



Mougins School

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Educational Visits Policy



Introduction

Mougins School greatly values the opportunities that educational visits and activities outside the classroom provide for children and acknowledges their great value in broadening and enhancing both the learning and social experience of students.

Staff Ratio

The French guidelines in this area are difficult to interpret and vary depending on the age of the children going out. We will use the following:

For activities that occur on a regular basis (Athletics at Mandelieu for a six-week period) – one teacher to one class (which for the “Education Nationale” can be up to 40 students).

Visits for Early Years, Reception and Form 1 (“Maternelle”) – 1 : 8

Cultural visits for one class of Primary children – class teacher plus another adult.

Cultural visits for Secondary pupils such as the Local Studies programme – subject teacher.

Activities that do not require a qualified specialist (i.e. rounders at the Etang) – 1 : 22

Activities that involve water – 1: 8

Residential activities at centres where the students are under the control of qualified instructors - between 1: 10 and 1: 15

If you are able to take more adults on your trips – reliable parents etc. – so much the better.

The safety of the children is of paramount importance. The better the supervision, the more we also ensure good behaviour from the students. This enhances the reputation of our school and makes return trips with other students possible in the future.

All staff are either CRB checked or have been issued with the French equivalent, Casier Judiciaire, stating their suitability to work with children both in school and on educational visits.

Types of Visit:

Currently Mougins School offers a large number educational visits in the course of an academic year. This number includes Local Studies expeditions and sporting fixtures to other schools.



All departments organise educational visits and these are offered to all pupils throughout the whole school. Pupils from every year group will participate in a number of educational visits per academic year as either a compulsory part of the teaching and learning programme or as an optional extra. The aim is to make educational visits as accessible to as many pupils as possible within the constraints imposed by time, cost and acceptable risk.

The types of visits include whole year group visits organised by departments or class teachers. There are also, for example:

Tours, both domestic and overseas

Science A-level visits to CERN

Field and Coursework Trips for Sixth Form Students

Music outings to a Recording Studio

Outings to the Theatre, Concerts, Museums, Sporting events, etc.

Foreign exchange trips

Overseas cultural visits

Geography Day Trip to Italy to explore Coastlines

Annual Skiing trip

Form 4 Residential Outdoor Activity Week

Form 9 Roman Trip

Educational Visits Organised by School Staff for Students

Staff who wish to organise a trip should seek permission from the relevant member of the Senior Management Team.

The person organising the trip should have overall responsibility for the planning, supervision and conduct of the visit and should have regard to the health and safety of the group.

Wherever possible, students in Forms 11, 12 & 13 should not undertake residential trips in the second half of the academic year.



In general, all group leaders should:

Obtain the Headteacher's/SMT prior agreement before any off-site visit takes place;

Clearly define the roles of each teacher/supervisor, ensure all tasks have been assigned and that all staff have agreed to operate a common supervision policy;

Be able to control and lead pupils of the relevant age range;

Be aware of child protection issues, as outlined in the Mougins School Child Protection Policy, and prepare an appropriate risk assessment;

Ensure that adequate first-aid provision will be available;

Undertake and complete the planning and preparation of the visit, including the briefing of group members and parents for all residential visits;

Review regularly undertaken visits/activities and advise Headteacher where adjustments may be necessary;

Ensure that teachers and other supervisors are fully aware of what the proposed visit involves;

Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and conformed;

Ensure the ratio of supervisors to pupils meets the guidelines set out in the Staff Handbook;

Consider stopping the visit if the risk to health and safety of the pupils is unacceptable and have in place procedures for such an eventuality;

Ensure that group supervisors have details of the school emergency contact;

Ensure that the group's teachers and other supervisors have the details of pupil's special educational or medical needs which will be necessary for them to carry out their tasks effectively;

Ensure staff have received any completed medical forms and that these are taken with the party.

During the planning stage the group leader must also consider:

The type of activity and the level at which it is being undertaken;

The location;

The competence, experience and qualifications of supervisory staff;



The group members' age, competence, fitness and temperament;

Pupils with special educational or medical needs;

The quality and suitability of available equipment;

Seasonal conditions, weather and timing. The facilities and equipment needed for the visit.

Who will administer the trip.

Transport arrangements.

Insurance arrangements.

Communication arrangements.

Supervision arrangements.

Contingency plans for changed plans and late returns.

Information to parents.

Preparing pupils.

Emergency arrangements.

Meal arrangements and whether the Kitchen Manager should be informed that children will miss school lunch.

In general, Accompanying Teachers should:

At all times represent the standards expected by Mougins School, whether the visit takes place within normal hours or outside those hours,

Teachers must do their best to ensure the health and safety of the group and act as any reasonable parent would do in the same circumstances.

Teachers should perform their assigned duties responsibly, follow the instructions of the group leader and help with control and discipline;

Preparing Pupils

Pupils should clearly understand what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them. Any potential dangers involved in the visit should also be relayed to pupils.



The group leader must ensure that pupils are provided with, and understand, information regarding:

The aims and objectives of the visit;

Background information about the place to be visited;

What standard of behaviour is expected from pupils;

The code of conduct for the visit;

Who is responsible for the group and how this may change during particular activities;

Rendezvous procedures and what to do if separated from the group.

It is the responsibility of the group leader to ensure that pupils are informed in these matters. Responsibilities of pupils also involve the group leader making it clear to pupils that they must:

Not take unnecessary risks;

Follow the instructions of the leader and supervisors, including those at the venue of the visit;

Dress and behave sensibly;

Be sensitive to local codes and customs;

Look out for anything threatening the health and safety of the group and tell the group leader or supervisors about it.

