

DESCRIPTION OF TASK / ACTIVITY	Worked example of a Risk Assessment for a Residential Visit Primary 7 residential
LOCATION	York

Item	Aspect of trip: potential hazards and risks	Who is at risk?	What are you already doing, i.e., what Control Measures are already in place?	Further Actions Required
1	Travel & Transport			
	Road traffic accident (journey from school to station and station to hotel)	Staff, pupils and third parties	<ul style="list-style-type: none"> Use reputable coach company Staff to ensure all passengers wear seatbelts Staff prepared to monitor driving standards and address any concerns 	
	Entry & exit of bus	Staff, pupils and third parties	<ul style="list-style-type: none"> Pick up/drop off in school car park Drop zone/pick up points at station to be used Staff to ensure kerbside drop off/pick up at hotel 	
	Breakdown	Staff, pupils and third parties	<ul style="list-style-type: none"> Use reputable coach company Adequate staff ratios to manage situation All staff will carry mobile phone with emergency contact numbers stored 	
	Train journey pupil/s being separated from group	Pupils	<ul style="list-style-type: none"> Small manageable groups with an allocated member of staff Seats booked to keep groups together Rail company aware of large group booking and will assist with embarking/disembarking 	Check in with rail travel company a few days before to confirm arrangements
2	Participants Health & Wellbeing			
	Lack of access to prescribed medication	Staff and pupils	<ul style="list-style-type: none"> Up to date medical information obtained for all participants Group leaders will check with individuals that they have required medication with them –before initial departure and daily Qualified first aider as part of staff team 	
	Inappropriate behaviour	Staff pupils and third parties	<ul style="list-style-type: none"> Code of conduct created and agreed by pupils Experienced staff group 	

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			<ul style="list-style-type: none"> Positive relationships between staff team and pupils 	
	Anxiety/home sickness resulting in illness/self-harm	Pupils	<ul style="list-style-type: none"> Positive relationships between staff team and pupils Agreed restricted use of mobile phones in evening Pupils aware of risk and know how to alert staff Staff members aware of at-risk individuals and check-ins are part of bedtime routine 	Email parents a week prior to departure to remind them to let the visit leader know of any change to circumstances
3	Venue: Accommodation			
	Fire	Staff and pupils	<ul style="list-style-type: none"> Hotel has fire safety. certification Pupils will be shown fire exits and evacuation procedure on arrival Staff rooms allocated to ensure adequate supervision 	
	Mixing with general public – room security	Staff and pupils	<ul style="list-style-type: none"> All rooms have door locks –staff will have master key Pupils will not have free time in public spaces within hotel All rooms allocated on the same floor – safety catches on windows All rooms ensuite Staff have room plans 	
	Misbehaviour when unsupervised in rooms leading to injury	Pupils	<ul style="list-style-type: none"> Code of conduct created and agreed with pupils Staff will patrol corridors until all rooms quiet Time in spent bedrooms will be limited 	
4a	Activities: Museums and cinema			
	Pupil getting lost or separated from group	Pupils	<ul style="list-style-type: none"> Small groups with allocated leader Pupils will be told what to do if they get lost/separated at each venue During periods of remote supervision pupils will remain in groups of at least 3 	
4b	Activities: City walls walk			
	Fall from height	Pupils and staff	<ul style="list-style-type: none"> Small groups with allocated leader Group leaders will brief pupils about safety and monitor behaviour 	
5	Weather & Environment			
	Adverse / forecasted weather affecting plans	Pupils and staff	<ul style="list-style-type: none"> Prior to departure Head of Establishment and Visit Leader to agree that weather is suitable for travel 	

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			<ul style="list-style-type: none"> • Visit leader will check weather forecast daily and alter plans if appropriate • Pupils briefed about weather each day to ensure appropriately prepared 	
6	Emergencies			
	Venue evacuation – fire or other threat	Pupils and staff	<ul style="list-style-type: none"> • Unexpected venue evacuation will be discussed and pupils and group leaders will agree a safe meeting place at each venue 	
	Lack of planning for action in the event of emergencies	Pupils and staff	<ul style="list-style-type: none"> • Charged mobile phones carried by all staff with numbers shared • List of staff and pupil details carried by all staff • List of staff and pupil details left with establishment-based contact 	
Prepared by:			Date:	
			Date for review:	
Checked and approved by:			Date:	