



## **Policy on Health and Safety of Pupils on Educational visits**

### **Responsibilities for Visits**

The College places a high value on fieldwork, excursions, visits and organised holidays. Such trips are of enormous benefit and it is central to the ethos of the school to provide the opportunity for educational visits and school excursions.

Pupils' physical and moral safety on trips is of paramount concern. The school accepts that trips, visits and outdoor activities cannot be completely without risk and it requires that those staff in charge take all reasonable precautions to protect staff and pupil health, safety and welfare and to minimise the risk of untoward or dangerous situations.

The Deputy Head (Learning) (DHL) is the Educational Visits Coordinator. His job is to ensure that staff are adequately prepared to organise and run trips safely. The Deputy Head (Learning) supports trip leaders by monitoring plans and procedures, assisting with risk assessments and where necessary arranging appropriate training. The Deputy Head (Learning) advises the Deputy Headmaster and Headmaster in the drawing up of policy for approval by the Governing Body and assists in measures to ensure activity guidelines are followed.

Some basic principles:

- All fieldwork and trips should be organised to minimise disruption to the lessons of other pupils and will take place on designated days for departmental outings where possible.
- Overseas trips (eg Modern Language exchanges) should overlap with holiday periods as far as is possible.
- Departments are free to organise trips to special events as and when they arise (eg plays, art exhibitions) preferably in advance of calendar deadlines. Additional authorisation will be required from the Deputy Headmaster if lessons are to be missed.

The following guidelines cannot be taken as exhaustive and for some trips, additional procedures will need to be followed. In these circumstances, pupils, staff and parents must be clearly informed. The school refers to DCSF Guidance "Health & Safety of Pupils on Educational Visits" (HASPEV) and updates procedure in accordance with regulatory changes.

## **Planning Visits**

In all cases, staff planning a trip should seek outline approval from the Deputy Head (Learning) using the Trip Request Form available in the Staff Handbook and online. This form should supply as much basic information as possible (type of trip, dates/times, year group involved, numbers, staffing, etc.) Outline approval must be obtained before any bookings are made. Alternatively, sports and other educational visits may gain approval by their inclusion in the termly calendar by the Deputy Headmaster.

All aspects of all trips and educational visits must be risk assessed using the standard risk assessment form. As an appendix to this document some typical risk assessments are included as a guide.

During the planning process, the organiser will ask the Health Centre to provide any medical information of the pupils involved on the trip. This is in addition to the medical information provided by the pupil's parent on the Consent/Medical/Information form. Pupils with specific SEN will also be taken into account during the planning process and this will be included when writing risk assessments. This information must be taken on the trip.

When outings take place on a Sunday and require pupils to be absent from the College Mass, the staff member responsible is to ensure that pupils attend Mass at another time on Sunday or on Saturday evening (for further details, see Appendix K (ii)). Weekday trips should not normally be organised when pupils are expected to attend Playroom Mass or a Playroom Service of Reconciliation. When a clash seems unavoidable, the Chaplains should be informed.

The member of staff in charge is responsible for sending a list of trip participants to relevant Playroom and House staff and to Reception. When pupils have permission to miss lessons for the purposes of a trip, names must be given to Registration well beforehand.

## **Supervision**

No trip may go ahead without prior discussion with the Deputy Head (Learning). In all circumstances staff are reminded that they are in loco parentis and have a duty to take reasonable care of their charges. However, it should never be assumed that what parents would consider reasonable for their children within the family context is reasonable within a group context. It is essential that supervision for all trips should conform to the recommended minimum staffing levels:

Trips in the UK:

- Non-hazardous cultural 1:20
- Country visits/fieldwork 1:15
- In hazardous conditions (eg wild country) 1:10

Trips abroad:

- This can vary between 1:8 and 1:12

Recommended staff ratios for St Mary's Hall:

Trips in the UK:

- Local visits KS1 1:8; KS2 1:12
- Country visits/fieldwork KS1 1:8; KS2 1:10

Trips abroad:

- This can vary between 1:8 and 1:12

The staffing ratio and relevant experience of staff on the trip will be considered by the organiser and DHL during the planning of the trip. Hazardous and adventurous activities (eg climbing and outdoor expeditions) will require fully trained staff. We have taken advice on best practice regarding language exchanges from our LEA. The ideal recommended staff ratio for exchanges is 1:8. As regards language exchanges our policy is to:

