**FORM 2: Risk Assessment**

**A school First Aid Kit Must ALWAYS be available on all trips.**

A formal risk assessment must be in place for each visit:

* For international and residential visits booked through the Taaleem travel portfolio, the approved provider is responsible for supplying the Visit Leader with an adequate risk assessment. This should be supplemented with the risk assessment below, this should be reviewed and added to if necessary.
* For local visits, Scravel are responsible for delivering the Visit Leader with adequate risk assessment for the Venue. This should be supplemented with the risk assessment below, this should be reviewed and added to if necessary.



**Risk Assessment and Management Plan – Excursions**

|  |  |  |
| --- | --- | --- |
| Activity: | Date of Excursion: | Time of departure from school:Time of arrival back at school: |
| Grade: | Venue name, address and phone number: | Teacher in Charge: |
| Number of children: | No of ADEK approved staff:Ratio is based on age of the students. 12+ = 1:15 / 6-12 = 1:10 / 4-6 = 1:6 /SEN = 1:3 | Transport provider: Supervisor: Contact number: |

|  |  |  |  |
| --- | --- | --- | --- |
| **HEADINGS/SPECIFIC RISKS** | **Who might be harmed (**students, staff, members of the public) | **Risk Level (Very Likely, Unlikely, Likely, Very Likely,****Certain)** | **Control Measures to manage risks** |
| **Organisation and Pre-planning** | Staff | Low | **BELOW ARE AN EXAMPLES OF CONTROL MEASURES – USE AS NECESSARY AND ADD WHERE NECESSARY**All aspects of the pre-planning of the UAE Day Trips Excursion Manual have been adhered to including the below:* Each excursion will have a teacher-in-charge
* All Staff will have read and signed the Risk Assessment and Management Plan and are aware of the risks related to the trip and how these are to be planned for and managed.
* Staff are aware of the Risk Assessment and Management Plan of the external provider
* Staff accompanying are ADEK approved, and meet required pupil to adult ratio
* The **teacher-in-charge must**

**brief staff** on supervision |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | arrangements.* Where there is a minimum of two staff members required, one staff member must be female.
* Children will be grouped with a group leader who will carry a printed copy of the excursion itinerary, expectations of trip, timings and all staff contact numbers
* The Lead Teacher must have read and be familiar with the RIS Excursions Policy which includes the Raha Emergency Response Plan
* Student Support Registered Students assessed, and

accommodations made |
| **Accidents and Emergencies** | Students, Staff, Members of the public | Low | * Be aware of the venues risk assessment and management plan in case of emergency
* Staff will familiarise themselves with emergency procedures and the nearest emergency exits and should make sure all children are aware of the nearest fire exit and the assembly point
* In case of evacuation staff will do a roll-call and ensure children are accounted for. A

staff member must remain |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | with the group at all times* Staff Leaders have access to all emergency contact numbers
* All staff carry their mobile phones
* Minor injuries will be treated at the scene
* An adult is to remain with a student who incurs an injury or becomes ill. It may be necessary for an additional staff member from school to be on stand-by should additional supervision be required.
* Head of School will be called immediately if any major accidents or emergencies occur and will initiate the Raha Emergency Response

Plan |
| **Medical Issues/Illness** | Staff and Students | Low | * The group must have at least one member of staff with an appropriate level of first aid training
* The teacher-in-charge will carry a first aid kit at all times
* Staff will have all relevant information regarding students’ medical conditions, and these will be planned for on the Risk Assessment and

Management Plan, as below |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | * Precaution will be taken to respond to travel sickness
* The school nurse will be contacted if necessary
* The Head of School will be notified of any serious medical issues that occur during the activity and will initiate the Raha Emergency

Response Plan if required. |
| **Misbehaviour (general)** | Staff and Students | Low | * Staffing supervision is within ADEK recommended ratios is sufficient to maintain good behaviour and will take account of individual student cases who may be a cause for concern.
* Pupils will be briefed regarding expectations and specific requirements as necessary e.g. meeting points (assembly point), rules

around using the toilets |
| **Lost Group Members/ Missing Student/ Abduction/ Attack by stranger** | Staff and Students | Low | * Roll-call will be done prior to departure from school, during the excursion and again before leaving at the commencement of the excursion
* Pupils will be briefed to stay together as a group and to look after each
* Students will be advised of

what to do if they become |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | separated from group and know where and how to contact a staff member in an emergency, e.g. agree meeting points (assembly point)* Search immediate area for the child
* Gather all students together for roll call
* Head of School will be notified immediately if there are concerns around the whereabouts of a child and the ‘Lost child’ procedure from the Raha UAE Excursions Manual will be adhered to

