
RISK ASSESSMENT: GUIDANCE FOR EDUCATIONAL OUTINGS AND ACTIVITIES

1. Scope

This guidance is applicable to all those with responsibility for undertaking risk assessments for educational activities and visits which are under their control.

2. Objectives

- 2.1 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.
- 2.2 That identified control measures are implemented to control risk so far as reasonably practicable.
- 2.3 That those affected by school activities have received suitable information on what to do.
- 2.4 That risk assessments are recorded and reviewed when appropriate.

3. Guidance

- 3.1 The lead person running a school trip will be responsible for the implementation of this policy and will have completed the EduCare module on *Risk Assessments for School Trips*.
- 3.2 This guidance is applicable to general risk assessment and doesn't cover areas where specialist skills are required, e.g. fire, water quality and hazardous substances.
- 3.3 All staff will receive guidance on risk assessment as part of their induction and by meeting with the Deputy Head in the planning stage for every trip. All staff taking a residential or overseas trip will meet with the Head to discuss all arrangements and the risk assessment. Risk Assessments for trips and visits are covered in more detail the first time a member of staff runs a trip.
- 3.4 The two template risk assessment forms for outings and activities are included at Appendix 1 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Art. For sport the Association for Physical Education model RAs are used.
- 3.5 Risk assessments will take into account:
 - Hazard - significant hazards which may result in serious harm or affect several people.
 - Who might be harmed - Groups of people who are especially at risk from the significant hazards identified.
 - Is the risk adequately controlled – List existing controls or note where the information may be found (e.g. information, instruction, training, systems or procedures)
 - What further action is needed to control the risk - The risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.
- 3.6 During the risk assessment process staff will need to consider the following steps:
 - what could go wrong

- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it
- the top 5 risks for an outing or activity or residential

3.7 The Deputy Headmistress is responsible for the monitoring of risk assessment records for educational visits and trips and the Head of Boarding for boarding trips. Heads of Faculty are responsible for risk assessments for activities in their departments.

3.8 Risk assessments will be reviewed:

- after a near miss or accident
- when there are changes in good practice
- when there are legislative changes
- bi-annually if for no other reason

3.9 Areas requiring risk assessment (non-exhaustive):

- Science activities and experiments – kept in the Science department
- Sport and PE activity – kept in the PE department
- Duke of Edinburgh’s Award – kept in the D of E area on 365
- Art – kept in the Art department
- Offsite centre visits – if adventurous activities are completed the ‘Adventurous Activities Licencing Authority’ website must be checked and the licence number recorded

Legal Requirements & Education Standards

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)

B: Health & Safety Executive, Five steps to risk assessment (<http://www.hse.gov.uk/risk/controlling-risks.htm>)

C: Charities and Risk Management, The Charities Commission (<https://www.gov.uk/government/organisations/charity-commission>)

Related Policies:

- Outings and Activities Policy
- Health and Safety Policy
- Policy Statement on Electronic Devices
- Policy Statement on Digital Communications
- Safeguarding Policy

Appendix 1: Risk Assessment Templates

Risk Assessment Template for UK Residential and Trips and Activities Overseas

https://cobhamhallschool.sharepoint.com/:w:/r/sites/AdminSharedPublic/_layouts/15/Doc.aspx?sourcedoc=%7B2725D3AC-2925-48EA-BDA4-76D389A5B718%7D&file=RA%20Template%20Residential%20UK%20or%20Overseas%20%202021%20MASTER.docx&action=default&mobileredirect=true

Risk Assessment for Off-site Outings and Activities

https://cobhamhallschool.sharepoint.com/:w:/r/sites/AdminSharedPublic/_layouts/15/Doc.aspx?sourcedoc=%7BE8836796-AD54-4B4E-964B-F0DE5FC0EC80%7D&file=RA%20Template%20Off-site%20Outings%20and%20Activities%20%202021%20MASTER.docx&action=default&mobileredirect=true