- Obtain confirmation in writing from the foreign school that, to the best of their knowledge, all of the families accommodating our pupils are suitable to receive a British pupil on exchange.
- Obtain confirmation in writing from the appropriate Pastoral Head at Stonyhurst that, to the best of their knowledge, all of the Stonyhurst families accommodating the foreign pupils are suitable to receive a pupil on exchange
- If any concern is raised about one of our families, make alternative arrangements for the accommodation of the foreign pupil, and refer the concern to John Hopkins as Child Protection Officer.

Very exceptionally, a parent or volunteer may be required to be included on a visit (eg a doctor or Tour Company Guide). It is a legal requirement for this person to be CRB checked and they must also comply with and sign the Risk Assessment.

On coaches there would always be at least 2 members of staff per coach.

Co-educational groups must contain at least one member of staff of each sex. Staff in charge of trips should obtain mobile phones from Reception. The group leader must ensure that he or she or another teacher on the trip has had basic first aid training. (All Stonyhurst staff received such training in April 2009).

Each member of staff should receive written or oral instructions specifying his or her duties although ultimate responsibility for ensuring that these duties are fulfilled rests with the party leader. Each member of staff should have supervisory responsibility for specific named pupils.

Pupils must know which adult is responsible for them. When responsibility for pupils is divided between school and activity centre, the trip leader must seek a written statement in advance

indicating in what circumstances centre staff will expect to be responsible for pupil safety. Transfer of responsibility between school and centre must be clear to both pupils and all adults. Contingency plans for the unforeseen withdrawal of adult supervisors should be drawn before each session.

It is accepted that on residential trips, pupils cannot be actively supervised throughout the full 24 hours of any day, but staff must use their professional discretion as to how much freedom pupils are given to roam unsupervised. Much will depend on the age and maturity of the pupils concerned and on the potential hazards of the location.

At any time when they are allowed to be unsupervised, they must be given clear instructions to stay in groups of at least four, to confine themselves within a certain area, to obey instructions about what is and what is not permissible, and to rendezvous at a predetermined point within a specific space of time. Pupils should carry a form of personal identification and the activity leader's emergency contact details with them at all times. For overseas trips this should include a note in the relevant foreign language giving the reader instructions on how to contact the trip organiser. Staff are urged to err on the side of caution.

On any trip, either at home or abroad, there should be regular headcounts, and staff should have written checklists of names at all times.

### **Preparing Pupils**

There will always be educational values to all school trips. These values are considered by the Deputy Headmaster before he decides that the trip may go ahead.

All parents will be sent a letter regarding the trip. A separate Consent Form is required for each trip from the parents of day pupils.

It is the school's policy to include all pupils who wish to participate in a school activity/trip/excursion regardless of ethnic origin, religion, sex, etc. If a child is subject to a care order, foster parents will need to ensure that the Social Services Department consents to any proposed trip. If a pupil is a ward of court, the Deputy Headmaster should seek advice from the court in relation to school journeys and activities abroad well in advance.

During any trip pupils will always know how to contact a member of staff, including where overnight accommodation is used.

Contact details of parents are included in the Consent form. Parents will only be contacted in the event of an emergency. Parents may contact a staff member on the trip via the school office.

There may be an Information Meeting for staff, parents and pupils involved on certain residential trips (ski trips, foreign exchanges, Adventurous Activities, Sports tours, etc.) Any parent not able to attend the meeting will be given the information in writing, usually by e-mail.

Contact with parents will be via a telephone/mobile.

Parents are to be informed that if a pupil has to be returned home for serious disciplinary matters, it will be at the parents' expense. For a return using a plane, the school will have responsibility for the pupil to the departure lounge of the airport and the parent takes over responsibility from the arrivals at the UK Airport. A decision to send a pupil home can only be taken after the group leader discusses the matter with the Headmaster.

All pupils are made aware of the safety arrangements on all forms of travel. These details will be included in the Risk Assessment for that trip.

