



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 list 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**)

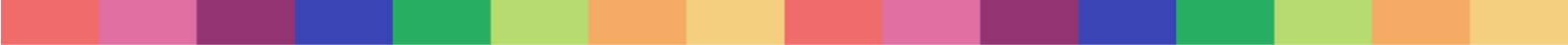
Where the Risk Assessment Forms are kept

1. Risk assessment forms for class activities are kept on the Teachers' SharePoint
2. Risk assessment forms for weekend social programmes and weekly evening programmes (e.g. bowling or trips to the cinema) are kept on SharePoint by the Student Services team

Risk Assessment Procedure for General English, 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 on SharePoint. If a risk assessment sheet for a particular trip is not there, a generic risk assessment from the generic folder should be taken.

A master copy of each form is kept within each folder.



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. At the end 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 of Studies, who will countersign it. In the highly unlikely event that none of the Directors of Studies are available, the teacher should have it counter-signed by the Principal. **Before leaving the school, Student Services (reception) MUST be informed that the teacher and his/ her class are leaving the building.**

After the event, the teacher should alert the Director of Studies to any changes that need to be made.

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

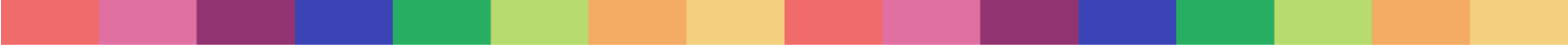
If a student or member of staff is injured during a school trip this must be written in the accident report file, found in room 607.

Risk Assessment Procedure for Weekend and Organised Evening Activities:

Risk assessments for each activity/excursion are completed by the Student Services Manager or officer 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 Student Services Manager or Operations.

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. Weather and clothing/ footwear advice is noted in the trip WhatsApp group prior to the trip.

For weekend excursions, a list of names and emergency contact details for all those on the excursion is put on the data base which is accessible by all student services and the group leader. There is also a hard copy printout given to the group leader.

Additional factors which arise during the trip may be added. These forms are reviewed by the Student Services on a regular basis and the risk assessments are updated accordingly. Risk assessments are formally reviewed annually, or when deemed necessary by the Student Services Manager.

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 / IH 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).