

RISK : Exposure to weather Rain • Consider possible weather conditions and plan appropriate programme, clothing and equipment (warm and waterproof clothing) • Plan for pupils who may/do not bring suitable kit–check before departure and/or bring spares • Daily weather forecast obtained and plans adjusted accordingly Provide clear information re suitable clothing and equipment to pupils and parents,

RISK: Pupil lost or separated from group, inadequate supervision Injury• Ensure supervising staff competent and understand their roles • Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured t-shirts with school logo etc) • Discuss itinerary and arrangements with pupils • Briefing to all on what to do if separated from group • head counts by leaders particularly at arrival/departure points, and when separating and reforming groups Plan supervision before visit and brief staff and pupils

RISK: Illness or injury• Leaders know how to call emergency services • Pupils and parents are reminded to bring individual medication and this is kept securely • first aid and travel sickness equipment carried • Mobile phones carried • Emergency contacts with school/head teacher and parents arranged Check first aid certs current. Medication brought by pupils

RISK: Special needs of specific pupils • Obtain information from parents • Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary Use recommended parental consent form

RISK Leaders' own children Injury• If staff or volunteers' families join group, pupil supervision must not be compromised • Staff children are similar age to group and supervised with pupils or separate supervision must be arranged Consider before staffing agreed

RISK: Return from visits particularly after school hours Injury • Return is pre-planned and parents are informed where to collect pupils from (or it is pre-agreed with parents that older pupils will walk home) • Suitable arrangements are made for any pupils whose parents fail to collect them Include in information to parents

RISK: Emergencies Injury• Contact details of parents, group leader, school and, if appropriate, head teacher/school contact's after-hours number are held by group leader and school contact • Leader and head/school contact has instructions as to what to do in an emergency Ensure all staff understand emergency plan and their role. Pupils briefed appropriately

RISK: On foot Injury, • Work on foot planned to avoid fast roads wherever possible • Supervision on pavements, roads and especially crossing of any fast roads is pre-planned • Pupils are briefed re hazards and behaviour required

RISK: Coach Injury, death, separated from group Pupils, staff - Hired from accredited coach company • Coaches have seat belts which staff ensure are used • Buses without seatbelts are avoided whenever possible and never used on high speed roads • Supervision within

LEA ratios • Suitable embarkation points used (e.g. coach park, onto wide pavement) • Close supervision and head counts during any breaks in journey and getting on and off coach