## **Transport**

The group leader is responsible for ensuring that coaches and buses are hired from a reputable company. Seat belts will be requested by all trip organisers at the time of bookings. In countries where there are no seat belts fitted, pupils will be told to remain seated at all times.

When minibuses are used, the party leader will need to ensure compliance with the Stonyhurst minibus guidelines. (Further information can be found in the Staff Handbook).

In exceptional circumstances, private cars can be used for transporting pupils, however teachers must ensure that they have the appropriate licence and that the vehicle is roadworthy. Seatbelts are to be worn at all times. Insurance is covered by the school's policy.

Visits involving air travel require close supervision of pupils through the baggage and custom check in. Groups will go through each stage with the teacher in charge of them. The trip leader/s will have responsibility for seeing all other staff with their groups through the various travel stages. Groups of pupils are often split and have to sit in various seats on an aeroplane. The party leader/s must make themselves known to the cabin crew and to explain their role.

## **Insurance**

These are some headline points:

Any queries about insurance matters should be addressed to Mr S Whitford in the Accounts Office.

The Insurers are Zurich Municipal- "Usual activities of the insured as an educational establishment"

The policy covers all school activities of staff and pupils for Public Liability (criminal activities are excluded)

Educational trips that arise out of curriculum needs and are appropriately authorised are covered for Public Liability. However, this does not include travel insurance and issues that may arise as a result of the trip-lost luggage etc. (When making internet/direct booking arrangements please be vigilant on insurance issues)

Stonyhurst Insurance does not include medical expenses.

Staff owned vehicles that are used to carry pupils on authorised trips are covered.

Stonyhurst Insurance does not cover personal possessions whatever the location in the campus (e.g.: car, office, classroom, flat)

### **Types of Visit**

Pupils are given significant opportunities to participate in many types of trip. These include day trips and residential trips. Examples of these are:

#### **Day Trips**

Theatre productions  
Concert performances  
Local visits, (eg universities)  
Fieldtrips (Geography and Biology)  
Coursework trips  
Retreats

**Residential Trips** (details of forthcoming overseas trips can be found on the school's website)

Ski trips  
Sports tours  
Foreign exchanges  
CCF camps  
Outdoor Pursuits (eg Duke of Edinburgh expeditions)  
Choir tours  
Residential retreats

Trips may be organised by an approved activity provider. These providers must be licensed or provide necessary detail such as safety arrangements and qualifications of staff/instructors.

In situations where remote supervision is required, all staff, helpers and instructors will have relevant experience and training. Pupils will be given necessary information regarding safety and contacting staff. This information will be written in the Risk Assessment and/or in the Risk Assessment of the Activity Provider. The School's Risk Assessment will always be used in conjunction with the Activity Provider's Risk Assessment.

### **Visits Abroad**

For all foreign visits (to countries which require passports) a photocopy of each pupil's passport will be required. This will be checked by the member of staff on the trip to check that it will be valid for the trip. This photocopy will be taken in the hand luggage of the member of staff in charge of that pupil on the trip. On the day the trip departs, all pupils will be asked to provide their passport for checking.

The Foreign and Commonwealth Office (FCO) website must be checked for certain visits where there may be political unrest or medical considerations.

For all foreign visits the organiser will ask the Health Centre about medical matters, including vaccinations, blood transfusions, provision of sterile suture kits, syringes and needles.

### **Emergency Procedures**

**The group leader is responsible for taking charge of an emergency situation to protect the health safety and well-being of the pupils. Refer to “Emergency Procedures” in staff resources (Stonyhurst/Trips and Educational Visits/ Documents).**

There will be an emergency procedure in place for all trips. In the event of an emergency (eg a travel accident where a pupil or member of staff needs to be hospitalised, or serious problem with the visit) the organiser must:

- Remove all mobile phones from all pupils on the trip
- Initiate first aid
- As soon as possible contact the in-school Emergency Contact
- The staff on the trip must concern themselves only with the welfare of pupils and staff on the trip.
- Where applicable The Medical Information form, signed by the parent, will give authority to any teacher on the trip to agree to necessary medical procedures thought necessary by a doctor. This includes the use of blood transfusion and operations.

The Headmaster will deal with all associated actions, eg dealing with the press, parents, etc.