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit, or if they are already on the trip may be removed from the party and returned.

Pupils should always be instructed not to go off on their own.

Prior Information to Parents/Participants

In the period leading up to any visit all members of any group must be provided with complete details of the proposed activity, both adult helpers and student participants must be properly prepared to play their part in the activity. For some visits this information may consist of a single printed page but for longer visits it may be necessary to hold a briefing with Parents and Students involved.



Clear written information must be given to parents and their written consent obtained. This information should set out the following, requiring a signed response:

Nature of activity and accommodation if residential

Where and when it is to occur

Equipment, kit required, travel arrangements

Cost (including non-refundable portion as deposit)

Any special higher risk activity to be offered in programme requiring special consent

Request for dietary and medical details and inclusion of written consent for emergency treatment

Commitment to provide balance of fee by stated date on reply slip

Date for return of reply slips with deposits if required

Any disciplinary or conduct points or special regulations specific for the purpose of the trip

It is most important that party leaders have the written consent of parents/carers before any activity takes place. This consent should also certify that the parent/carers have been provided with full information about the activity and that they are satisfied with all the arrangements that have been made. Parents, alongside providing emergency contact details, contact details of the child's GP, any medical conditions, special dietary requirements and sign to consent that staff may act in loco parentis where necessary.

If the trip is Residential, Parents should also be provided with:

Times and place of departure and return – parents must have agreed to meet their child on return

Modes and duration of travel including the name of any travel company

Details of accommodation with security and supervisory arrangements

Details of provision for medical needs and procedures for pupils who become ill, arrangements for medication their child is taking and what is required if staff are to administer their medication

Details of the activities planned

Standards of behaviour expected and discipline, including prohibited items



Information on clothing and equipment to be taken, spending money to be taken

The trip's policy on the use of mobile phones

Contact phone numbers in case of emergencies

Assessment of Risk

Risk assessment is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor is deemed to be acceptable (i.e. low).

As it is legislated by French regulations, Mougins School does not have a formal Risk Assessment Proforma. Each Risk Assessment is specific to the Tour Company that has been used, for example, ARISTA for the Form 9 Roman Trip. The visit leader and other accompanying staff are expected to complete these assessments, in line with the regulations given by the company used. There is an appendix to this document to include generic risk assessment forms for a variety of activities; these are generic risk assessment whose recommended use is to assist with the planning and management of visits and activities. They identify the common hazards and risks associated with these activities and the primary means by which the risks are controlled. Before undertaking the activity organisers should also make an assessment of any significant risks which are specific to their particular event.

In considering risk, there are three levels of which visit leaders should be mindful:

Generic risks – normal risks attached to any activity outside of school

Event specific risks – any significant hazard or risk relating to the specific activity and outside the scope of generic risks

Ongoing risk – the monitoring of risks throughout the actual risk as circumstances change.

Financial Planning

It is the responsibility of the group leader to complete the charging policy in accordance with school guidelines, and a copy given to the Accountant. This will:

Break down the costs of the visit.

Establish a charge for parents to pay.

Provide a date for payment[s]



Insurance

All members of any group must be properly insured in a manner that takes account of potential risks. It is the responsibility of the party leader to ensure that such cover is provided for all staff, helpers and student participants. The school Accountant, Corinne, will organise the school Insurance Company to cover trips, provided that she is given accurate information by the staff organising the trip.

Transport

The group leader must take all reasonable steps to ensure that the proposed method of transport is safe and reliable. If public transport is to be used, all students and staff are to be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. If travel is by coach or minibus all students must wear a seatbelt. French Legislation requires the teacher or adult accompanying the children in the bus to ensure they have their seat belts fastened. It is not the driver's responsibility.

First Aid

The level of first aid provision should be based on the Mougins School Health and Safety Policy. On all visits there should be a named member of staff who has a good working knowledge of first aid. First aid kits are available from the School Nurse. If the visit involves the party splitting up by any distance, a kit should be taken for each group.

Child Protection

The School's child protection policy and procedures will apply during School trips and visits. Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the trip or visit must be reported to the Designated Senior Person, Brian Hickmore.

Disability and Special Education Needs

Mougins School will make every effort to include disabled pupils and pupils with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group. Special needs of any kind will be taken into consideration in the planning undertaken in advance of the visit and appropriate measures will be implemented

Role of Emergency Contact

An emergency contact should be appointed for all trips. This will normally be a Senior Member of Staff. It is important that the appointed person is locally based during the relevant period, and can stay within contact via landline or mobile phone



throughout the relevant period. The contact should ideally not be a relative of any member of the travelling party.

Before departure the contact should be given all details relating to the itinerary, accommodation, names of trip participants, together with essential medical details and home contact details.

During the trip the contact should be informed of any significant issues which might cause concern among parents. This would include significant injury or illness, problems with accommodation, or major travel delays. If there is a major disciplinary issue they should also be contacted. However in all such cases the Headteacher must also be kept informed, either directly or through the emergency contact. If necessary the emergency contact will make direct contact with parents of pupils, leaving the trip leader free to deal with the actual situation.

In cases where parents cannot be contacted in an emergency, permission should have already been given on the consent form for staff to act in loco parentis if necessary.

Procedures to be Followed in the Case of a Major Incident

A major incident is a disaster in which serious or fatal injuries are sustained by one or more members of the school party.

