



RISK ASSESSMENT POLICY FOR EDUCATIONAL VISITS/EVENTS (not including residential or overseas visits)

Updated September 2017
Approved by the Principal

1. Roles and Responsibilities

- 1.1 Risk assessments should be completed by members of staff who are leading, organising and responsible for the trip or event. If an event is planned within or outside Academy premises or is an event hosted on site, the member of staff responsible must ensure:
- (a) That the visit/event has a specific stated objective (i.e. it meets the educational objective in line with vision, mission, values and or teaching and learning) and in no way should bring the Academy into disrepute.
 - (b) That the risk assessment paperwork is completed and approved by the line manager and the Senior Management Team (SMT). Where services are required from IT, Building Management Services and Security the event details should be discussed and agreement sought from these departments before completing the risk assessment and include any issues/risk raised by any support staff regarding the event or trip. Any cost implication, i.e. overtime should be approved by SMT.
 - (c) Failure to adequately risk assess with due diligence any educational visit or event may result in disciplinary action being taken.
 - (d) The risk assessment and event plan must be submitted to SMT for review at least four weeks prior to the trip/event happening, longer if this requires free travel for students for the use of public transport. Failure to do so will result in the trip/event being cancelled.

2. Additional Guidelines

- 2.1 The trip/event leader must have experience in supervising the age groups going on the visit or planning the event, be DBS checked and will organise the group in line with Academy safeguarding policies, including health and safety. Any other supervisors on the visit must be appropriate people to supervise learners. The ratio of supervisors to learners must be appropriate with a minimum of two tutors on all trips and a 1/10 minimum ratio of staff to learners.
- 2.2 The trip/event leader or another staff member must be suitably competent to instruct the trip/event and will be familiar with the location/centre where the activity will take place.
- 2.3 Parents/guardians of students under the age of 18 have full details of the trip/event and have provided their consent.
- 2.4 The mode of travel must be appropriate and safe; travel times out and back are planned including pick-up and drop-off points and communicated to all.
- 2.5 The group supervisors have the names of all the adults and learners travelling in the group, and the contact details and emergency contacts for all learners and any medical details.

- 2.6 The Academy has two mobile phones ensure these are charged and give to two responsible supervisor and communicated to all on the trip.
- 2.7 There is a contingency plan for any delays including a late return home.
- 2.8 That the ratio of male / female learners is appropriate for the supervisors in charge especially if overnight accommodation is included in the visit.
- 2.9 All events on site must include searching of external guests and alcohol is prohibited unless authorised by the Principal.
- 2.10 The Buildings Manager, IT and Security must have a copy of the event plan with clear start and end times.
- 2.11 All on site events must be ticket only, numbers agreed in advance.
- 2.12 No external marketing of the event can take place without the approval of SMT, i.e. social media of guests cannot be used.

3. Responsibilities of Learners

- 3.1 The group leader should make it clear to learners that they must:
 - Not take unnecessary risks
 - Follow the instructions of the group leader and other supervisors including those at the venue of the visit
 - Behave sensibly and responsibly.
 - Do not cause harm or vandalise the premises and respect others in particular the local residents and not litter within or outside the vicinity of Academy premises.
 - Look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it
 - Do not advertise any event on social media without permission from the Academy senior management team and all promotion must be through the Academy official social media team.
- 3.2 Any learner whose behaviour may be considered a danger to themselves or to any member of the group may be prevented from going on the visit or attending the event.
- 3.3 Any learner found misusing Academy premises or facilities, vandalising or causing any damage will be asked to leave the event immediately.