For residential visits there will be a nominated Emergency Contact – the Headmaster, Deputy Headmaster, Deputy Head (Pastoral) or Deputy Head (Learning).

If a pupil does not turn up for an outing, the member of staff in charge must inform Reception who will then inform other essential parties. The member of staff is responsible for providing Reception and the School Office with an actual list of who is on the outing on departure. The member of staff in charge of an outing must take responsibility for returning the pupils to their living quarters at the time stipulated by the appropriate Playroom Master/House Mistress.

The member of staff in charge is required to take a mobile ‘phone in case of emergency or unscheduled delay and leave the phone number with Reception and other school contacts. Each of the College minibuses has a dedicated mobile ‘phone. Reception also have a couple of general purpose mobile phones for use on school trips.

### **Code of Conduct on trips**

The member of staff should issue behaviour guidelines before departure. This should be more than a list of rules and/or sanctions but should promote good behaviour amongst the group and for individuals.

The highest standard of behaviour must be insisted upon at all times.

Pupils are not to be allowed to drink alcohol on outings except with the permission of the member of staff in charge and within the Law of the Land.

Under no circumstances are pupils to be allowed to smoke on outings.

Dress for the trip or visit should be appropriate for the circumstances. Casual clothing is permitted on some outings but should never be untidy or infringe a sense of decency.

### **Forms**

Refer to Appendix K and Staff Resources: Stonyhurst/Trips and Educational Visits for details of the procedures and forms for all types of trips (day, overnight, residential/overseas and those involving activities near, in or on water.

It is essential that staff ensure that they are aware of any medical conditions of pupils participating in any trip and that pupils have with them any necessary medication. Travelling First Aid Kits are available from the Health Centre by prior arrangement with the Nurse. They are standard kits, but special requirements can be accommodated provided a few days notice is given. The trip organiser must take an emergency action checklist to be used in the event of any emergency. All incidents and accidents, however minor should be recorded in an accident book. In the event of an injury resulting in hospital admission for more than 24 hours the trip organiser must inform the Bursar who will take appropriate action on behalf of the school to conform with HSE accident reporting regulations.

**Thursday 21<sup>st</sup> – Wednesday 27<sup>th</sup> June: Syntax Pilgrimage to Lindisfarne**

**RISK ASSESSMENT FORM - Part A: Risk Assessment - Assess the potential likelihood of risk occurring and its potential severity**

**LIKELIHOOD OF OCCURRENCE**

1. Highly unlikely to ever occur
2. May occur but very rarely
3. *Does occur but only rarely attention required*
4. Occurs from time to time
5. Likely to occur often

**POTENTIAL SEVERITY**

1. Slight inconvenience
2. Minor injury requiring first aid
3. *Medical*
4. Major injury leading to hospitalisation
5. Fatality or serious injury

**RISK = Likelihood x Severity**

Project / Area / Location being assessed	Hazard	Likelihood of occurrence (1-5)	Potential severity (1-5)	RISK High = >10 Medium = 5 – 9 Low = < 5	DESCRIPTION of ASSOCIATED DANGERS INHERENT IN THE RISK/S
WALKING	TRAFFIC ON ROAD	2	5	10	INJURY OR DEATH
	TRIPS AND FALLS	3	2-4	12 6-	INJURY
	GETTING LOST	4	2	8	UNABLE TO FIND WAY HOME/ DISTRESS

	WEATHER	5	1	5	CATCHING COLD/ HYPOTHERMIA
	FATIGUE	5	2-3	10-15	EXHAUSTION/ COLLAPSE
	THIRST/ HUNGER	5	2-3	10-15	DEHYDRATION/ FATIGUE
	RIVER	3	2-5	6-15	INJURY/ DROWNING

<b>COMPLETE IF RISK IS 5 – 50 inc.</b>	<b><i>Then complete RAF – Part B: Safety Method Statement</i></b>
Can the risk/s be eliminated?	<b>YES</b>
Can the risk/s be reduced?	<b>YES</b>
Where and / or when are the risks likely to arise?	<b>Throughout the walk</b>
Who / which groups are likely to be affected?	<b>ALL</b>
Is the risk/s too great? <b>SEEK ADVICE</b>	<b>NO</b>

## TRIP.....Tutor trip to Three Fishes

(Poetry).....

