

English Department



Risk Assessment for Excursions

Date of Activity	
Activity Leader	
Mobile contact number	
Support Staff (1 for every 10 extra students)	
Number under 18 years old	
Start time of activity (departure)	
End time of activity (return)	Activity should take between 3-4 hours and the students will be escorted back to DAL or to the nearest station to make their own way home
Describe the activity	
Identify potential risks	<ul style="list-style-type: none"> ● Student(s) may get lost. ● Student(s) may trip over an object or fall down and injure themselves. ● Student(s) may be injured in another way. ● Student(s) may get robbed or assaulted. ● Student(s) may get separated from the group. ● Student(s) may be involved in a road traffic accident.
What precautions will you take to avoid the risks?	<ul style="list-style-type: none"> ● Discuss itinerary and arrangements with pupils. ● Briefing to all on what to do if separated from group. ● Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups. ● At least one leader with each group first aid trained. ● Leaders know how to call emergency services. ● Mobile phones carried if available and trip leaders' numbers given out. ● Emergency contacts with school arranged.
COVID safety precautions	<ul style="list-style-type: none"> ● Students are required to wear masks at all times while on public transport and in establishments where mask wearing is required ● Trip leader is required to provide hand sanitizer (enough for all students) ● Any student displaying COVID-19 symptoms will be isolated from

	<p>the group by the trip leader, who will seek appropriate medical attention</p> <ul style="list-style-type: none"> • Trip leader will ensure that students adhere to 2 metre social distancing at all times throughout the duration of the trip
Activity Leader comments on any other risks which were noted during the activity.	<ul style="list-style-type: none"> •
What will you do in an emergency?	<p>If any of the students become seriously injured first aid will be administered where necessary and the relevant emergency service and school will be alerted as soon as reasonably possible. All the other students will be escorted to the nearest station by a member of staff. In case of a student falling in water immediate assistance by a trained professional will be requested and other students discouraged from jumping in after them. In case of separation from the group the student's contact number will be requested from the school and an attempt will be made to locate the student and/or inform him/her of the group's whereabouts.</p>