Immediate action should be taken to safeguard all pupils and staff.

Members of staff should ensure that help has been summoned from the Medical and Emergency Services and/or other appropriate agencies

The group leader should keep pupils informed as appropriate and ask pupils not to make contact with people at home until staff have contacted parents directly.

The Headteacher should be informed of the incident and of the action taken as soon as possible. If the Head is unavailable then the Deputy Head should be informed.

The Headteacher or the person acting in the Head's absence will contact the Parents, Persons with responsibility or Relatives of:

- a. Pupils who have been involved in the incident
- b. Teachers and all other members of the party who have been involved with the incident
- c. Pupils, teachers and all those who have been of the party but who have not been injured or directly affected to inform them about the incident and of the action taken.



The Head and Senior members of staff will endeavour to protect both pupils and staff.

If considered necessary, support and counselling of pupils, staff and all other members of the party should be arranged.



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GENERIC RISK ASSESSMENT 1 – ALL EDUCATIONAL VISITS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Exposure to weather.	Cold injury, heat injury, over-exposure to sun.	Pupils and staff.	Consider possible weather conditions and plan appropriate programme, clothing and equipment. Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. Daily weather forecast obtained and plans adjusted accordingly.	Provide clear information about suitable clothing and equipment to pupils and parents.	Low
Pupil lost or separated from group, inadequate supervision.	Injury, death.	Pupils.	<ul style="list-style-type: none"> • Ensure supervising staff competent and understand their roles. • Sufficient supervision • Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system). • 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.	Low
Illness or injury.	Illness, injury.	Pupils, staff.	<ul style="list-style-type: none"> • 1st aid cover accessible and appropriate • Leaders know how to call emergency services. • Pupils and parents are reminded to bring individual medication and this is securely kept. 	Check first aid certificates current. Medication brought by pupils.	Low

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
			<ul style="list-style-type: none"> • First aid and travel sickness equipment carried. • Mobile phones carried if available. • Emergency contacts arranged 		
Special needs of specific pupils – medical, behavioural, educational.	Illness, injury.	Pupils	<ul style="list-style-type: none"> • Obtain information from parents • Take advice from SENCO if appropriate • Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary. 	Use parental consent form.	Low
Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites, etc)	Injury, death.	Pupils	<ul style="list-style-type: none"> • Check location as suitable for this mode of supervision. • Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised). • Clear guidelines and emergency procedures set and understood. • Pupils remain in pairs or groups (buddy system – each responsible for named other). • Rendezvous points and times set. • Pupils know how to contact staff. • Staff understand they are still responsible. • Parents informed and consent given. 	Included in information to parents.	Medium
Leader's own children.	Injury or death.	Pupils, other children, staff.	<p>If staff (teachers or volunteers') families join group, pupil supervision must not be compromised.</p> <ul style="list-style-type: none"> • Staff children are similar age to group and supervised with pupils or separate supervision arranged. 	Consider before staffing agreed.	Low

GENERIC RISK ASSESSMENT 2 – TRAVEL ON EDUCATIONAL VISITS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Traffic accident, coach.	Injury, death, separated from group.	Pupils, staff.	<ul style="list-style-type: none"> • Coach from a reputable supplier. • Coaches have seat belts that staff ensure are used. • Buses without seatbelts are avoided if possible and never used on high speed roads. • Sufficient supervision • Suitable embarkation points used (for example, coach park, onto wide pavement). • Close supervision and head counts during any breaks in journey and getting on and off coach. 		Low
Use of private vehicles.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> • All use in compliance policy • Seatbelts worn at all times. • Specific permission obtained from parents. 		Low
Minibus travel.	Injury, death, separated from group.	Pupils and staff.	<ul style="list-style-type: none"> • All use in compliance with Guidance on the Use of Minibuses' and legal requirements • Care always taken in parking in suitable place for disembarkation. • Close supervision and head counts during any breaks in journey and getting in and out of bus. 		Low
Service station and other breaks in journey	Injury, death, left behind/ separated from group.	Pupils	<ul style="list-style-type: none"> • Brief pupils on: <ul style="list-style-type: none"> ♦ purpose and timings of stop. ♦ how and where to contact staff. • Remain in pairs or threes (buddy system – each responsible for named other) 		Low

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
			<ul style="list-style-type: none"> Remind about moving traffic (driving on right abroad). Careful head count before departure. 		
Ferry crossing.	Injury, death, drowning, separated from group.	Pupils	<ul style="list-style-type: none"> Close supervision on vehicle deck. 'Rules' established and pupils briefed, especially about open deck area. Remain in pairs or threes (buddy system – each responsible for named other). Meeting point agreed throughout crossing and on docking (numbered stairway to coach deck). Careful head count before disembarkation. Planned procedure for missing pupils – for example, member of staff to leave as foot passenger. 	Arrange procedures with staff and pupils before arrival at ferry.	Low
On foot.	Injury, death.	Pupils and staff.	<ul style="list-style-type: none"> 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 about hazards and behaviour required. 	Planning	Medium
Use of public transport: trains, trams, underground, bus, air travel.	Injury, death, separated from group.	Pupils and staff.	<ul style="list-style-type: none"> Journey is planned and assessed – key risk points identified. Careful supervision, particularly in crowded areas and entry, exit and change points with head counts. Large groups divided into small groups each with leader(s). Pupils know their group and leader(s). Emergency plan in place – pupils briefed where they are going, what to do if separated from group. 	Planning	Low

