

RISK ASSESSMENT	OFF-SITE LEARNING PROGRAMMES	Ref No. A11
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Baseline <input checked="" type="checkbox"/>	Site Specific <input type="checkbox"/>	Vulnerable Person <input type="checkbox"/>	Temporary <input type="checkbox"/>
Activity Covered by this assessment:	All visits off centre, covering: <ul style="list-style-type: none"> All excursions to third party controlled venues such as museums or battlefields All field studies visits such as to rivers or towns All 'recreational' visits off site to beaches, shopping centres, cultural sites, etc. 		Hazard References: A11/01 – A11/04
Assessors:	John Robson (Kingswood H&S Advisor)	Reviewers:	
References:	Off Site Learning Programmes BRA, issued February 2011 (withdrawn)		
Date of issue:	27/02/12	Planned review date:	End February 2013

HAZARDS

Hazard Ref.	Hazard description	Activities giving rise to risks	Control Measures	
			Static	Dynamic
A11/01	Off site programmes – General issues	There is a risk that through inadequate supervision arrangements an individual group member could become separated from the rest of the group or lost.	S100, S101, S102, S103, S104, S105, S106, S107	D093, D094, D095, D096
		Encountering members of the public and other users of the facilities in public areas outside of Kingswood's control (parks, woodlands, study sites, theme parks, sports centres, towns, shopping malls, etc.)		D093, D098
		Rough terrain at field study sites, particularly if groups leave marked paths, increases the likelihood of slips and trips, lost footing and falls, causing cuts, bruises and broken bones.	S108	D097, D099, D103
		Vegetation may have low hanging branches, thorns, stings or poisonous leaves/berries.		D100
		Fields may contain livestock which can bite or trample.		D101
		Environmental exposure to zoonoses such as Lyme's disease.		D101
		At off-site locations that are remote from shelter, or where they are unprepared for bad weather, group members may suffer ill effects from the weather, including hypothermia.	S110	D103, D104
		Any event occurring outside the reach of first aid and incident handling facilities provided on centre.	S109	D105, D106
A11/02	Accessing sites	Coaches and other vehicles used to transport groups to off-site locations risk being involved in a road accident, causing potentially multiple injuries or fatalities.	S111	D107, D108
		Where vehicles are manoeuvring it introduces the risk of a pedestrian being involved in a collision with a moving vehicle, causing multiple injuries or fatality.		D108, D109
		Pedestrians walking alongside or crossing roads increases the risk of injury from motorists or other road users.		D110, D111
A11/03	River studies	Entering the water on field studies creates the risk of being swept away by strong currents, becoming stuck in the substrate, becoming entangled in a submerged obstacle, or entering water too deep for a participant's swimming ability. All can lead to drowning.		D112, D113, D114
		Immersion in cold water can lead to the onset of hypothermia if alternative warm clothing or shelter are unavailable.		D115
		A participant can fall into a river, or be unable to climb out, if the bank is steep, slippery or heavily vegetated.	S108	
		Standing water can become polluted or diseased if it becomes stagnant or contaminated with urine or faeces, or if algal blooms occur, causing infections such as Weil's disease.		D064, D116
A11/04	Coastal studies and beach visits	Falling from cliff-top paths, or being struck by falling materials from eroding cliffs once on the beach can both cause cuts, bruises, broken bones and potentially fatal injury.		D117
		Being cut off by the tide risks prolonged exposure to the elements and hypothermia, or drowning.		D118
		Investigating rockpools can lead to wet feet and legs, causing discomfort and onset of hypothermia in prolonged exposed conditions		
		Climbing on coastal defence structures such as sea walls, groynes, revetments and rock-armour boulders can lead to cuts, abrasions and broken bones.		D119
		Creatures on the beach such as crabs and weaver fish can nip fingers or cause painful stings to bare feet.		D120, D121
		Swimming in deep or rough seas, or unsupervised, can cause drowning.	S112	

RISK ANALYSIS

Ref	Hazard	Who may be harmed	Likelihood	Severity	Risk
A11/01	Off site programmes – General issues	Participants, Staff, Teachers	Medium	Serious	Marginal
A11/02	Accessing sites	Participants, Staff, Teachers	Medium	Serious	Marginal
A11/03	River studies	Participants, Staff, Teachers	Medium	Serious	Marginal
A11/04	Coastal studies and beach visits	Participants, Staff, Teachers	Low	Serious	Acceptable