(included below) |
| **Weather/adverse effects/natural disasters** | Staff and Students | Low | * Staff will consider possible weather conditions, and seek advice when necessary
* Students will be reminded to drink water and use sunscreen if necessary
* Shaded areas will be provided where possible if outdoors
* Students will not be required to stand outdoors for long periods in extreme heat and will wear a hat if outside
* In the event of a natural disaster staff are to follow the procedures of the external

provider or transport |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | company. The Head of school will be contacted immediately and will initiate the Raha Emergency Response Plan ifrequired. |
| **Transport** | Staff and Students | Low | * Roll call will be taken on the bus before departure by their homeroom teacher
* Students will be briefed regarding behaviour on the bus prior to boarding ensuring students are seated, belted and not distracting the driver
* Teachers and LAs will be distributed throughout the bus to ensure that children are well supervised
* In the event students are required to walk to the excursion venue, a predetermined route and map will be provided by the

Lead Teacher. |
| **Accidents (transport related)** | Staff and Students | Low | * If an accident occurs, students will be instructed by the teacher on the bus regarding matters of welfare and safe-keeping and managed according to circumstances in relation to use of entrances and exits, manner of alighting, head counts, potential hazards etc
* The Head of School will be
 |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | contacted immediately and will initiate the Raha Crisis Management Plan if required.* If hospitalisation is necessary, an ambulance is to be called and the advice of the emergency services personal

adhered to |
| **Water hazards/ Animal hazards/ Location hazards** | Staff and Students | Low | * The lead teacher should identify water, animal and location hazards at the excursion prior to arrival and on arrival, and appropriate boundaries and expectations should be shared with staff and students
* For advice and guidance contact the Head of School if

necessary |
| **Breakdown/Bus running late** | Staff and Students | Low | * Teachers will ensure control of the children and manage evacuation of vehicle when instructed by the appropriate authority
* Teacher in charge will phone the Head of School if a breakdown has occurred or

the bus is running late |
| **Terrorism** | Students, Staff, Members of the public | Low | * In case of an emergency the Head of School will be contacted immediately and will initiate the Raha Crisis Management Plan if required.
* Teachers will follow the advice
 |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | and guidance of the venueprovider |
| **Allergies, Animals, insects, poisonous plants etc** | Students, Staff | Low | * All staff will be aware of those with known allergies (as below)
* If external provider is catering, allergies/special dietary requests should have been passed on to provider prior to the trip
* First aid kit, EpiPen and medication to be carried by the first aid trained staff member
* The school nurse is to be called with any concerns for advice and guidance
* Head of School informed if any major concerns arise and will initiate the Raha Emergency Response Plan if

required. |
| **Abduction/ Attack by stranger** | Staff and Students | Unlikely | * Safe shelter has to be identified to staff to evacuate the location in case of any attack
* Proper communication has to be provided to call for help (mobile Phone)
* Keep the students calm until arrival of police
* Never leave the students alone
* Students will be paired up in
 |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | teams and will be assigned to a group leader, the group leader will do regular "Roll call" checks to ensure all students are accounted for.* Students will be briefed on how to contact staff .
* All students will be briefed on what to do in case of separation and a meeting point to be allocated in case of separation and as an arrival/departure point for the trip.
* Students to be allocated to a specific member of staff and to remain with staff at all

times. |
| **Periods of indirect supervision** | Students, Staff | Low | * High staff-to-pupil ratio.
* Group leaders, Classroom assistants, Shadow teachers, and SLTs will work as a team to ensure that no student is left without supervision.
* Teams will receive a class list of all students going on the trip, this class list will be used for regular row calls.
* Staff will assess the suitability of the location for the activity and put into practice appropriate safety measures including the size of groups in

which to operate, rendezvous |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | times and places, and how to contact staff in case of emergency to include other practical advice.* Each member of staff has a specific number of students, Group leaders know their names and supervise them.
* Trip coordinator will Check if the location is suitable for this mode of supervision.
* Ensure students are sufficiently briefed and competent (any individual students for whom indirect supervision is not suitable must be directly supervised).
* Clear guidelines and emergency procedures are set and understood.
* Students remain in pairs or groups (buddy system – each responsible for named other).
* Rendezvous points and times set.
* Students know how to contact staff.
* All staff understands they are

still responsible. |
| **Incidents in playing area** | Students | Low | * Proper supervision from teachers and area staff
* Avoid harsh playing
* Only one individual is allowed on each trampoline to avoid
 |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | pumping* All students have to use bounce socks that are designed for the playing area
* Don’t try things out of your