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**RISK = Likelihood x Severity**

Project / Area / Location being assessed	Hazard	Likelihood of occurrence (1-5)	Potential severity (1-5)	RISK High = >10 Medium = 5 – 9 Low = < 5	DESCRIPTION of ASSOCIATED DANGERS INHERENT IN THE RISK/S
Meal	Nut allergy (Henry Taylor)	1	5	5	Allergic reaction / anaphylactic shock
Walking across Car park	Pupils being knocked down	1	5	5	Injury or death

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Travelling in the mini bus	Crash	2	5	10	Injury or death

<b>COMPLETE IF RISK IS 5 – 50 inc.</b>	<b><i>Then complete RAF – Part B: Safety Method Statement</i></b>
Can the risk/s be eliminated?	<b>NO</b>
Can the risk/s be reduced?	<b>YES</b>
Where and / or when are the risks likely to arise?	Throughout the trip out
Who / which groups are likely to be affected?	Pupils and staff
Is the risk/s too great? <b>SEEK ADVICE</b>	<b>NO</b>

# RISK ASSESSMENT FORM - Part B: Safety Method Statements - Measures to Prevent, Protect and / or Manage the Risk

Can the risk be reduced or avoided so far as is reasonably practicable by a person / system / process / other method

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attention required

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**POTENTIAL SEVERITY**

1. Slight inconvenience
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4. Major injury leading to hospitalisation
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**RISK = Likelihood x Severity**

Project / Area / Location being assessed	Hazard	Action to reduce risk METHOD STATEMENT	Likelihood of occurrence (1-5)	Potential severity (1-5)	Risk High = >10 Medium = 5 – 9 Low = < 5	Is the risk at the low extent reasonable in practical circumstances
Meal	Nut allergy (Henry Taylor)	<ul style="list-style-type: none"> <li>• Restaurant informed</li> </ul>	1	5	5	<b>Yes</b>
Walking across the car park	Injury or death	<ul style="list-style-type: none"> <li>• Supervise pupils at all times whilst walking across the car park</li> <li>• Telephone emergency services where</li> </ul>			5	Y

		<p>appropriate</p> <ul style="list-style-type: none"> <li>Contact school 01254826345</li> </ul>	1	5		
Travelling in the mini bus	Injury or death	<ul style="list-style-type: none"> <li>make sure all pupils are wearing seat belts</li> <li>All pupils are seated whilst bus is being driven</li> </ul>	2	5	10	Y

**RISK ASSESSMENT FORM (To be completed prior to departure)**

**TUESDAY 1ST MAY**

**2007**

**RISK = Likelihood x Severity**

**LIKELIHOOD OF OCCURANCE**

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**POTENTIAL SEVERITY**

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<b>Area being assessed</b>	<b>Hazard</b>	<b>Likelihood of occurrence (1-5)</b>	<b>Potential severity (1-5)</b>	<b>Risk</b>	<b>Action to reduce risk</b>
e.g. Minibus	Minibus breakdown on motorway	2	5	10	<ul style="list-style-type: none"><li>• Remove pupils from hard shoulder</li><li>• Call for recovery</li><li>• Contact school</li></ul>

TRAVEL FROM STONYHURST TO LIVERPOOL AIRPORT BY COACH	BREAKDOWN ON MOTORWAY ACCIDENT	2	5	10	AS ABOVE
					PUPILS TOLD TO WEAR SEATBELTS AND STAY IN SEATS
AIRPORT	TERRORIST ALERT	2	5	10	
	PUPIL LEAVING BAG UNATTENDED AND THIS CAUSING SECURITY ALERT	2	1	2	STAFF SUPERVISE/LOOK AFTER BAGS
	LOSS OF PASSPORT/TICKET	3	1	3	PUPILS TOLD TO KEEP BAGS WITH THEM
	PUPILS WANDER OFF/GET LOST	3	1	3	TEACHER TO LOOK AFTER
					PUPILS TOLD TO STAY IN GROUPS OF THREE PUPILS TOLD TO STAY IN NEAR VICINITY OF STAFF IN CASE OF EVACUATION 1 MEMBER OF STAFF TO BE ON CALL AT MEETING POINT ALL PUPILS HAVE STAFF MOBILE NUMBERS

