

Risk Assessments for Off-Site activities

Risk Assessments

Risk assessments are carried out in three off-site scenarios:

1. External trips which make up part of the weekend social programme.
2. External evening trips which make up part of the weekly evening programme.
3. Short-notice trips out of the classrooms (for functional classes taking place in museums, cafes etc.).

For each trip, the risks will have been considered and researched beforehand and a risk assessment sheet drawn up according to guidelines outlined in www.hse.gov.uk and where possible in conjunction with what we know takes place in other comparable schools, taking into account also that all our students are over 18.

What We Do

When all new teachers have their induction upon arrival, the risk assessment policy is explained to them and it is highlighted in the Teachers' Information Pack. This information pack is given and explained to teachers as part of the induction – and found in the staff area on our website.

All courses follow the same procedure for classroom trips (museums etc.), which is outlined in the Teachers' Information Pack and at the front of each risk assessment folder. (Please see below for procedure with the Executive and Pre-Sessional procedures)

Where the Risk Assessment Forms are kept

1. General English courses: 3rd floor staff room, in a number of clearly-labelled coloured files
2. Executive: the Executive Director of Studies' office
3. Pre-Sessional courses: 3rd floor staff room, in a clearly-labelled yellow file
4. Weekend social programmes and weekly evening programmes (e.g. bowling or trips to the cinema): with the Social Programme Organiser in their office.

Risk Assessment Procedure for General, Executive and Pre-Sessional English (for use with short-notice trips)

Prior to the event, the teacher should find the risk assessment form needed from the relevant folder e.g. to take a class to the City Museum, find the folder labelled as such (room 309 for executive trips; the third floor staff room for General English and Pre-Sessional trips). If a risk assessment sheet for a particular trip is not there, a **generic risk assessment from the generic folder** should be taken.

Blank forms are kept in the front half of each folder; completed forms in the back half with a divider marking the two halves.

The day before the trip, having received authorisation from the relevant Director of Studies, the teacher should go through the risks with his/her students, making a note of any relevant details, such as any relevant medical conditions likely to jeopardize any aspect of the trip. The teacher should tick each risk as it is dealt with. On the back of the form, any other risks anticipated (e.g. allergies when visiting a restaurant; extreme weather conditions, etc.) should be noted.

The teacher should sign and date the form and then liaise with the appropriate Director or Assistant Director of Studies, who will countersign it. In the highly unlikely event that none of the Director of Studies are available, the teacher should have it counter-signed by the Principal. **Before leaving the school, reception MUST be informed that the teacher and his/ her class are leaving the building.**

After the event, the teacher should complete an “Out of class Excursion – Follow-up” form, also found in the front of each folder. Then the teacher should attach this to the back of the completed risk assessment. The appropriate Director of Studies, or Quality Assurance Manager should be alerted to any changes that need to be made.

If the appropriate forms cannot be found in the folder, the teacher should inform the Director of Studies.

Finally, the teacher should place the fully completed forms behind the divider in the back half of the risk assessment folder, in date order, most recent on top. In the case of Executive Course trips, the completed forms should be placed in the appropriate Executive 1:1 or Open Group file (in order to keep track of individual student’s visits).

If the teacher has any queries regarding any aspect of the risk assessments, the teacher should speak to the relevant Director of Studies or the Quality Assurance Manager.

If a student or member of staff is injured during a school trip this **must** be written in the accident report file, found in room 310.

Risk Assessment Procedure for Weekend and Organised Evening Activities:

Risk assessments for each activity/excursion are completed by the Social Programme Organiser prior to the activity/excursion taking place. These risk assessments identify **all risks** for each activity/excursion, and the control measures we need to put in place in order to minimise risk. The assigned leader (and support) of the activity must read through the specific risk assessment prior to the activity/excursion and sign to confirm that they have understood all risks and safety precautions, and the control measures we have put in place. Any queries should be directed to the Social Programme Organiser. Signatures can be found at the front of the risk assessment file, which is kept in the social office. This is kept for a minimum of twelve months.

If the activity/excursion leader does not have a lot of experience, they are able to take a copy of the questionnaire and use it on the activity/excursion as a guide. If the leader has a lot of experience, then this is not always necessary, however they are always given the option.

For weekend excursions, students must be briefed on potential risks, and how they can minimise these risks during the excursion. This information can be found in the trip information booklet which is uniquely prepared for each weekend excursion. The excursion information booklet which is given to all students attending the excursion contains information such as the itinerary, weather conditions, advice on clothing/footwear etc. along with the travel timetable and general information with regards to the destination. This booklet may also include additional information such as maps, or a contingency itinerary.

For weekend excursions, a list of names for all those on the excursion is sent to the Director of Operations – any changes, such as students not showing up on the day due to illness, are then also emailed to her on the Saturday morning.

Additional factors which arise during the trip may be added. These forms are reviewed by the Social-co-ordinators on a regular basis and the pre-risk assessments are updated accordingly. Risk assessments are formally reviewed annually, or when deemed necessary by the Social Programme Organiser.

Emergency Procedures (during weekend excursions on the Social Programme)

For every weekend excursion, leaders are given a pre-visit document pack. This includes:

- Names and phone numbers of everyone on the visit.
- Medical information for those with conditions or taking medication.
- The nearest A&E hospital name, address and phone number.
- The nearest defibrillator address.
- An itinerary (and route map when required).
- Emergency response page.

In the event of an incident or emergency, the excursion leader would take charge of the situation. Leaders/support leaders are given the LSI Portsmouth emergency telephone number in the Social Programme Handbook and are able to call this number if necessary (e.g. in the event of injury or major incident).