GENERIC RISK ASSESSMENT 3 – RESIDENTIAL VISIT ACCOMMODATION

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Fire	Death	Pupils, staff.	<ul style="list-style-type: none"> • Briefing to all pupils about expected standards and code of behaviour. • Identify requirements at time of booking and check during pre-visit and on arrival. • Check that a fire risk assessment has been completed • Check that there are: <ul style="list-style-type: none"> • automatic fire alarms on each floor and in public areas, which can be heard inside rooms. • fire extinguishers available on each floor and in public areas. • fire exits clearly marked. • more than one exit from upper floors of the building. • torches available if emergency lighting is not provided. • A walk through fire practice takes place on arrival to include assembly point, lay-out of accommodation, key personnel and routines. • A group list is held by staff to ensure registration of whole party after an evacuation of the building. • Decide whether or not pupils doors should be locked from the inside (see intruder section) • A group list is held by staff to ensure registration of 	Pre-visit check and/or check of information/ assurance from reputable tour operator. Check on arrival. Take up any issues, such as locked fire doors, with management. Inform group about fire procedures on arrival. Discuss with accommodation manager any shortcomings in provision e.g. locked fire doors	Low

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
			whole party after an evacuation of the building.		
Attack or disturbance by intruder	Injury, death, abduction	All	<ul style="list-style-type: none"> • Check that security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation • Ensure the hotel or similar accommodation is locked at night or that there is a night porter on duty. Ensure that all windows and doors can be securely shut from the inside. • If windows lead onto balconies, ensure that staff or reliable pupils occupy these rooms. • If other guests share the accommodation seek sole occupancy of the floor if possible, and have designated staff rooms adjacent to pupils. • Decide whether or not pupils doors should be locked from the inside – consider the balance between ensuring pupils wake up if fire alarm sounds during the night. • Ensure pupils understand that they inform staff in the event of an emergency. Check pupils at “lights out”. • Designate responsibilities and roles for individual members of staff including dormitory /floor groups. 	<p>Pre-visit check and/or check of information/ assurance from reputable tour operator.</p> <p>Briefing of students regarding expected behaviour and actions</p>	Low
Safeguarding	Injury, death, abduction, abuse	Pupils and staff.	<ul style="list-style-type: none"> • School has exclusive use of sleeping accommodation. • Separate male and female sleeping accommodation • Staff accommodation adjacent and same floor as pupils. • Students can easily contact staff throughout night. 	Pre-visit check and/or check of information/ assurance from reputable tour operator.	Low

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
			<ul style="list-style-type: none"> Students are checked into rooms at 'lights out'. All adults are appropriately trained in safeguarding/child protection and standards regarding access to bedrooms/ changing areas etc are agreed Pupils know what to do if concerned 		
Domestic hazards.	Injury, death.	Pupils and staff.	<ul style="list-style-type: none"> Accommodation has tourist board rating/other external validation of standards. Visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings. On arrival, staff and pupils to report any faulty items found in rooms. 	Pre-visit check and/or check of information/ assurance from reputable tour operator. Check on arrival.	Low
Hygiene	Illness	Pupils and staff.	<ul style="list-style-type: none"> Tourist board rating/environmental health endorsement or similar. Visual inspection of washing facilities, lighting, heating, ventilation, catering. 	Pre-visit check and/or check of information/ assurance from reputable tour operation.	Low
Night time tendencies.	Injury, death.	Pupils	<ul style="list-style-type: none"> Information gained from parents about pupils' illnesses, sleepwalking, etc. Suitable supervision arranged to meet needs of pupils. 	Use recommended parental consent form.	Low
Additional needs.	Injury	Pupils and staff.	<ul style="list-style-type: none"> Accommodation meets any additional needs of anyone in the group. 	Pre-visit check as necessary.	Low

GENERIC RISK ASSESSMENT 4 – USE OF A PROVIDER/TOUR OPERATOR (for example, visit to adventure centre, use of freelance instructor, cultural tour abroad)

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Provision does not meet authority standards/ best practice.	Injury, death.	Pupils, staff.	<p>Check organisation is reputable, competent and safe.</p> <ul style="list-style-type: none"> • Check literature provided. • Gain information from other users • Check for any external 'badges'. • Pre-visit centre. <p>Leader maintains on-going assessment throughout visit.</p>	Leader to check and raise any concerns	Low/ medium.
Programme does not meet needs of group.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> • School gives necessary information to provider about age, ability and any special needs in group. • Programme is agreed with provider before visit. 		Low
Lack of clarity about split of responsibilities between school and provider.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> • Ensure clear programme agreed and separate responsibilities for school and provider clear and that all aspects of visit, travel, accommodation and activities are properly planned and risk assessed by school or provider. • Where school is undertaking responsibility for activities (for example, evening activities, town visits) these are properly planned and risk assessed. 		Low



GENERIC RISK ASSESSMENT 5 – SKI TRIP

This risk assessment assumes a school ski trip or holiday organised through a tour operator. The leader of the ski trip should have completed an Snow Sport England Ski Course Organiser course and have acted as an assistant on previous ski trips. All skiing, snowboarding and all other activities must be taught by staff qualified in the specific activity.

