

Sample Generic Risk Assessment for Off Site Day Visits

Risk Assessment – Off-site day Visits			
Hazard	People Harmed	Risk Control	Further Action
Young Person Gets Lost	Young People	<p>Young people to stay in small groups throughout the day and instructed to remain with their partners at all times</p> <p>Member of staff to remain at an agreed “emergency” location throughout the day. Young people shown this location.</p> <p>Responsible authorities at the venue given details of the group and the location of the “emergency” location.</p> <p>Give all young people written details of:</p> <ul style="list-style-type: none"> • Emergency contact numbers for members of staff. • Location of emergency assembly location. • What to do in the case of an emergency. <p>Member of staff identified to remain behind at the venue if transport leaves before the young person is found.</p> <p>Agreed emergency system to keep the establishment and if necessary Crisis Line informed of developments.</p> <p>Liaison with the authorities at the venue established and maintained if necessary.</p>	<p>Staff vigilance throughout the day</p> <p>Staff not at the agreed emergency location to be providing a “visible” presence.</p> <p>The named emergency member of staff supplied with the means of returning home once young person(s) found - spare car, lift home or money for public transport.</p>
Young Person Misses Bus	Young People	<p>Member of staff identified to remain at the venue until the young person(s) are found.</p> <p>Agreed emergency system to keep the establishment and if necessary Crisis Line informed of developments.</p> <p>Liaison with the authorities at the venue established and maintained.</p>	<p>The named emergency member of staff supplied with the means of returning home once young person(s) found - spare car, lift home or money for public transport.</p>

<p>Young person becomes ill or is injured</p>	<p>Young People</p>	<p>Young people informed what to do in the case of emergency. Member of staff to remain at an agreed “emergency” location throughout the day. Young people shown this location. Responsible authorities at the venue given details of the group and the location of the “emergency” location. Give all young people written details of:</p> <ul style="list-style-type: none"> • Emergency contact numbers for members of staff. • Location of emergency assembly location. • What to do in the case of an emergency. <p>First aid kit kept with the “emergency” member of staff Member of staff identified to accompany the injured young person to hospital if necessary. Pre-existing medical conditions and required medication known and details circulated amongst supervising staff</p>	<p>The named emergency member of staff supplied with the means of returning home once parents arrive, if the youngster is hospitalised for any length of time - spare car, lift home or money for public transport. Supervision reorganised to take into account the member of staff now off-site.</p>
<p>Member of staff becomes ill or is injured</p>	<p>Staff</p>	<p>Supervision reorganised to take into account the member of staff now missing. Contact made with establishment so that next of kin can be informed as soon as possible. Plan B brought into play if supervision levels now prevent the original activities from taking place. Additional / replacement member of staff to join the venture to maintain supervision levels if necessary. Group return home early if supervision levels fall below the required standard for safety to be maintained.</p>	<p>Plan B prepared and fully risk assessed. Contact Outdoor Education Adviser for advice.</p>
<p>Young person becomes a victim or perpetrator of crime</p>	<p>Young People</p>	<p>Young people to stay in small groups throughout the day and instructed to remain with their partners at all times</p> <p>Responsible authorities at the venue given details of the group and the location of the “emergency” location.</p>	<p>Staff not at the agreed emergency location to be providing a “visible” presence.</p>

<p>Young person becomes a victim or perpetrator of crime contd.</p>		<p>Member of staff identified to accompany the young person to the police station if necessary and remain until parents / guardians arrive or the young person is released.</p> <p>Supervision reorganised to take into account the member of staff now off-site.</p>	<p>The named emergency member of staff supplied with the means of returning home once parents arrive or the youngster is released - spare car, lift home or money for public transport.</p>
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This Risk assessment seen and agreed by:

Name	Signature	Date