**RISK ASSESSMENT FORM (To be completed prior to departure)**

**TUESDAY 8TH MAY**

**2007**

**RISK = Likelihood x Severity**

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1. Highly unlikely to ever occur
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5. Likely to occur often

**POTENTIAL SEVERITY**

1. Slight inconvenience
2. Minor injury requiring first aid
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4. Major injury leading to hospitalisation
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Area being assessed	Hazard	Likelihood of occurrence (1-5)	Potential severity (1-5)	Risk	Action to reduce risk
e.g. Minibus	Minibus breakdown on motorway	2	5	10	<ul style="list-style-type: none"> <li>• Remove pupils from hard shoulder</li> <li>• Call for recovery</li> <li>• Contact school</li> </ul>
RETURN TRRAVEL FROM ST BLASIEN TO STONYHURST	COACH BREAKDWN ON MOTORWAY	2	5	10	AS ABOVE BUT CONTACT GERMAN SCHOOL IF INJURIES/ IN CASE OF ACCIDENT TO CONTACT STONYHURST TELL PUPILS TO FASTEN SEATBELTS / STAY IN SEATS STAFF TO BE AWARE OF PROCEDURES GERMANY OR ENGLAND
	ACCIDENT	2	2	10	
	TERRORIST ALERT	2	2	10	

**RISK ASSESSMENT FORM (To be completed prior to departure) THURSDAY 3<sup>ND</sup> MAY**

**RISK = Likelihood x Severity**

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**POTENTIAL SEVERITY**

1. Slight inconvenience
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4. Major injury leading to hospitalisation
5. Fatality or serious injury

Area being assessed	Hazard	Likelihood of occurrence (1-5)	Potential severity (1-5)	Risk	Action to reduce risk
e.g. Minibus	Minibus breakdown on motorway	2	5	10	<ul style="list-style-type: none"> <li>• Remove pupils from hard shoulder</li> <li>• Call for recovery</li> <li>• Contact school</li> </ul>

AFTERNOON TRIP TO SCLUCHSEE – WALK BY THE LAKE	PUPILS MISSING THE PUBLIC TRANSPORT	3	1	3	PUPILS TO BE TOLD THE EXACT TIME OF DEPARTURE
	ACCIDENTS WHEN CROSSING/WALKI NG ON ROAD	2	3-5	6-10	CLOSE SUPERVISION WHEN CROSSING ROAD
	SLIPPING	4	2	8	PUPILS ADVISED TO WEAR SUITABLE FOOTWEAR TAKE FIRST AID KIT
	DROWNING	2	5	10	PUPILS FORBIDDEN TO SWIM/ GO IN THE WATER  OR SUPERVISED PADDLING

**RISK ASSESSMENT FORM (To be completed prior to departure) FRIDAY 4TH MAY 2006**

**RISK = Likelihood x Severity**

**LIKELIHOOD OF OCCURANCE**

1. Highly unlikely to ever occur
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5. Likely to occur often

**POTENTIAL SEVERITY**

1. Slight inconvenience
2. Minor injury requiring first aid
3. Medical attention required
4. Major injury leading to hospitalisation
5. Fatality or serious injury

Area being assessed	Hazard	Likelihood of occurrence (1-5)	Potential severity (1-5)	Risk	Action to reduce risk
e.g. Minibus	Minibus breakdown on motorway	2	5	10	<ul style="list-style-type: none"> <li>• Remove pupils from hard shoulder</li> <li>• Call for recovery</li> <li>• Contact school</li> </ul>

TRIP TO BASEL	PUPILS MISSING THE PUBLIC TRANSPORT	3	1	3	PUPILS TO BE TOLD THE EXACT TIME OF DEPARTURE
	ACCIDENTS WHEN CROSSING/WALKING ON ROAD	2	3-5	6-10	CLOSE SUPERVISION WHEN CROSSING ROADS AND TO CROSS AT PELICAN CROSSINGS
	PUPILS GET LOST IN BASEL	3	1	3	PUPILS TOLD STAFF MOBILE NUMBERS
TRAIN JOURNEY	LOSING A PUPIL GETTING ON/ OFF	1	1	1	PUPILS NOT TO SPLIT FROM PARTNERS, GROUPS OF 4 FIXED REGULAR MEETING TIMES
	TRAIN CRASH	1	5	5	COUNT PUPILS ON/ OFF, KEEP PUPILS TOGETHER. MEMBER OF STAFF AT BEGINNING AND END
					PUPILS SEATED TOGETHER/ TO REMAIN SEATED THOROUGHOUT JOURNEY

