

## Risk Assessment – Off-Site Visits (Covering all excursions to venues such as museums, battlefields or theme-parks, field studies visits and recreational visits off site to beaches, shopping centres, cultural sites, etc.)

<b>Baseline</b>	✗	<b>Site Specific</b>		<b>Vulnerable Person</b>		<b>Temporary</b>
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**Operating notes:**

- Supervision ratios vary depending on the type of activity and environment being visited. Refer to the ratios in the Off-site Procedures document.
- Maximum group size for all off-site activities and visits will be limited by the capacity of the site being visited
- Instruction and supervision will be provided by an Activity Leader trained in off-site procedures, who is familiar with the activities session plan and who is familiar with the site being visited. At least one adult must be emergency first aid trained
- Where bodies are present (Dockyards, Canal ways, Beaches, Rivers, River Cruises etc.) the Activity Leader must hold an RLSS Level 2 (Environment specific – Still Water, Beach, Rivers) qualification
- Off-site locations must be vetted before use for their suitability
- An Off-Site Groups board must be provided on centre to track the locations and expected return times of all groups going off site
- All vehicle operators are approved providers independently vetted for their competency, safety standards and adherence to local operating regulations.
- Sites and access routes to sites should be chosen to minimize walking alongside or crossing busy roads, particularly if no footpaths or controlled crossing points are available.
- A mobile telephone, first aid kit, Venue Safety Information and Off-site Protocols must be taken on all off-site visits.
- Where bodies are present the Activity Leader must carry a Throw Line
- Arrangements must be in place for lost persons to make contact with assistance (e.g. issuing *je suis perdue* cards or mobile contact numbers)
- The day’s weather forecast must be displayed on a notice board.
- For field studies where a packed lunch will be eaten and where participants do not have access to hand washing facilities, suitable hand-wipes must be provided.
- Beach visits should be planned to coincide with low tide so far as possible.
- Swimming in the sea must adhere to the ‘Beach Games Baseline Risk Assessment’.

**Risk – Benefit Statement:** There is a low risk of minor injury arising from participation in off-site visits. The opportunities for structured learning, new experiences and teaching personal responsibility make this risk acceptable.

Hazard Description and activities giving rise to risk	Who may be harmed	Control Measures	Risk Rating
Getting lost – participants may become separated from the group, or the whole group may lose its way	All	<ul style="list-style-type: none"> <li>• Explain the supervision arrangements to the group before you leave centre, and that they are not to go off on their own</li> <li>• As soon as you can after arrival, explain where the emergency meeting point(s) are</li> <li>• Keep a group list with you and do head-counts at every opportunity, particularly before and after boarding transport</li> <li>• Ensure students under remote supervision can make instant contact with a leader, either by issuing a mobile number or constantly manning an agreed meeting point</li> <li>• Make sure you sign out before leaving centre, giving your expected return time</li> </ul>	Low
Other site users – Members of the public, fishermen, cyclists, grounds maintenance workers, foresters, etc. may effect the planned activity or route	All	<ul style="list-style-type: none"> <li>• Tell the group to be considerate to other site users where contact with other people is likely</li> <li>• Use an alternative access route or study site where the activities of other site users present a hazard to the group</li> </ul>	Very Low
Terrain – Areas visited may have steep, uneven, thickly vegetated or otherwise difficult terrain, risking slips, trips, bruises, grazes or broken bones	All	<ul style="list-style-type: none"> <li>• Check everyone has footwear and clothing appropriate to the planned route and venue</li> <li>• Keep to paths and designated activity areas where terrain is steep or uneven</li> </ul>	Low
Flora and fauna – Fields may contain livestock which can bite or trample, vegetation may have poisonous leaves or berries, or activity may cause exposure to zoonoses such as Lyme’s disease	All	<ul style="list-style-type: none"> <li>• Avoid taking groups through fields of livestock. If it is unavoidable, tell the group to walk calmly, confidently and quietly through the field, and not to run under any circumstances</li> <li>• Tell participants not to pick and eat any berries, fruit, fungus or leaves they see and that they must wash their hands on return to the centre</li> <li>• Ensure participants visiting woodland or grassland areas have long sleeves and long trousers to prevent tick bites</li> </ul>	Very Low

Hazard Description and activities giving rise to risk	Who may be harmed	Control Measures	Risk Rating
Accessing sites – Injury from road accidents when travelling in coaches, pedestrian collisions with moving vehicles when walking along or crossing roads causing serious or multiple injuries	All	<ul style="list-style-type: none"> <li>• Check that all passengers are wearing their seatbelts before setting off in a vehicle and make sure they stay seated during the journey</li> <li>• Do not allow anyone off the coach until you have alighted and can guide participants to a place of safety</li> <li>• Wait for other vehicles to stop before walking through an area where other vehicles are moving</li> <li>• Wear a high-visibility jacket when walking along roads and have an adult at the front and back of the group</li> <li>• Walk in single file and keep to designated footpaths. If no path is available walk against the flow of traffic, keeping as close to the edge as possible</li> <li>• When crossing roads use a zebra crossing if one is available. If not, select a location with good visibility in both directions. If the road is clear, walk to the centre of the road, then direct the group to cross in front</li> <li>• If in the UK with an overseas group, or in France with a UK group, remind groups that cars will approach from the opposite direction to normal</li> </ul>	Low
Exposure – At locations that are remote from shelter, or where they are unprepared for bad weather, group members may suffer ill effects from the weather, including hypothermia.	All	<ul style="list-style-type: none"> <li>• Check the weather forecast before leaving centre</li> <li>• Ensure participants' clothing is suitable for the expected conditions (warm clothing, waterproofs, sun hats, water bottles, etc.)</li> <li>• Change routes and timings if group members are suffering</li> </ul>	Low
Coastal or beach visits – Falling from cliff-top paths, being struck by falling materials from eroding cliffs and climbing on coastal defence structures such as groynes and revetments.	All	<ul style="list-style-type: none"> <li>• Tell participants to keep to the paths and away from the cliff edge, and once on the beach not to climb on the cliffs, the coastal defences or get close to sections displaying recent instability.</li> </ul>	Very Low
Beach Activities – Being cut off by the tide	All	<ul style="list-style-type: none"> <li>• Check the tide times before leaving centre and allow sufficient time to complete activities before the tide comes in.</li> </ul>	Low

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Terrorism	All	<ul style="list-style-type: none"> <li>• Contact centre as soon as practically possible whether group is affected or not</li> <li>• If group is directly affected follow police instructions, attempt to account for you group. Inform police of any one not accounted for.</li> <li>• If group not directly affected gather group together and plan to return to centre by planned transport</li> <li>• If you are unable to access planned transport contact centre to arrange another method of return</li> <li>• Keep group together and follow instructions given by police or other public officials</li> <li>• If group separated at least one leader should stay with the group and contact centre to explain who you have</li> <li>• If a child has become separated from the group and the police are on site speak to them and follow their instructions</li> <li>• If possible and safe to do so carry out lost child procedure</li> <li>• At all times keep centre informed of the situation by call or text</li> </ul>	Low
Other activities taking place at excursion location	All	<ul style="list-style-type: none"> <li>• Travel coordinator checks all locations for planned excursions to check that nothing is planned which may disrupt excursion</li> <li>• Where significant disruption may occur the excursion may change the destination to reduce risk</li> <li>• Where the disruption is not anticipated or happens once the excursion has left centre contact centre or centre contacts group to discuss any necessary changes to route</li> </ul>	Low