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Hazards while skiing/ during snow activities.	Injury, death.	All	<ul style="list-style-type: none"> • Skiing and snow activities arranged through a reputable ski school • Students only taught by qualified ski instructors, leaders or supervisors. • Other supervision provided by school staff pre-approved but only agreed by party leader on site after consideration of all risk factors. • Students understand independent skiing without instructor/qualified leader is not allowed. • Students briefed that sensible behaviour (following of resort skiing code) essential, including use of lifts – consequence of unacceptable behaviour – sanctions agreed. • Students look after each other while skiing – buddy system – and know what to do if separated from group. • Meeting points agreed for leaders, group and instructors at end of ski sessions. • Students know safe procedures for carrying skis/walking in ski boots. 	<p>Ski provider checked.</p> <p>Briefing of students.</p> <p>Necessity of sensible behaviour and following instructions included in pupil/ parental information and consent form.</p> <p>If behaviour on ski slopes puts student or others at risk, student must be suitably supervised and/or lift pass removed.</p> <p>Emergency plan</p>	Medium

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
			<ul style="list-style-type: none"> Leaders understand their supervision responsibilities, including for sick or injured students. Insurance cards are carried by students, or if held by leaders, instructors can contact staff. Equipment obtained from reputable supplier and specifically fitted for each person. Students told not to swap equipment. 	agreed and staff and students briefed.	
Cold injury, hypothermia, effects of sun.	Injury, death.	All	<ul style="list-style-type: none"> All briefed about suitable clothing and equipment and importance of protection against cold and sun. Students clothing and equipment monitored by staff. 	Parents and students briefed.	Medium
Hazards in ski resort.	Injury, death.	All	<ul style="list-style-type: none"> Specific risk assessment for resort completed by leader and code of practice for 'free time' agreed. Students briefed about low risk places/areas in resort they may go and times allowed away from hotel and return times. Students know value of foreign currency, warned of dangers of icy surfaces and traffic driving on right. No alcohol may be bought or drunk by students (possibly agree other rules for over-age pupils). Students stay in pairs/groups (buddy system). Students know where and how to contact staff member and what to do if separated from group. Leaders know when they are 'on duty' and understand they have responsibility for pupils at all times. 	Completion of resort risk assessment by leader either on pre-visit or on arrival. Agree code of practice and brief staff and students.	Medium
Hazards during après	Injury, death.	All	<ul style="list-style-type: none"> Check that any activities provided by tour operator are covered by, and suitably risk-assessed by, tour 	Risk assessment.	Medium



HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
ski/evening activities.			operator. <ul style="list-style-type: none"> • Activities arranged by school leader must be risk-assessed by leader. • Leader considers activities suitable for group and provides sufficient school staff supervision. 	Check that all students attend or otherwise supervised. Staff understand their supervision responsibilities.	

GENERIC RISK ASSESSMENT 6 – WALKS IN NORMAL COUNTRY

Normal country = parks, enclosed farmland and fields (NOT moorland, mountain and/or where possible to be more than 30 minutes from a road) (ASSUMES LEADER WITH GROUP – IF OTHERWISE SEE INDIRECTLY SUPERVISED WALKS)

Measures of competence to include relevant training and/or evidence of recent and relevant experience in type of terrain to be walked.

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Falls, drowning.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> • Leader experienced of walking in terrain and of leading groups. • Route researched and pre-walked – significant hazards (cliffs, water hazards, quarries, etc) avoided or carefully assessed. • Weather forecast obtained and conditions monitored; route changed if necessary. 	Leader competence approved (see above). Leader completes specific risk assessment for each walk as necessary. Ongoing assessment by leader at start and during activity.	Low
Getting lost.	Injury	Pupils, staff.	<ul style="list-style-type: none"> • Leader has sufficient navigational skills. • Group size as low as possible and sufficient • Large groups are best split into small groups each with competent leader. • Head counts. • Briefing of pupils and staff. 	Leader competence approved (see above).	Low
Injury, illness or emergency away from	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> • One leader with each group first aid trained. • First aid kit. 	Pre-planning of emergency procedures and	Low

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
immediate help.			<ul style="list-style-type: none"> Information about pre-existing medical conditions and medication carried. Leaders are briefed and have planned emergency procedures. Communications arranged. 	communications.	
Exposure to extremes – cold, wet, heat sun.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> Daily weather forecast obtained. All participants have suitable footwear, clothing and equipment to match expected conditions. 	Parents/pupils given checklist – kit checked before departure.	Low

GENERIC RISK ASSESSMENT 7 – WALKS IN REMOTE TERRAIN WHERE IT IS POSSIBLE TO BE MORE THAN 30 MINUTES FROM A ROAD (ASSUMES LEADER WITH GROUP – IF OTHERWISE SEE INDIRECTLY SUPERVISED WALKS).

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Falls, drowning.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> Leader experienced walking in terrain and of leading groups. Route researched and, if necessary, pre-walked – specific hazards (cliffs, water hazards, etc) risk assessed. Weather forecast, ongoing assessment of conditions and adjustment of plans by group leader. 	Leader provides evidence of competence specific risk assessment for each walk as necessary.	Low
Getting lost.	Injury	Pupils, staff.	<ul style="list-style-type: none"> Leader has sufficient navigational skills. Group size ten or less, second adult with most 	Leader competence.	Low

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
			<p>groups.</p> <ul style="list-style-type: none"> • Head counts. • Briefing of pupils and staff. 		
Injury, illness or emergency away from immediate help.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> • Leader first aid trained • Second adult with most groups. • First aid kit. • Information about pre-existing medical conditions and medication carried. • Leader has planned emergency procedures. • Communications (mobile phones?) arranged. 	Pre-planning of emergency procedures and communications.	Low
Exposure to extreme weather – cold, wet, heat and sun.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> • Daily weather forecast obtained, on-day conditions assessed and plans adjusted as necessary. • All participants have suitable footwear, clothing and equipment for expected conditions. • Emergency equipment carried, including group shelter. 	Parents and pupils given checklist of clothing and equipment – kit checked before departure.	Low

