

RISK ASSESSMENT

Trip (UK Residential)



Completed by: Jim Onions	Position: Health, Safety and Risk Manager
Date of assessment: 22 September 2024	Review date: Annually

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)
Fire Safety						
Fire in a visit building or in sleeping accommodation	Risk to pupils and staff in the event of a fire and fire alarm evacuation at venue	Pupils Staff	Low	☐ Trip leader to check fire evacuation procedures on arrival ☐ Trip leader to brief staff and pupils on fire evacuation procedures and location of assembly point ☐ Trip leaders should check pupil rooms before evacuating themselves in the event of an alarm ☐ On occasions a fire evacuation drill would be appropriate		

Overnight Accommodation						
Safeguarding	Peer on peer abuse risks			☐ DSL provide safeguarding assessment for overnight trips		
Safeguarding - Mixed sex groups	Overnight trips where girl pupils are attending			☐ Female member of staff required on overnight trips if girl pupils are attending from 5 th form and below ☐ Pupils to know how to contact staff members if they have a problem in the night		
Safeguarding – shared bedrooms				☐ Single sex sharing in bedrooms only ☐ Pupils in shared rooms must have individual beds ☐ Where mixed age groups are sharing rooms there must be no more than one year group in between the pupils sharing the room		
Safeguarding Nature of overnight venue – commercial hotel or a school or other				☐ Is the accommodation a dedicated school pupil venue or a commercial hotel ☐ Are other schools or other adults sharing the building or part of the building where Cheltenham College Pupils are ☐ Are toilet facilities en-suite or shared communal facilities – ie that pupils would have to leave their rooms in the night to get to a toilet		
Intruders	Risk of abduction, violence or inappropriate contact	Pupils Staff	Low	☐ Reputable tour organiser/hotel used for accommodation bookings ☐ En-suite rooms booked where possible		

				☐ Pupils rooms to be in same area of hotel ☐ Pupils aware of how and where to summon help		
Inappropriate behaviour of pupils	Horseplay or pranks resulting in accident or injury	Pupils Staff	Medium	☐ Pupils briefed and monitored on behaviour and self-discipline during the stay ☐ Students briefed on slippery floors, steps and wearing appropriate footwear		
Falls from balconies	Risk of falls from height	Pupils Staff	Low	☐ Pupils briefed on safe conduct on balconies, no climbing on rails or trying to access adjacent rooms via the balcony		
Exchange Visits						
Safety and safeguarding within the exchange visit	Risk of abduction, violence or inappropriate contact Horseplay resulting in accident or injury Getting lost or injured during free time	Pupils Staff Members of Public	Low	☐ Contact and vetting of host parents completed through pre-visit/exchange school, following set criteria ☐ Pupils know how to raise an alert if they are concerned – use a code word if necessary ☐ Trip leader to visit pupils at host lodgings at intervals throughout visit ☐ Pupils briefed and monitored on code of conduct throughout stay ☐ Trip leader to brief host parents on out-of-bound areas/activities ☐ Pupils to carry money, maps, plans, and emergency contacts in case they get lost. ☐ Pupils may carry identity cards and note in local		

				language asking for directions to host lodgings or rendezvous points ☐ Pupils briefed on how to contact a member of staff			
Hotel 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, evidence of certification, water treatment and cleanliness ☐ Safety and first aid equipment standing by			
Poolside slips and trips	Impact injuries from falls	Pupils Staff	Low	☐ Undertake 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 provided, then staff to undertake supervision poolside ☐ Safety briefing for pupils ☐ Consider deferring session if pool is overcrowded			
Pupils' capability	Drowning	Pupils Staff	Low	☐ Ensure pupils can swim and have the physical ability for the activity ☐ Check swimming competency on Evolve or ISAMs ☐ No swimming if suffering or recovering from a stomach ailment ☐ No unauthorised access to pool by pupils			
Infection Control							
Contracting virus by person-to-person contact or contact	Spread of infections and viruses	Pupils Staff	Low	☐ Alignment with NHS, DfE or Regional Health Guidance that applies at the time			

with contaminated surfaces				☐ Hand cleaning promoted and encouraged ☐ Escalation in event of pandemic in line with national guidance at the time			
Exposure to and spread of infections on a trip	Spread of infections	Pupils Staff Public	Low	☐ Not to attend trip if severe symptoms ☐			
				☐			
				☐			