**RISK ASSESSMENT FORM (To be completed prior to departure) MONDAY 7TH MAY**

**RISK = Likelihood x Severity**

**LIKELIHOOD OF OCCURANCE**

1. Highly unlikely to ever occur
2. May occur but very rarely
3. Does occur but only rarely
4. Occurs from time to time
5. Likely to occur often

**POTENTIAL SEVERITY**

1. Slight inconvenience
2. Minor injury requiring first aid
3. Medical attention required
4. Major injury leading to hospitalisation
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Area being assessed	Hazard	Likelihood of occurrence (1-5)	Potential severity (1-5)	Risk	Action to reduce risk
e.g. Minibus	Minibus breakdown on motorway	2	5	10	<ul style="list-style-type: none"> <li>• Remove pupils from hard shoulder</li> <li>• Call for recovery</li> <li>• Contact school</li> </ul>

TRIP TO FREIBUR G	PUPILS MISSING THE PUBLIC TRANSPORT	3	1	3	PUPILS TO BE TOLD THE EXACT TIME OF DEPARTURE
	ACCIDENTS WHEN CROSSING/WALKIN G ON ROAD	2	5	10	CLOSE SUPERVISION WHEN CROSSING ROADS AND TO CROSS AT PELICAN CROSSINGS
TRAIN JOURNEY - AS FOR BASEL	PUPILS GET LOST	3	1	3	PUPILS TOLD STAFF MOBILE NUMBERS PUPILS NOT TO SPLIT FROM PARTNERS FIXED REGULAR MEETING TIMES

## RISK ASSESSMENT FORM (To be completed prior to departure) WEDNESDAY 2<sup>ND</sup> MAY

### RISK = Likelihood x Severity

#### LIKELIHOOD OF OCCURANCE

1. Highly unlikely to ever occur
2. May occur but very rarely
3. Does occur but only rarely
4. Occurs from time to time
5. Likely to occur often

#### POTENTIAL SEVERITY

1. Slight inconvenience
2. Minor injury requiring first aid
3. Medical attention required
4. Major injury leading to hospitalisation
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Area being assessed	Hazard	Likelihood of occurrence (1-5)	Potential severity (1-5)	Risk	Action to reduce risk
e.g. Minibus	Minibus breakdown on motorway	2	5	10	<ul style="list-style-type: none"> <li>• Remove pupils from hard shoulder</li> <li>• Call for recovery</li> <li>• Contact school</li> </ul>
SPORTS MATCH	SPORTING INJURY	4	2-3	8-12	<p style="text-align: center;">PUPILS ADVISED TO WEAR ADEQUATE FOOTWEAR AND CLOTHING</p> <p style="text-align: center;">FIRST AID KIT ON HAND</p>

## RISK ASSESSMENT FORM (To be completed prior to departure) 1<sup>ST</sup> - 8<sup>TH</sup> MAY

### RISK = Likelihood x Severity

#### LIKELIHOOD OF OCCURANCE

1. Highly unlikely to ever occur
2. May occur but very rarely
3. Does occur but only rarely
4. Occurs from time to time
5. Likely to occur often

#### POTENTIAL SEVERITY

1. Slight inconvenience
2. Minor injury requiring first aid
3. Medical attention required
4. Major injury leading to hospitalisation
5. Fatality or serious injury

Area being assessed	Hazard	Likelihood of occurrence (1-5)	Potential severity (1-5)	Risk	Action to reduce risk
e.g. Minibus	Minibus breakdown on motorway	2	5	10	<ul style="list-style-type: none"> <li>• Remove pupils from hard shoulder</li> <li>• Call for recovery</li> <li>• Contact school</li> </ul>