GENERIC RISK ASSESSMENT 8 – INDIRECTLY SUPERVISED WALKS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Insufficient pupil competence or supervision.	Injury, death.	Pupils	<ul style="list-style-type: none"> Pupils are trained appropriately before the venture and their competence to work independently is assessed by the leader. Monitoring continues in the field. The indirect supervision arranged is flexible and may become tighter or looser as the situation dictates. Pupils are in small groups, usually eight or less. 	<p>Leaders are aware they remain responsible for pupils at all times.</p> <p>Necessary monitoring of pupils is maintained.</p>	Medium
Falls, drowning.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> Route researched and, if necessary, pre-walked – specific hazards (cliffs, water hazards, etc) risk assessed and, if necessary, avoided. 	Specific risk assessment for each walk as necessary.	Low
Getting lost.	Injury	Pupils, staff.	<ul style="list-style-type: none"> Pupils have sufficient navigational skills. Briefing and training of pupils. Staff remain in sufficient contact with pupils to prevent significant errors. 	Level of supervision must be appropriately matched to pupil competence.	Low
Injury, illness or emergency.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> Pupils and leader trained in emergency procedure and first aid. Group carries first aid kit and is sufficiently trained to deal with incidents Information on medical conditions, medication carried. All are clear on planned emergency procedures. Communications arranged. 	Pre-planning of emergency procedures and communications.	Low

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Exposure to extreme weather – cold, wet, heat and sun.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> • Daily weather forecast obtained. • All participants have suitable footwear, clothing and equipment. 	Parents and pupils given checklist of clothing and equipment – kit checked before departure.	Low

GENERIC RISK ASSESSMENT 9 – RIVER WALKS, GORGE STREAM SCRAMBLE OR SIMILAR (PLANNED ENTRY INTO WATER AS AN ADVENTURE ACTIVITY).

In addition to evidence of recent and relevant experience of activity, leader must have training/qualification relevant to nature and location of activity. In remote terrain, leader must hold relevant walking award, and to use ropes, a rock climbing award or site-specific training.

Some situations may require lifesaving, white water rescue qualifications.

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Extreme weather, cold water.	Cold, injury/death.	Pupils, staff.	<ul style="list-style-type: none"> Seasonal (usually April – October) activity, consideration of forecast and prevailing conditions on day, suitable clothing and equipment, dry spare clothing and emergency equipment available. 	Pre-planning, equipment lists to group, kit checked before departure.	Low
Deep and/or fast-flowing water.	Drowning, injury.	Pupils, staff.	<ul style="list-style-type: none"> Each stream must be individually risk assessed by leader with advice from technical adviser (MIA or otherwise approved) – written control measures and/or operating procedure produced. Deep, fast flowing water may require life saving and/or other water based activity qualifications Weather forecast obtained and leader makes decision whether or not to proceed or adapt activity on basis of weather forecast, strength of water, conditions on day. Clear guidelines ie water depth, on what conditions lead to cancellation Swimming ability of pupils known and assessed 	<p>Written specific risk assessment and/or operating procedure.</p> <p>Ongoing assessment by leader at start and during activity.</p>	Low
Falls, falling rocks, cliffs.	Death, injury.	Pupils, staff.	<ul style="list-style-type: none"> From site-specific risk assessment decision made regarding necessary equipment – helmets (usual), type of footwear etc. 	Pre-visit – site-specific risk assessment and operating procedure	Low



HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
			<ul style="list-style-type: none"> • Close supervision by experienced staff. • Ropes, or terrain requiring ropes, may only be used by qualified staff working to an operating procedure agreed by MIA as above. 	as above.	

GENERIC RISK ASSESSMENT 10 – FIELD STUDY BY/IN WATER (RIVER, STREAM STUDY OR POND DIPPING).

In addition to evidence of recent and relevant experience of activity leader must in remote terrain hold relevant walking award.

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Extreme weather, cold water.	Cold, injury/death	Pupils, staff.	<ul style="list-style-type: none"> • Consideration of forecast and conditions of day, provision of suitable clothing, footwear and equipment, dry spare clothing and emergency equipment. 	Pre-planning, equipment lists to group, kit checked before departure.	Low
Proximity to water.	Drowning	Pupils, staff.	<ul style="list-style-type: none"> • Risk awareness of route, banks, crossings, etc. • Awareness that water levels change and need to assess conditions before and during activity. • Other route MUST be taken if route (for example bank-side path, stepping stones) unsafe. • Good supervision of pupils to ensure sensible behaviour. • Method of extraction from water in place 	Pre-planning and assessment on day.	Low
Planned activity IN water (for field studies etc)	Drowning, injury	Pupils, staff.	<ul style="list-style-type: none"> • Each location must be individually risk assessed by leader. • Use sites where: <ul style="list-style-type: none"> ♦ easy access and exit from water ♦ no significant hazards on banks, for example, water flowing onto overhanging trees ♦ no immediate significant down-stream hazards (waterfalls etc) ♦ pupils can stand easily in water to be 	Written specific risk assessment and/or operating procedure in place Ongoing assessment by leader at start and during activity.	Medium