skills* Don’t land on the padding
* Playing area rules will be explained to all students prior entry
* Continuous supervision to be in place and safety instructions to be given for any violator
* Any continuous violation from the same student, student to be removed from playing area to safe waiting area
* All playing area safety rules

must be followed |
| **Moving cars in car park** | Staff and Students | Unlikely | * Students are supervised at all times.
* Students are to be told in pre- trip briefings that under no circumstances are they to go anywhere without schoo staff.
* Pedestrian circulation areas within the location will have designated drop-off/parking points for buses.
* There is no requirement for students to cross any busy public roads.
* The bus will be parked near
 |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | the entrance of the school, and the students will get off the bus at the destination directly at the gate.* Ensure bus driver opens the STOP hand sign working and it has to be used before dropping the students to warn

the any vehicle in location |
| **Activities in, on or near water** | Staff and Students | Unlikely | * N/A Pupils are to be told in pre-trip briefings that under no circumstances are they to go near the water areas without staff.
* The Trip coordinator will ensure to not arrange any trips involving bodies of water.
* Trip coordinators are instructed to not arrange a trip including any bodies of

water. |

|  |
| --- |
| **Person carrying First Aid Kit:** |
| **Emergency Contact Numbers****ADEK Approved Staff Attending & Mobile Number** |
|  | **Staff Member** | **Mobile Phone Number** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Key Staff & mobile number:**Head of School:Deputy Head:Assistant Head:Assistant to the Head of School:Nurse: 02 556 1567 ext 106/172**In situations when the Head of School cannot be reached Deputy Head and/or Assistant Head and/or Assistant will be called.** |
| **Other considerations to be aware of with pupils: e.g., behaviour, inclusion** |

On completion of the Safety Action Plan, does the activity still provide the opportunity to meet your intended outcomes? **Yes No Completed by Lead Teacher (name and signature): Date:**

**\_\_\_\_\_\_\_\_\_\_**

**Approved by Principal (name and**

**signature): Date:**

**\_\_\_\_\_\_\_\_\_\_**

***Lost Child as per UAE Day Trip Excursion Policy***

|  |  |
| --- | --- |
| As soon as student is identified as beingmissing | Conduct role call to ensure all other group members are present and ensure all stay together in one location.Check with other group members as to last sighting |
| Missing for 10 minutes | If location and circumstance permit, one group leader to conduct a limited search of the local vicinity while second group leaderremains with group. |
| Missing for 20 minutes | Group leader to advise Lead Teacher who will inform the Head ofSchool who will initiate the Raha Crisis Management Plan if required. |
| Missing for 30 minutes | Lead teacher to update Head of School, and liaise with local authorities. One of the group leaders to stay with group. Head of School and will initiate the Raha Crisis Management Plan ifrequired. |
| Missing for 1 hour | Lead Teacher to contact the Head of School with an update on the situation and take action as directed by Head of School.Further updates to Head of School every 30 minutes. |

**Value of Risk Tables**

**Risk Probability Ratings Risk Severity Ratings**

|  |
| --- |
| **Probability** |
| **1** | Very unlikely |
| **2** | Unlikely |
| **3** | Likely |
| **4** | Very Likely |
| **5** | Certain |

|  |
| --- |
| **Severity** |
| **1** | No injury |
| **2** | Minor injury |
| **3** | Reportable injury |
| **4** | Major injury |
| **5** | Single/multiple death |

**Risk Severity/Probability Matrix**

|  |  |
| --- | --- |
|  | **Severity** |
| **5** | **4** | **3** | **2** | **1** |
| **Probability** | **5** | **25** | **20** | **15** | **10** | **5** |
| **4** | **20** | **16** | **12** | **8** | **4** |
| **3** | **15** | **12** | **9** | **6** | **3** |
| **2** | **10** | **8** | **6** | **4** | **2** |
| **1** | **5** | **4** | **3** | **2** | **1** |
| **High – 15 to 25 Medium – 10 to14****Low – 1 to 9** |

**Actions and Timescales**

|  |  |
| --- | --- |
| **Risk Level** | **Actions and Timescales** |
| **Trivial** | No action required |
| **Tolerable** | No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained. Limited actionrequired. |
| **Moderate** | Efforts should be made to reduce the risk, but the cost of prevention should be carefully measured. Monitoring is required to ensure that the controls are sustained. Reasonable actionrequired. |
| **Substantial** | Considerable resources may have to be allocated to reduce therisk. Urgent action should be taken. |
| **Intolerable** | Immediate Action to be taken. Level or risk unacceptable. If it is not possible to reduce the risk even with unlimited resources,Activity must cease. |