

RISK ASSESSMENT

Single Day Trips (UK)

Use this risk assessment for low-risk single-day trips
in the UK only



Completed by: Jim Onions	Position: Health, Safety and Risk Manager
Date of assessment: 29 September 2024	Review date: Annually
<i>Adventurous, residential, and overseas trips require a tailored risk assessment</i>	

What is the Hazard? (anything that might cause harm)	How might the hazard cause harm?	Who is at risk? Pupil Staff Visitor Public	Risk Level? Low, Medium, High	What measures are already in place to prevent harm being caused?	What further action may be necessary to prevent harm (as far as is reasonably practical)	Action Req'd by (dept)
Road Travel						
Road accident/breakdown	Potentially severe impact injuries if involved in accident	Pupils Staff	Medium	☐ College minibus/car with approved driver or ☐ Reputable coach firm with professional driver ☐ Pupils instructed to wear seat belts. Monitored and reminded through journey		
Embarking and disembarking from coaches and minibuses	Impact with passing vehicles Slips, trips, and falls	Pupils Staff	Medium	☐ Vehicle to park with door closest to pavement ☐ Member of staff to guide students on and off coach if unavoidably mounting or dismounting into traffic		
Accident involving coach whilst pupil is on way/returning to seat from on-board	Impact injuries and possibly ejection from vehicle in event of collision	Pupils Staff	Low	☐ Pupils and staff to be secured by seat belts when on the move ☐ Avoid on-board coach toilets when vehicle is moving except in		

toilet whilst coach is in transit				an emergency and when risk is low (i.e. vehicle is stationary or moving at low speed) ☐ Build toilet stops into itinerary		
Walking						
Impact with moving vehicle (Pedestrians)	Potentially severe impact injuries if involved in accident	Pupils Staff	Medium	☐ Pupils have contact details of staff if they need assistance ☐ Road crossings carried out at predetermined locations ☐ Accident and emergency procedures		
Slip, trip and fall	Impact injuries	Pupils Staff	Low	☐ Supervision by competent, staff at the appropriate ratio ☐ Trip leader to brief pupils on known hazards, accident procedures, out-of-bound areas/activities, and codes of conduct throughout activity ☐ Pupils have the required level of fitness for the activity		
Safeguarding						
Risks to pupils and others through misbehaving, horseplay, and pranks	Risks to pupils and staff in relation to safety and safeguarding	Pupils Staff Public	Low	☐ Supervision by competent, staff at the appropriate ratio ☐ Trip leader to brief staff on procedures ☐ Pupils briefed and monitored on behaviour ☐ Accident and emergency Procedures		
Abduction, mugging and violence	☐ Risk to Pupil Distraction whilst initiating emergency procedures	Pupils Staff	Low	☐ Pupils instructed to walk about in minimum group number, determined by age ☐ Pupils briefed on known risks		

Getting lost	☐ Risk to pupil ☐ Distraction whilst initiating emergency procedures ☐ Stress	Pupils Staff	Medium	☐ Staff positioned at strategic points known to pupils ☐ Pupils may need to carry maps, plans, money, and emergency contact details ☐ Head counts and/or registers ☐ Pupils can be instructed to meet a member of staff at predetermined time intervals at set locations ☐ Pupils briefed on how to contact members of staff/identify facility staff		
Sports Fixtures and Training						
Venue unsuitable for activity	Sports injuries including fractures, concussions	Pupils Staff	Low	☐ Venue inspected for condition of surfaces, barriers, run off areas and obstructions ☐ Check for underfoot conditions and trip hazards ☐ Is illumination sufficient		
Risks specific to the Sport being played	Sports injuries including fractures, concussions	Pupils	Low	☐ College risk assessment for the sport will apply		
Accident through lack of supervision	Sports injuries including fractures, concussions	Pupils	Low	☐ Ensuring that event is effectively supervised and refereed/umpired		
First aid and medical support	Sports injuries including fractures, concussions	Pupils	Low	☐ Expected level of first aid/medical support in place ☐ For contact sports a medical capability may be required		
Outdoor Activities						
Weather hazards, thermal extremes - cold and sunburn	Dehydration Sun burn Heat stress/stroke Lightening	Pupils Staff	Medium	☐ Stay alert to weather forecasts and warnings ☐ Pupils have the required level of fitness to participate in the activity ☐ Appropriate clothing for the activity and weather conditions ☐ Hydration ☐ Sun protection		