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
			<ul style="list-style-type: none"> ♦ entered ♦ pupils can be seen and supervised by staff. • Weather forecast obtained and leader makes decision whether or not to proceed or adapt activity n basis of weather forecast, strength of water and conditions on day. 		
Weil's disease pollution.	Disease	Pupils, staff.	<p>Do not use obviously contaminated sites. Obtain and follow guidelines about Weil's disease. Take sensible hygiene precautions: cover wounds, grazes, etc. Do not drink river water. Wash hands before eating.</p>	Take advice from Environment Agency if necessary.	Low
Informal swimming.	Drowning	Pupils, staff.	<ul style="list-style-type: none"> • Never allow impromptu swimming or paddling – always risk assess the proposed venue in advance for currents, rocks, weeds, nature of bottom and sides. Also assess ability of pupils and staff and activities proposed. You must arrange: <ul style="list-style-type: none"> ♦ safe area ♦ signals for distress and recall ♦ lifesaver and observers (adults to stay out of water) ♦ head counts ♦ briefing of pupils and staff. 	Written specific risk assessment required.	Medium

GENERIC RISK ASSESSMENT 11 – ROCK CLIMBING

In addition to evidence of recent and relevant experience, leader must hold site-specific approval from DCC or MIA (for artificial walls only), MLTE Climbing Walls Supervisor Award, Single Pitch Supervisor's Award, Mountain Instructor's Award, Mountain Instructor's Certificate or UIAGM Guide certificate.

Walls

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Avoidable objective/unsuitable location for ability of group.	Disabling or fatal injury.	Pupils, staff.	<ul style="list-style-type: none"> Location is specifically assessed by leader. If completed by SPA, assessment approved by MIA technical adviser. Climbing walls checked on an agreed/recorded schedule 	Written site-specific risk assessment and/or operating procedures.	Low
Equipment failure, inappropriate use of equipment.	Disabling or fatal injury.	Pupils, staff.	<ul style="list-style-type: none"> Qualified supervision as above. Instruction/monitoring of use of equipment. Equipment used in compliance with manufacturers recommendations, regularly checked and log maintained. 		Low
Fall from height, objects falling from above, trips and slips at foot of face,	Disabling or fatal injury.	Pupils, staff, other people at venue.	<ul style="list-style-type: none"> Qualified supervision as above, instructors working within remit of qualification. Group size and ratios suitable (single pitch usually up to 12 students plus extra adult). Appropriate specialist climbing equipment used (ropes, helmets, harnesses, etc). Proper briefing of pupils, behaviour monitored and managed appropriately, vigilance of all staff during activity. Helmets worn whilst at base of rock face. 		Low

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Exposure to factors – heat, cold, rain, wind.	Disabling or fatal injury.	Pupils, staff.	Adequate protective clothing and equipment. Check weather forecast. Ability to change plans if weather inappropriate.	Kit list to parents; kit checked before departure.	Low
Illness or injury.	Disabling or fatal injury or illness.	Pupils, staff.	<ul style="list-style-type: none"> • 1st aid cover accessible and appropriate for venue • Information about existing medical conditions known by staff. • Accident/emergency procedures known by leaders. • First aid equipment carried by party. 		Low

GENERIC RISK ASSESSMENT 12 – SWIMMING DURING EDUCATIONAL VISITS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Use of swimming pools	Drowning, injury.	Pupils, staff.	<ul style="list-style-type: none"> • Refer to latest guidelines on swimming at www.dorsetforyou.com/schoolsafety • Preferably use pools during life-guarded sessions. • If swimming in other than pools within a school environment, ensure requirements as above are in place. 	Pre-visit – site-specific risk assessment.	Low
Swimming in sea or other natural waters.	Drowning, injury.	Pupils, staff.	<p>Preferably swim on life-guarded beaches. Never allow impromptu swimming or paddling – always risk assess the proposed venue in advance for tides, currents, rocks, weeds, nature of bottom and sides. Also assess ability of pupils – parental confirmation of swimming ability is often unreliable. Arrange:</p> <ul style="list-style-type: none"> ♦ safe area ♦ signals for distress and recall ♦ lifesaver and observers (adults to stay out of water) ♦ head counts ♦ briefing of pupils and staff. 	Pre-visit – site-specific risk assessment.	Medium

GENERIC RISK ASSESSMENT 13 – SCHOOL VISITS TO COASTAL LOCATIONS

Leader must have recent and relevant experience of venue.

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Extreme weather, cold or sun/heat injury.	Cold injury/death.	Pupils, staff.	<ul style="list-style-type: none"> Consideration of forecast, use of suitable clothing and equipment, dry spare clothing and emergency equipment. 	Pre-planning, equipment lists to group, kit checked before departure.	Low
Sea, waves, tides, rip tides, shelving beaches, underwater hazards, exit routes cut off by tides or high seas etc.	Drowning, injury	Pupils, staff.	<ul style="list-style-type: none"> Each venue must be visited and individually risk assessed by leader with advice from coast guards/other local 'experts', if necessary. Weather forecast obtained and leader makes decision whether or not to proceed or adapt activity on basis of weather forecast and state of sea. alternative activities are available. Paddling and swimming are not allowed except if organised according to policy and risk assessment. 	<p>Written specific risk assessment and/or operating procedure.</p> <p>Ongoing assessment by leader at start and during activity.</p>	Medium
Falls, falling rocks, cliffs.	Death, injury.	Pupils, staff.	<ul style="list-style-type: none"> From site-specific risk assessment decision made regarding route, supervision, location of activities, footwear etc. Close supervision by experienced staff. 	Pre-visit – site-specific risk assessment and operating procedure as above.	Low
Group control	Drowning, injury, death.	Pupils, staff.	<ul style="list-style-type: none"> Close supervision, large groups split into small groups each with leader known to pupils. Overall leader remains in touch with all groups and can 	Pre-planning of activities and supervision.	Medium



HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
			recall effectively. <ul style="list-style-type: none"> • No impromptu swimming or paddling allowed, see swimming risk assessment. 		

