



Trips and Visits Risk Assessment Policy

Name of the Visit:				
	Beginning :		End:	
Date:			Destination:	
Year/Group:			Number of Students Attending:	
Duty Lead:			Number of Staff Attending:	
Supervision Ratio:			Number of First Aid Trained Staff:	
Number of Staff whose Children Attend the Trip:			Number of New Staff or Staff on their First Trip with the School:	



Section Name	Risks and Measures	Guidance Notes / Factors to Consider	
1- . Organisation and Pre-planning	1. Write the names of the Staff who are new employees or are on their first trip with the school. Write N/A if none. 2. Are there any perceived risks to taking the new employees to the trip? If so, please explain how these risks will be managed. Write N/A if none. 3. What is the itinerary for the trip? Insert here or add as an appendix to the EV3	• Do they know the children? • Are they familiar with the school's student code of conduct regarding trips and visits? • Do they have previous experience in school trips (in other schools)? • Have they ever participated in a risk-assessment for academic activities? • Are they familiar with the school's trip policy?	



2. Emergency Planning	1. Who is the Trip Leader for this trip? Who is their substitute? Type their names and phone numbers 2. Who is the Duty Manager (who is in charge at school) for this trip? Who is their substitute? Type their names and phone numbers 3. Do you have an emergency contact tree? Type it or include the link to it. 4. If there was a serious incident and a member of staff had to leave the group with a student, would the supervision still be acceptable? (if NO, please type how supervision would be managed) 5. If a student had to return to school for whatever reason, how would you manage this? (Transportation, who would accompany the student, etc.)	1. Of all the staff attending, who is in charge of the trip? The Trip Leader must bring all the documentation necessary in the event of a hospitalisation as well as the financial means to take care of any initial payment that needs to be made at the hospital if this is necessary. 2. At school, who is in charge of providing all assistance necessary in the case of an emergency? 3. An emergency contact tree is a list of all the people in the school who will need to be contacted in the event of an emergency starting with the Principal/Head Teacher. See EV2 and Emergency Tree Communication documents 4. Consider the activities and the location of the activities at any given	
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		time during the trip. Consider whether it is necessary to bring another member of staff to the trip.	



3. Medical Issues	1. Are there any students in this trip with significant medical issues? List the students' names, their medical condition and what you would need to do in an emergency. 2. Are there any students with prescription medication going on the trip? List the students' names, the medication dosage details, who is responsible for administering the medication and who is their substitute. Add the link to the prescription medication authorization form. Write N/A if none. 3. Do you have a signed parental consent and non-prescription medication form in place for every student (keep in mind the school might already have this)? If NO, please type in when these will be collected. 4. Is the person responsible for administering the medication fully aware of their responsibilities? if NO, please type when they will be fully briefed. 5. Do you have a medication register in place for the trip? Add the link to the register format. if NO, a medication register log must be created and used to register and sign every time any medication is given to students.	Have they been fully briefed by the medical team in the school on dosage and times for administering the medication? Only first aid kit Consideration should be given to whether this adult is suitable to be part of this trip.
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	6. Are there any adults on this trip with significant medical issues? List their names and their medical issue. Write N/A if none. 7. If question 6 is NO or N/A, please ignore this question. Taking into account the activities, will the adults' medical condition cause an issue during the trip? If YES, please list prevention measures that will be taken. 8. In the activities that you are doing is there any risk of allergic reactions to animals, insects, poisonous plants, etc? If YES, please list students' names, the allergies they have and the emergency plan if they had a server allergic reaction. 9. If hospitalisation were necessary, which hospital should you go to? Type the address, the Google Maps link and the telephone number. Latifa Hospital - https://share.google/06FjsCUbz6R8JuPwt		



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4. Behaviour	1. Are students aware of the code of conduct for this trip? If NO, please type the actions that will be taken to inform students of code of conduct. Please add the link to the code of conduct. Link to the NDPS Student Code of Conduct: https://newdawnprivateschool.ae/codeofconduct 2. When will you meet with the students to share the behaviour expectations for this trip? If a date hasn't been set yet, explain why and when the date will be established. 3. Are there any students that the staff on the trip need to be aware of? List the students' names and any information that might be helpful on how to manage them. Type NA in this question if there are none. 4. Will the students be grouped together in teams? If NO, please explain why. If YES, please type the team's list or add the link to it. 5. In the event of poor behaviour, how will the situation be managed?	1. Having a student code of conduct helps highlight disciplinary matters during the trip 2. Meeting with the students prior to the trip and specifying expectations allows for an enjoyable trip for everyone. 3. When grouping students together consider positive and negative groupings. 5. Who will manage the situation? If it is necessary to separate the student from the group, who stays with them and where? If it is necessary to send the student back to school or to their home, who goes with them? Who will substitute the person that had to leave with the student? Is the student-staff ratio still acceptable?	