				☐ Lightening - safety if caught in open - do not shelter near water or under trees		
Drowning	Drowning risk to pupils and potential rescuers	Pupils Staff	Low	☐ Supervision ☐ Trip leader to brief group on known water hazards		
Fall from height	Impact injuries	Pupils Staff	Medium	☐ Trip leader to brief group on known height risks		
Theme Parks						
Falls from heights steps and rides	Impact injuries	Pupils Staff	Low	☐ Follow instructions and restrictions provided by the Theme Park		
Swimming Pools						
Swimming pool doesn't have appropriate safety standards	Injuries associated with slipping and falling, drowning or sickness due to water quality	Pupils Staff	Low	☐ Pool should have a risk assessment and evidence of its certification for use and evidence of water treatment and cleanliness ☐ Safety and first aid equipment standing by		
Poolside slips and trips	Impact injuries from falls	Pupils Staff	Low	☐ Visual inspection of poolside for slipping risk (including steps) ☐ Is warning signage adequate ☐ Pupils to walk and not run on poolside		
In water emergency	Drowning	Pupils Staff	Low	☐ If no lifeguard, staff to supervise on poolside ☐ Safety briefing for pupils ☐ Consider deferring session if pool is overcrowded		
Pupils capability	Drowning	Pupils Staff	Low	☐ Have the pupils passed a swim test ☐ No swimming if suffering or recovering from a stomach ailment ☐ No unauthorised access to pool by pupils		

Pupil and Staff Medical Conditions						
Pupils and Staff with underlying medical conditions	Range of medical emergencies ranging from minor to potentially severe that may be encountered on a trip	Pupils Staff	Medium	☐ Check made for known health conditions when planning trip on Evolve ☐ Provider/transport/tour operator facilities pre-checked ☐ Check with staff members if they have any underlying health conditions or pregnancy that may need additional measures ☐ Brief the trip team on medical conditions that exist within those attending ☐ Pupils reminded to bring their medications with them ☐ Staff members may hold and administer the medications ☐ Location of medications known to staff ☐ First Aid appropriate to the activity to be assessed and provided ☐ Accident and emergency procedures ☐ Know where local A&E departments are ☐ Care plan for high-risk pupil may be required – contact Health Centre ☐ Staff aware of specific signs to look for in child's cognitive ability and behaviour		
Examples of Health Conditions that may be encountered						
Epilepsy and Seizures	Impact injury during a seizure or other epileptic episode	Pupils Staff	Low	☐ Check Health Notes and identify if a pupil is prone to seizures ☐ If a High-Risk pupil, contact Health Centre for further advice		

				☐ First Aid trained staff to recognise and react in case of seizure, know when to call an ambulance and when and when not to administer drugs		
Respiratory failure	Loss of consciousness and need for help with breathing	Pupils Staff	Medium	☐ First aid trained staff on trip		
Anaphylactic shock	Allergic reaction associated with certain foods	Pupils Staff	Medium	☐ Check Health Notes and identify which pupils are prone to anaphylaxis ☐ From the Health notes identify the triggers for an episode ☐ Make food providers aware of the pupil's anaphylactic status and ensure that the triggers are known to them to ensure food is provided safely ☐ Check if the pupil is aware of the foods and other triggers to avoid ☐ EpiPen remind the pupil to bring their EpiPen and spare with them ☐ Ask Health Centre to provide a spare EpiPen in the trip first aid kit – ensure that this is stored safely		
Allergy	Allergic reactions	Pupils Staff	Medium	☐ Check Health Notes for pupils prone to allergies ☐ Contact Health Centre if the Health Notes on Evolve indicate a high-risk or severe case ☐ If pupils have medication for an allergy, remind them to carry it with them ☐ Health Centre may also provide antihistamines for the Trip First Aid kit		

Asthma	Restricted respiration during asthma episode	Pupils Staff	Medium	☐ Check Health Notes on Evolve for pupils who are prone to asthma episodes ☐ Contact Health Centre for advice if the Health Notes on Evolve indicate a severe or high-risk case ☐ Pupils and staff reminded to bring their inhalers or relievers with them on the trip ☐ Health Centre may provide spare inhalers for the Trip First Aid Kit		
Diabetes	Potentially serious consequences of diabetes if wrong foods or drink consumed	Pupils Staff	Medium	☐ Insulin may be carried and correctly stored for pupils with this diagnosis with a prescription		
Eczema	Skin irritation when encountering a triggering substance	Pupils Staff	Low	☐ Consider activities that could worsen or cause infections to pupils with eczema, for instance waterborne activities, farm visits or hot weather conditions ☐ Staff to be aware of pre-known condition and triggers		
Sickness	Stomach bugs, vomiting and diarrhoea	Pupils Staff	Low	☐ Dietary requirements known by staff and providers ☐ Staff aware of activities/substances to be avoided ☐ Staff aware of specific signs to look for in child's cognitive ability and behaviour		
Infection Control						
Exposure to and spread of infections	Spread of infections and viruses	Pupils Staff Public	Low	☐ Alignment with NHS, DfE or Regional Health Guidance that applies at the time ☐ Align trip with College risk assessments		

				☐ Keep vehicles well ventilated ☐ Have plan in place should someone be taken ill whilst on the trip ☐ Pupils and staff advised not to turn in for school if displaying severe symptoms ☐ Hand cleaning encouraged ☐ Sanitiser spray and wipes available to wipe down shared equipment			
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