**Overseas Based Residential Visit Risk Assessment**

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| **Visit/Venue:** Enter details | **Departure date:** Select a date | **Visit wholly within school hours?:** Yes/No |
| **Visit Leader:** Enter name | **Number of adults (incl. leader):** Number | **Number of young people:** Number |

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| **Section of**  **Visit** | **Significant and Foreseeable Hazards** | **Initial**  **risk rating** | **Who is at risk?** | **Appropriate Control Measures** | **Result risk**  **rating** |
| **Transport** | Enter details | Rating | Who? | If travelling through Calais what measures will be in place? | Rating |
| **Safeguarding / Supervision** | Lost or separated participant  Parent/Carer helpers  General public | Medium | Young person | Safeguarding procedures followed at all times.  Appropriate group size and ratios in line with guidance and all adults aware of their roles and responsibilities, that they are ‘on duty’ at all times and have the competence and experience to fulfil them.  Briefing of group at start of visit and reminders during visit including appropriate behaviour, ground rules, boundaries, interaction with public etc.  Measures in place to ensure that members of the public/previous occupants of the venue do not have access to accommodation/rooms that are being used by the group.  Supervision and vigilance by adults.  Group control such as 'buddy system' in place, minimum group of 4, coloured caps.  Participants aware of what to do if separated and i.d. carried by participants that is in the language of the country(ies) to be visited.  Regular head counts taken during visit and before all departure points.  All staff have mobile contact numbers of all other staff on visit  Supervision during any rest breaks in journey with a time limit and meeting point. Appropriate usage of electronic devices by participants.  Staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted. | Low |
| **Incident / Illness** | Emergency  Party member taken ill or injured | High | All | Suitable first aid kit and first aid trained member of staff.  Follow protocols when dealing with first aid.  Fully operational mobile phone with key numbers 'programmed'.  Up to date medical information.  Location of nearest hospital known for destination.  Sufficient participant:staff ratio to ensure sufficient safeguarding of party if staff member or participant taken ill.  Emergency procedures taken by Group Leader on visit.  School has emergency plan in place and access to contingency funds on visit.  Group Leader knows procedure to summon emergency assistance and contact duty staff/manager.  Follow directions given by emergency services if in attendance. | Low |
| **Environment / Weather** | Extremes of weather | Medium | All | Check of weather forecast and plans adjusted accordingly.  Appropriate clothing/footwear for weather conditions and checked before departure  Wet/cold - warm waterproof clothing  Hot - liquids and sun protection. | Low |
| **Residential Provision** | Fire  Domestic hazards  Lack of hygiene  Lack of safeguarding | High | All | Group leader(s) will conduct onsite visual inspection of fire escapes, alarms, equipment, meeting point and procedures.  All staff will have prior discussion to establish roles and responsibilities in event of fire.  Group leader will ensure that no smoking is allowed by staff or young people inside the building, and that safe location outside the building is allocated if required.  All safety systems will be checked again by the leader(s) on arrival, especially to ensure that fire doors operate and that evacuation routes are clear of obstruction.  All group members will be fully briefed on arrival regarding fire routes and procedures, and practice fire alarm/drill if appropriate.  If young people have room key, staff will have master key.  Briefing of group with regards opening doors and security/safeguarding.  If group includes wheelchair users or those with impaired movement, sight or hearing, appropriate measures will be taken to ensure that all group members can evacuate safely in response to a fire alarm.  Staff will regularly check drying room and ensure clothing is hung safely.  Exclusive use of sleeping accommodation will be arranged for the group (where possible) or at least all group rooms will be adjacent.  Young people will be fully aware of location of staff rooms and know procedure to summon staff at any time of day/night.  Group accommodation will be separated by gender.  Staff will remain alert, and challenge “strangers” found on site as to their reason for being there.  Staff accommodation will be arranged separately, but adjacent to and on same floor as young people.  Staff accommodation will be at each end of the group’s sleeping quarters.  External doors and windows will be checked as secure against intrusion (and/or main door permanently staffed)  Young people will be checked into rooms at “lights out”  Young people will be able and know how to contact staff throughout night  Staff will check window security fittings to ensure young people cannot climb out.  Bunk beds will be checked to ensure that ladders are safe and secure, and that guard rails are adequate.  Group will be briefed on arrival of any hazards, and establish necessary rules including no climbing on balconies or out of windows or onto fire escapes, appropriate use of washing/toilet facilities/en-suite bathrooms, lifts are out of bounds (or supervised /careful use) etc.  Group will be briefed to report any faulty items/dangerous equipment found.  At least one staff member will be on duty at all times, and will still supervise “free-time”.  Party members will be supervised by staff if involved in the clearing away and washing of pots and serving of food. | Low |
| **Overseas element of visit** | Incidents  Unfamiliar customs | High | All | At all stages of the visit FCO and local advice will be obtained and followed.  All party members to be aware of the customs/regulations that apply for the area to be visited with regards age determining laws, dress codes, driving on the right, crossing roads, alighting from a coach, requirements with regards seating of adults and wearing of seatbelts on coaches.  At least one member of staff will be fluent in the language of the country(ies) and be able to deal with the terminology associated with an emergency.  Staff to have visited the country before and be competent to deal with any incident that may arise overseas.  Comprehensive travel insurance is in place for all the activities to be undertaken.  Valid European Health Insurance Card (EHIC) to be held as appropriate by all members of party.  Copies of passports to be taken along with original copies of medical consent forms.  Staff fully aware of their responsibilities which may include accompanying party members whilst in hospital overseas or being repatriated back to the UK.  Contingency plan to be in place to deal with any emergency and access by the visit leader to sufficient contingency funds.  Parents/carers made fully aware of any potential health risks and any relevant inoculation/vaccinations obtained and time allowed for course of treatment to be completed prior to travelling.  All party members made aware of implications of using mobile phones and other electronic communication devices overseas and potential cost implications and that not all mobile phones will work overseas with regards to being used in an emergency situation.  Any activities that are to be undertaken will be appropriately supervised by staff.  Will any swimming be undertaken and will a lifeguard be present? | Low |
| **Venue / Provider / Site** | Enter details | Rating | Who? | Does the provider hold a LOtC Quality Badge, are they a member of STF or has a PAF been completed?  Upon arrival group will be fully briefed with regards boundaries, potential hazards and ‘out of bounds areas’ with reference to roads, car parks, rivers, streams, lakes activity equipment and facilities  Pre-visit undertaken on? | Rating |
| **Activity Arrangements** | Enter details | Rating | Who? | Enter details | Rating |
| **The Group**  (medical/anxieties/behaviour/night-time tendencies) | Enter details | Rating | Who? | Enter details | Rating |

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| **What is your plan ’B’ and any other relevant contingency information?**  Enter details |

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| **Additional information:**  Enter details |

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| **Ongoing risk assessment – the most essential element:** 1. **Apply** the control measures - 2. **Monitor** their effectiveness - 3. **Amend** & **adapt** as required | | |
| **Risk assessment completed by:** Enter name  **Date:** Select a date | **All staff will be appropriately experienced and qualified to competently fulfil their leadership roles and responsibilities.**  **This risk assessment will be shared with the relevant adults on the visit.** |  |