership if required			Mobile phone number given out – staff phone to call in case of separation from group  All staff members to have copies of registers ➤		
<b>Weather</b> ➤ Exposure to adverse effects of weather (e.g. cold injury, heat injury, over exposure to	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, wet weather, cold weather clothing etc.)  Specialist personal protective clothing and equipment will be			➤		

sun etc.)	made available to group members if appropriate					
<b>Weather (Cont..)</b>	Provision is in place for suitable shelter in the event of adverse weather.			➤		
	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					
	Staff will obtain daily weather forecast and adjust plans accordingly.					
<b>Safeguarding</b> ➤ Trauma / upset / injuries ➤ Inappropriate contact with public	Brief young persons on appropriate interaction with members of the public			➤		
	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.					
	Arrangements in place to ensure safe toileting for group members as appropriate to age, i.e, group members not to go alone.					
	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					
<b>Supervising Adults take their own children or other family members on visit</b> ➤ Inadequate supervision / accident	If staff or volunteer(s) family members accompany group, the supervision and care of young people will not be compromised			➤		
	Staff ratios will be amended accordingly to take account of split responsibilities					
	Supervisors' children will be of similar age to group and supervised with young people or separate supervision must be arranged					
<b>Misbehaviour / Misconduct</b> ➤ Accidents injuries ➤ Illegal Substances	Staffing supervision will be sufficient and appropriate to manage the group safely			➤	Residential trips require parents/carers to complete a behaviour contract (Microsoft form)	
	Staff and young people will be briefed regarding conduct /behaviour required including smoking/drinking/vaping during the visit			➤	Unacceptable behaviour on residential trips may result in parents/carers being expected to collect their child. In these cases, the child will continue to be supervised by a member of staff until the point of handover to parent/carer,	
	General behaviour contract to be in place for visit signed up to by participants and parents / guardians			➤	Students will be reminded of the school policy on the use of mobile phones ie that students must not take photos and videos of others without seeking permission and must not share content on social media.	
<b>Medical needs</b>	Up to date information regarding medical needs of all group members will be obtained			➤	Liaison with nurse and parents to be sent Microsoft form link in advance of the trip	
	Parental consent for administration of medicines is obtained and			➤	First Aid kit will be taken	

	suitably recorded arrangements made to meet those needs. Medicines only accepted if supplied in accordance with Local Authority/ Academy administration of medicines guidelines					
	Appropriate arrangements for storing medicines where necessary are in place					
<b>Additional Needs of Individual Group Members (if applicable)</b> <ul style="list-style-type: none"> <li>➤ Absconding/Missing</li> <li>➤ Behaviour</li> <li>➤ Emotional</li> <li>➤ Physical/Mobility Needs</li> <li>➤ Sensory</li> </ul>	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			➤		
	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					
	Individual behaviour contract to be put in place prior to and during the visit, agreed with individual and parents/carers					
	The programme/itinerary is arranged giving due regard to the mobility and special needs of all members of the group					
<b>Allergic reactions, poisons, stings, bites</b> <ul style="list-style-type: none"> <li>➤ Trauma / illness</li> </ul>	Staff will be briefed regarding group members with known allergies, and will be able to react accordingly			➤		
	Staff will check that young people and / or leaders carry any necessary medication					
	Staff to obtain prior knowledge relating to area they are visiting particular if abroad and pass this information to parents / guardians.					
<b>Direct Supervision Accompanied Walks</b> <ul style="list-style-type: none"> <li>➤ Traffic</li> <li>➤ Water</li> </ul>	Young persons are informed of the hazards associated with walking in a group for the visit			➤		
	Supervising adults are dispersed throughout the group as appropriate to the situation. Where walking in the dark is planned, reflective clothing is worn.					
	Route and safe crossing points are planned prior to visit					
	An appropriate method of road crossing is adopted for the group and situation					
	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					
<b>Periods of remote / indirect supervision</b> <ul style="list-style-type: none"> <li>➤ Accident / separation from group</li> <li>➤ Abduction / attack by stranger</li> </ul>	Group members will be assessed as responsible and able for this type of supervision			➤	Indirect supervision means 'out of sight and sound'	
	Parents/guardians will be informed of arrangements and give written consent					
	Individuals for whom remote / indirect supervision is not considered suitable will be more directly supervised					