5. Lost Group Members	1. Are any of the activities in a place where students could get lost? If YES, please elaborate. If NO, please write N/A. 2. If question 1 is NO or N/A, please ignore this question. Do students have emergency contact cards for the trip? If NO, please type why not. 3. If question 1 is NO or N/A, please ignore this question. Are there emergency meeting points established for each activity? If NO please explain why. If YES, please type where the meeting points are. 4. If question 1 is NO or N/A, please ignore this question. Are students briefed on emergency meeting points for each activity? If NO, please explain why. 5. When and where will attendance be taken throughout the trip? These can be added to the itinerary. 6. If question 1 is NO or N/A, please ignore this question. Is there another measure that will be taken to prevent lost group members and that hasn't been mentioned already? If so, Please elaborate.	1. Consider things like buddy systems and how supervision is going to be employed strategically for any activity. 2. Make sure the contact cards have the information of the trip leader, duty manager, deputy duty manager 5. For each day of the trip you should have clear points (moments) in the day when registers are taken, these should not be head counts. If the group stays together all the time, registers should be taken when getting on and out of the bus and if/when there are bathroom breaks for the whole group. 6. Consider buddy system	
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	7. If question 1 is NO or N/A, please ignore this question. Should a student get lost, what will be the procedure to look for them and to report that they are missing? All children will be wearing location detection bracelets 8. If question 1 is NO or N/A, please ignore this question. Should a student get lost, what will be the procedure to be followed with the rest of the group while the search for the missing student is going on?		
6. Specific Needs	1. Are there any students on the trip with specific needs? If YES, list the students, their specific needs and how to manage them. 2. Are there any adults on the trip with specific needs? If YES, list the adults, their specific needs and how to manage them. 3. Are there any students with gender issues to consider in this trip. If YES, please type their names, their issues and the strategies to manage them.	3. Consider use of public bathrooms	



7. Periods of Indirect Supervision	1. Are there going to be any times of indirect supervision? If YES, please list when and where these will take place. 2. If question 1 is NO, please ignore this question. How has this been communicated to and agreed by the parents? 3. If question 1 is NO, please ignore this question. What is the plan to manage the periods of indirect supervision? 4. If question 1 is NO, please ignore this question. Which are the rendezvous points and timings for all the periods of indirect supervision? 5. If question 1 is NO, please ignore this question. In which circumstance would you withdraw indirect supervision time before it started?	1. Indirect supervision is when students are not taking part in any guided activity and are allowed to have "free" time during the trip. This is also when students are under the supervision of their parents but still taking part of a school trip. 2. Was it part of the original consent form? 3. Think of buddy system. Keep in mind the students' personalities when making teams/partners. Consider where staff should be placed so that they can remotely supervise students (keep an eye on them, ensuring they are always within your sight range). Consider if there should be a maximum of students together during free time. 4. Student emergency cards should be given out and students should be briefed on rendezvous points and timings 6. Who will manage the situation? If it is necessary to separate the student from the group, who stays with them
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	6. In the event of poor behaviour during indirect supervision, how will the situation be managed?	and where? If it is necessary to send the student back to school or to their home, who goes with them? Who will substitute the person that had to leave with the student? Is the ratio still acceptable?	
8. Public Interaction Risks	1. Are there any moments in the trip when students will be exposed to interactions with the general public? If YES, please list them and elaborate on the measures in place to manage these interactions.	1. Think of high-profile students that may be a target for abduction, the areas we are going to be in, are there any major events happening where people could get lost or there is a risk of hostility. Consider where you are going, who Where are you going? Who is going to be there? What is going to be happening in the environment?	



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9. Weather	1. Have students been informed of the average weather conditions of the place you are going so that they pack suitable clothing? If NO, please explain why. 2. For one-day trips please ignore this question. How are you going to ensure that correct clothing has been brought before leaving? 3. What should the students be reminded of on the day before the trip? (water bottle, cap, trainers, etc...) 4. What alternatives are in place if the weather is going to have a detrimental effect on that day's activities?	1. Ensure that this information is included in the trip package that is sent to parents so that they know what to pack. 3. Consideration needs to be given to coats, hats, suncream, etc. .	