RISK CONTROL

Control Ref.	Static Risk – Operational Controls
S100	For participants at Key Stage 2 and below, (aged 10 and under during summer camp), groups must remain under the direct supervision of an instructor or other accompanying adult at all times.
S101	For participants at Key Stage 3 and above, (aged 11 and over during summer camp), remote supervision can be used, depending on the nature of the visit.
S102	Supervision for those under 8 years old will be 1 instructor to every 8 participants, with an additional adult for every 40 participants.
S103	Supervision for those over 8 years old will be 1 instructor to every 15 participants, with an additional adult for every 40 participants.
S104	Supervision for those undertaking river studies will be 1 instructor to every 15 participants, with an additional adult for every 15 participants, unless the participants are under 8 years old, in which case A11.03 will apply. River studies must have a minimum of 2 instructors, regardless of group size.
S105	Maximum group size for all off-site activities and visits will be limited by the capacity of the site being visited.
S106	Instruction and supervision will be provided by an instructor trained in activity core skills and off-site procedures, who is familiar with the activity's session plan and who is familiar with the site being visited. At least one adult must be emergency first aid trained.
S107	An emergency meeting point must be established at all off-site locations.
S108	Off-site locations must be vetted before use for their suitability and an External Venue Report prepared.
S109	An Off-Site Groups board must be provided on centre to track the locations and expected return times of all groups going off site. Contact must be established with any group more than 30 minutes overdue to determine if assistance is required.
S110	The day's weather forecast must be displayed on a notice board.
S111	All vehicle operators are approved providers independently vetted for their competency, safety standards and adherence to local operating regulations.
S112	Sea swimming must only take place at designated bathing beaches where qualified lifeguards are on duty. Where possible and where participant numbers warrant such action, the lifeguards should be informed in advance of the intended visit.

Control Ref. Dynamic Risk – Instructor Controls	
D093	Brief participants before leaving the centre what supervision arrangements you will be using. Participants are to be considerate to other site users, and under no circumstances are they to go off on their own or with people they do not know.
D094	On arrival at the off-site venue, show or explain to the group where the emergency meeting point is and what it is for.
D095	Ensure you have a group list with you and conduct headcounts at every opportunity, particularly before and after boarding transport.
D096	If using remote supervision, ensure participants can make immediate contact with an instructor or accompanying adult, either by issuing mobile contact numbers, or by permanently stationing an instructor at the emergency meeting point.
D098	Use an alternative access route or study site where the activities of other site users (e.g. brush cutting, tree surgery, grass cutting) may represent a hazard to the group
D097	Check that all participants have suitable footwear for the activity and site being visited (e.g. wellies for rockpools and rivers, sturdy shoes for woodlands, etc.)
D099	Brief participants to keep to paths and designated activity areas and to take care where terrain is steep or uneven.
D100	Brief participants not to pick and eat any berries, fruit, fungus or leaves they see and that they must wash their hands on return to the centre.
D101	Avoid (if possible) taking groups through fields of livestock. If this is unavoidable, brief the group to walk calmly, confidently and quietly through the field, and not to run under any circumstances.
D102	Ensure participants visiting woodland or grassland areas have long sleeves and log trousers to prevent tick bites.
D103	Check the weather forecast before leaving centre and ensure all group members have clothing appropriate for the day's weather and the site being visited.
D104	If visiting remote locations where weather or exposure may lead to hypothermia, ensure that participants have additional clothing with them and 'space blankets' are available for emergency use.
D105	A mobile telephone, first aid kit and External Venue Report must be taken on all off-site visits. The operation of the mobile should be checked weekly. Mobiles are not necessary where the site is only a few minutes walk from the centre.
D106	Enter the visit location and expected return time on the Off-site Groups board before leaving centre, and update the board on return to centre.
D107	Check that all passengers are wearing their seatbelts before setting off in a vehicle.
D108	Ensure all passengers remain seated during journeys, and do not allow anyone off a vehicle until you have alighted and can guide participants to a place of safety.
D109	Use designated paths where they are available when walking through areas where vehicles are manoeuvring. If these are not available, only proceed when moving vehicles have come to a halt.
D110	When walking along roads wear a high-visibility jacket and have an adult at the front and back of the group. Walk in single file and keep to designated footpaths, if these exist. If no path is available walk against the flow of traffic, keeping as close to the edge as possible.
D111	When crossing roads select a location with good visibility in both directions. If the road is clear, walk to the centre of the road, then direct the group to cross in front.
D112	Ensure that whenever a participant is in the river, an instructor stands in the water immediately downstream of them and another instructor is positioned on the bank with a reaching aid to assist if anyone gets into difficulty
D113	Do not allow anyone to enter water above knee-deep.
D114	Do not allow anyone to enter water that you have any concerns about for whatever reason. You are in charge and you have the final say.
D115	Ensure any participant who is intending getting into the water has appropriate clothing to wear and to change into.
D116	Do not enter any water body that has no flow and looks stagnant or has large amounts of algae growing in or on it.
D064	Ensure all open cuts are covered with a dressing to prevent infection, and that participants wash their hands after the activity.
D117	Brief participants to keep to the paths and away from the cliff edge, once on the beach not to climb on the cliffs or get close to sections displaying recent instability.
D118	Check the tide times before leaving centre and allow sufficient time to complete the site visit before the tide comes in.
D119	Brief participants that they are not to climb on any of the coastal defences.
D120	Brief participants that they must not step into any rockpools or disturb any creatures they may find. Shoes and socks may only be removed on sandy beaches.
D121	Bare foot paddling is not permitted in the two hours before and two hours after low tide.