GENERIC RISK ASSESSMENT 14 – SCHOOL VISITS TO FARMS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Hazards on site including machinery, chemicals, slurry pits, animals, barbed wire, electric fences.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> • Site is pre-visited by leader and risk assessed. • Plan visit and supervision to minimise risks. <ul style="list-style-type: none"> ♦ Avoid moving machinery. ♦ Do not climb on bales, walls or fences. ♦ Keep away from slurry tanks. ♦ Do not touch barbed wire or electric fences. ♦ Do not touch or feed animals unless the farm personnel are supervising/give permission. • Note: arrangements at farms can change daily. Re-assess at start of visit. 	<p>Pre-visit, site risk assessment planning of visit briefing of staff and pupils.</p> <p>Ongoing assessment by leader at start and during activity.</p>	Low
Infection and illness including E-coli 0157.	Illness, death.	Pupils, staff.	<ul style="list-style-type: none"> • Follow basic hygiene rules at all times. • Avoid transmission of infection from hand to mouth. • Check hand washing facilities on pre-visit. • Wash hands thoroughly before eating. • Change or clean footwear before leaving site, wash hands • Pregnant women avoid contact with lambing ewes. 	Briefing of staff and pupils.	Medium
Group control.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> • Close supervision, large groups split into small groups each with leader known to adults. • Leader of each group understands hazards and control measures. • Overall leader remains in touch with all groups. 	Pre-planning of activities and supervision.	Medium

GENERIC RISK ASSESSMENT 15 – ACTIVITY LEAD BY SCHOOL – CYCLING

Depending on venue, leader must be regular cyclist and have cycled route. For ‘mountain biking’ on steep terrain, training required. For remote locations, other qualification required.

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Traffic accident.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> • Suitable route off-road or on quiet roads. • Each route must be pre-cycled and individually risk assessed by leader with advice from a cycling officer, if necessary. • Supervision arranged: small groups usually maximum of 12, two leaders, who are competent cyclists. • Supervision planned for any serious road junctions etc. • Helmets worn. 	Written specific risk assessment and/or operating procedure. Ongoing assessment by leader at start and during activity.	Medium
Mechanical fault.	Death, injury.	Pupils, staff.	<ul style="list-style-type: none"> • Cycles used are road/route worthy. • If pupils are using own bikes, cycles brought to school for inspection by leader prior to day. • Unsuitable cycles not permitted. • Simple tools and spares carried. • Breakdown plan agreed. • Pupils must not be left on their own. 	Information to parents stating standards required. Check size, steering, brakes, cycles, gears, helmets, etc.	Low
Group control, lost pupil.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> • Close supervision, two leaders with each group. • Maps carried. • Large groups split into small groups each with leaders known to pupils. • Overall leader remains in touch with all groups and can re-group effectively at agreed points. 	Pre-planning of route and supervision.	Medium

GENERIC RISK ASSESSMENT 16 – ACTIVITY LED BY SCHOOL – CANOEING/KAYAKING

In addition to evidence of recent and relevant experience, the leader must hold the appropriate qualification for the activity proposed.

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Avoidable objective dangers/unsuitable location.	Disabling or fatal injury.	Pupils, staff.	<ul style="list-style-type: none"> Location has been specifically assessed by technical adviser Ability/experience of group taken into account. Weather forecast obtained, weather and water conditions constantly monitored and activity adjusted accordingly. 	Written site-specific risk assessment	Low
Water environment	Drowning, injury.	Pupils, staff.	<ul style="list-style-type: none"> The leader holds the appropriate qualification for the water (inland or sea) and conditions prevailing. Knowledge of pupil swimming ability / water confidence known. Pupils supervised in recommended ratios by qualified staff. The leader holds first aid and resuscitation awards. Personal buoyancy meets recommendations and leaders check buoyancy always worn correctly when afloat. All boats have suitable buoyancy. Equipment as recommended is carried and used as appropriate. Participants are appropriately trained in use. 		Low
Equipment failure.	Drowning	Pupils, staff.	<ul style="list-style-type: none"> All equipment is checked before use; an equipment log is maintained and an annual maintenance programme 	Monitoring in place.	Low

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Head injury.	Injury	Pupils, staff.	<ul style="list-style-type: none"> • Helmets used if conditions dictate. 		Low
Water quality.	Illness	Pupils, staff.	<ul style="list-style-type: none"> • Local advice taken about water quality. • Open cuts and sores covered. • Pupils and parents briefed about Weil's disease and action to take. 		Low
Exposure to weather.	Hypothermia	Pupils and staff.	<ul style="list-style-type: none"> • Suitable clothing and footwear and change of clothes. • Spare clothing and emergency equipment available to group. • Plan for pupils who may not bring suitable clothing, bring spares • Weather forecast obtained, conditions constantly monitored and activity adjusted accordingly. • Emergency telephone available. 	Provide clear information about suitable clothing and equipment to pupils and parents.	Low