10. Transport	1. What methods of transport are you going to be using throughout the trip? 2. Do you have a seating chart in place for each method of transport? If NO, please explain why in the comments button. If YES, please add the link to the seating chart. 3. Do all methods of transport have suitable restraints/seatbelts? If NO, please elaborate on how you will deal with this. 4. How will the event of a transport breakdown in which the students can remain inside the vehicle be managed? 5. How will the event of a transport breakdown in which the students need to evacuate the vehicle be managed? 6. If multiple means of transport are being used (E.g. multiple buses), how many staff are going to be on each individual mode of transport (this should not be less than two)?	4. Keep in mind your emergency plan 5. Keep in mind your emergency plan	
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	7. How will poor behaviour in transport be managed?		



11. Overnight	1. Has the overnight accommodation been reviewed prior to the trip? If NO, please add details on how this will be assessed on arrival. 2. Do you have a sleeping plan for the accommodation? If NO, please explain why. If YES, please add the link to it or type it here. 3. Are there any gender issues to consider in the overnight accommodation? If YES, please elaborate how these will be managed. 4. Do you have a supervision plan for the night? Please type it here. If NO please explain why. 5. Do students know how/where to reach you in the event of an emergency during the night? Please elaborate. If NO, please explain why. 6. As part of your student code of conduct, are there specific rules for the overnight part of the trip? If not, how will you establish these rules and share them with students and parents?	1. Are there any significant issues identified already? If no, suggest that prior to children going to their rooms staff do review of all rooms to pick up on any possible issues before children go into their rooms. E.g. Mini bars, balconies, etc. 2. Consider putting boys in one floor, girls in another. Consider who you are putting in the same rooms. Ideally, every student should have their own bed. In camping tents ensure that students sleep head to toe 4. Who is doing rounds? When? Which rooms? 7. Will the students be separated from their room? Where will the stay? Who is in charge of managing the situation?	
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	7. How will the event of poor behaviour during the night be managed?		
12. Safeguarding	1. Is there a plan in place for welfare breaks throughout the day and how will these be supervised? Please elaborate. 2. Are there any parent volunteers on this trip? 3. If question 2 is NO, please ignore this question. If YES, have they been briefed on safeguarding elements including welfare breaks and what they can and can't do? Please elaborate. If NO, please explain why. 4. Could there be an issue with public interaction during welfare breaks? Please elaborate on how you are going to manage this.	1. Toilet breaks, water breaks 3. Parents should be briefed regarding their role and the extent of their responsibilities, other than in unforeseen circumstances, they may only act in a leadership capacity under guidance.	
13. Return After School Hours	1. How will you communicate time of arrival to parents? 2. What is the plan in place for students who are not picked up in time?	2. Please ensure that no members of staff are left on their own with children. There should always be two members of staff until all children have been picked up.	



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14. Staff Children	1. What considerations have been put in place to not compromise the supervision role of the member of staff? 2. Should student supervision be compromised by a member of staff whose children attend the trip, how will the situation be managed?	1. Student supervision must not be compromised, consider whether the adult will be acting as a parent or as a parent	



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15. Third Party Providers (TPP)	1. Have they provided their risk assessment prior to the trip? If NO, please explain why. If YES, please add the link to their risk assessment. 2. Has their risk assessment been reviewed against the school's risk assessment? If NO, please explain why. If YES, please elaborate on any observations that were made to the TPP's risk assessment. 3. Is there a plan in place on how the TPP will be managed? Please elaborate. If NO, please explain why. 4. Do the TPP have a safeguarding policy? If not, please elaborate on how they will be briefed on the school's safeguarding policy.	3. Consideration needs to be given to the activities that the provider is running, but also that the TPP staff are aware that school staff can stop any activity at any time if they believe they are not being carried out safely. Also, any issues with behaviour and emergencies will need to be decided by the school staff. Staff need to be aware that they are ultimately always responsible for the children 4. Written records must be kept of the fact that the TPP have been briefed on the school's safeguarding policy if this is necessary.	



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16. Water Activities	1. What are the water activities that are planned (include place, schedule for them, duration and which risks they pose) 2. How are these activities going to be managed and supervised? Please elaborate. 3. Will there be suitably trained lifeguards available? If not, please explain why and how this will be managed. 4. Are all the staff confident in water? If NO, please explain how this will be managed for these members of staff.		
17. Other Risks and/or Issues	1. Please elaborate on any other significant risks and issues that have not been taken into consideration in this assessment and how they are to be managed.		
Date of Creation:	Names of all Members of Staff who Participated in this Risk Assessment:		



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5