<ul style="list-style-type: none"> <li>➤ Obtaining illegal substances</li> </ul>	<p>Group members will be briefed regarding conduct / behaviour required</p> <p>Group members will be briefed regarding what to do if approached inappropriately by members of the public</p> <p>Young people will remain in small groups or buddy systems at all times as appropriate to age or activity.</p>					
<p><b>Periods of remote / indirect supervision (Cont.)</b></p>	<p>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</p> <p>Any specific risks relating to area of remote supervision will be outlined to group members</p> <p>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</p> <p>Staff will understand that they are still responsible and be fully briefed with respect to supervisory responsibilities</p> <p>Central meeting points will be established and manned by staff throughout activity</p> <p>Clear boundaries for area of remote supervision to be set and communicated to all group</p>			<ul style="list-style-type: none"> <li>➤ Indirect supervision means 'out of sight and sound'</li> <li>➤ Parents have been issued with a letter and are expected to give written consent for travel to and from the venue</li> <li>➤ Parents/carers of boarders sign up at the start of the academic year to give consent to boarders' outings For other trips (including residential), parents/carers of boarders will be expected to sign the standard forms.</li> </ul>		
<p><b>Visit returns after normal hours</b></p> <ul style="list-style-type: none"> <li>➤ Accident / upset / lost / abducted</li> </ul>	<p>Parents / guardians and young people will be fully informed regarding collection arrangements after visit</p> <p>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</p> <p>A clear pre-planned procedure will be agreed for young people who are not collected</p>			<ul style="list-style-type: none"> <li>➤</li> </ul>		
<p><b>Emergencies</b></p> <p>Inadequate procedures</p> <ul style="list-style-type: none"> <li>➤ Delayed help/ support</li> <li>➤ Deterioration of condition</li> <li>➤ Injury / others</li> <li>➤ Missing persons</li> <li>➤ Absconding</li> </ul>	<p>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.</p> <p>Leaders will brief young people regarding emergency procedures</p> <p>Contingency plan in place to ensure ill/injured young persons are appropriately supervised without compromising Group Supervision</p> <p>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)</p> <p>At least one supervising adult will have an appropriate level of first aid training.</p>			<ul style="list-style-type: none"> <li>➤</li> </ul>		

	A complete first aid kit (and travel sickness equipment) will be checked and taken with the group and will be readily available					
	Group Leader has access to a home/base emergency contact for the duration of the visit.					

<b>ACTIVITIES</b>						
<b>Provider-led Activities</b>	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.			➤		
	Planned activities are covered by the Provider's risk assessments.					
<b>Self-led activities</b>	Supervising adults have appropriate qualifications and / or experience to lead planned visits			➤		
	Further control measures or additional risk assessments will be completed for specific hazards/ all activities and appropriately maintained and checked equipment will be used					
	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.					
<b>SITE &amp; LOCAL ENVIRONMENT</b>						
	Pre-visit to site will be undertaken where necessary			➤	In most cases, pre-visits should not be necessary. However, the Visit Organiser must be clear about all details of the trip, including local hazards.	
	Venue/site risk assessments should be referred to and consulted and appropriate control measures implemented for identified site specific hazards. A residential risk assessment should be completed for overnight stays.					
	Supervising adults will make themselves familiar with venue's /site evacuation procedure as appropriate					
<b>TRANSPORT</b>						
<b>Please complete this section fully for travel by coach/mini bus</b>						
<b>Coach travel –Generic</b>	On and off the coach. Is the coach door on the road side or verge/pavement side			➤		
<b>Lack of Supervision/ emergency procedures</b>	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					
<b>Student issues</b>	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			✓		
<b>Vehicle breakdown</b>	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 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 <b>Emergency Contact person</b> 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			✓		
<b>If using alternative/additional ensure the appropriate risk assessment is completed and uploaded</b>				✓		

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.