IN SCHOOL	PUPILS GET LOST	3	1	3	TOLD TO STAY WITH PARTNERS KNOW WHERE STAFF ROOM IS HAVE STAFF MOBILE NUMBERS
	FIRE	2	5	10	PUPILS AWARE OF EVACUATION ROUTE

**RISK ASSESSMENT FORM (To be completed prior to departure) 1<sup>ST</sup> - 8<sup>TH</sup> MAY**

**RISK = Likelihood x Severity**

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e.g. Minibus	Minibus breakdown on motorway	2	5	10	<ul style="list-style-type: none"> <li>• Remove pupils from hard shoulder</li> <li>• Call for recovery</li> <li>• Contact school</li> </ul>

AT HOME/ WITH FAMILIES	PUPILS UNHAPPY	4	1	4	PUPILS HAVE STAFF MOBILES AND KNOW THEY ARE ABLE TO SPEAK TO AM MEMBER OF STAFF AT <b>ANY TIME</b> IF THEY ARE UNHAPPY
ACTIVITIES/TRIPS WITH FAMILIES	ACCIDENT	2	2-5	4-10	<p>PARENTS AWARE OF RESPONSIBILITY “IN LOCO PARENTIS” WHEN SELECTING ACTIVITIES</p> <p>PARENTS TO CONTACT EG/JS IN CASE OF ACCIDENT – PARENTS HAVE EMERGNECY CONTACT NUMBERS FOR ENGLISH AND GERMAN STAFF</p>

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e.g. Minibus	Minibus breakdown on motorway	2	5	10	<ul style="list-style-type: none"> <li>• Remove pupils from hard shoulder</li> <li>• Call for recovery</li> <li>• Contact school</li> </ul>

IN THE BOARDING HOUSE	FIRE	2	5	10	PUPILS KNOW EVACUATION ROUTE
	PUPILS HAVE PROBLEM EG PERSONAL	4	1	4	MEMBER OF STAFF ON CALL 24 HOURS. PUPILS HAVE STAFF MOBILES AND KNOW WHERE THEY ARE STAYING.
TRIPS/ ACTIVITIES ORGANISED BY BOARDING HOUSE	ACCIDENT	2	2-5	4-10	ENGLISH STAFF TO BE ACCOMMODATED IN BUILDING ADJOINING BOARDING HOUSE IN CASE OF PROBLEM.  BOARDING STAFF AWARE OF RESPONSIBILITY "IN LOCO PARENTIS" WHEN SELECTING ACTIVITIES  BOARDING STAFF TO CONTACT EG/JS IN CASE OF ACCIDENT – BOARDING STAFF HAVE EMERGENCY CONTACT NUMBERS FOR ENGLISH AND GERMAN STAFF

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PUPILS WITH SEVERE NUT ALLERGIES	<p>TRACES OF NUT CONTAINED IN FOODS</p> <p>ANAPHYLATIC SHOCK</p>	3	5	15	<p>.PUPILS TO CHECK IF UNSURE ABOUT EATING SOMETHING WHICH IS NOT LABELLED.</p> <p>ENGLISH STAFF TRAINED IN THE EVENT OF AN ATTACK/ REACTION</p> <p>ALL STAFF AND FAMILIES MADE AWARE OF SIGNS/ SYMPTOMS OF AN ATTACK/ REACTION – SHEET ATTACHED “ANAPHYLAXIS PROTOCOL”</p> <p>PUPILS BRING 3 EPIPENS- 1 FOR ENGLISH STAFF, 1 FOR FAMILIES AND PUPIL TO CARRY ONE</p> <p>GERMAN TEACHING STAFF AND FAMILIES AWARE OF HOW TO RESPOND IN CASE OF AN</p>

					<p>ATTACK/REACTION. AIDAN MCGARRY TO BE EMAILED ALL INFORMATION AND “ANAPHYLAXIS PROTOCOL” TO DISTRIBUTE TO SCHOOL AND FAMILIES.</p> <p>BOARDING STAFF TO CONTACT WO/JS IN CASE OF ACCIDENT – BOARDING STAFF HAVE EMERGENCY CONTACT NUMBERS FOR ENGLISH AND GERMAN STAFF</p>
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