

Risk Assessment Form

This form must be submitted to the Bursar at least 2 weeks before your trip.

Ref No

Visit Location: South Africa	Date of Visit:	Date of risk assessment:
Activity Situation: Educational Tour	Visit Leader:	Risk Assessment prepared by:

What are the hazards?	Persons(s) at risk	What measures need to be in place to minimise the hazards?	Risk Rating = Potential			What actions can be taken to control the risk?
			PO	L	RR	
Failure to report for departure	Pupils	Visit leader staff to have pupil/ parent contact numbers. Clear briefing of pupils before departure	1	2	2	Contact parents/pupils. Inform School of absentee
Coach breakdown: Breakdown on public highway	Pupils/staff	Use accredited vehicle hire company. Seatbelts to be worn at all times.	1	2	2	Park vehicle in safe position. Disembark pupils on the curbside. If on motorway, gather well away from the roadside. Close supervision by staff. Notify school contacts of delayed return.
Coach accident	Pupils/staff	Use accredited vehicle hire company. Seatbelts to be worn at all times	3	2	6	Call emergency services as appropriate. Attend to any injured party. Secure rest of group away from traffic/roadside. Notify school.
A student might get hit by a motor vehicle whilst crossing the road	Pupils	We will brief students and cross at designated pedestrian crossing points where available. A teacher will always, where possible be in charge of the group whilst they are crossing or boarding / disembarking	5	1	6	Teacher supervision of boarding / disembarking
Robben Island Ferry Crossing	Pupils/staff	We Will brief students on the rules for crossing, especially re open deck areas (not permitted in dark or if sea is rough) Close supervision on vehicle deck. Remain in fours. Meeting point agreed throughout the crossing and on docking (numbered stairways to coach deck). Careful headcount before disembarkation. Planned procedure for missing pupils – g member of staff to leave as foot passenger.	3	3	9	Arrange procedures with staff and pupils before arrival at ferry. Request group seating area via ferry operator. Instruct pupils that in emergencies they follow instructions from ship's crew and do not attempt to return to meeting place.
Delayed return	Pupils	Visit leader to have School and SMT contact numbers	1	1	1	Decide early whether to contact School/ SMT. Explain to pupils how long the delay might be.

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Service Station/ other breaks in journey	Pupils	Brief pupils on purpose and timings of stop, how and where to contact staff, always remain in fours. Remind everyone about moving traffic. Careful headcount before departure.	1	3	3	Staff to petrol area during stop
Fire/ emergency evacuation	Pupils/Staff	On arrival, Visit leader to brief all members of the party to read hotel's fire/evacuation instructions and note position of extinguishers and fire exits. Remind all of no- smoking policy in bedrooms at any time.	5	1	5	Shortly after arrival, Visit leader to hold practice fire drill involving a full registration outside the hotel. Brief pupils to follow emergency instructions from hotel staff.
Theft from hotel room	Pupils/ staff	Briefing to lock bedroom doors, place valuables in hotel safe, keep hand baggage closet all times, never leave possessions unattended, report theft immediately to Visit Leader and hotel management	1	3	3	Brief pupils and parents not to bring very valuable items on the trip. Parents may wish to arrange additional insurance.
Child Protection	Pupils/ Staff	Ensure Hotel is locked at night or that there is a night porter on duty. All Bedroom windows to be securely shut from the inside. Designated staff rooms to be at each end of pupil rooms. Brief pupils to notify staff immediately if strangers attempt entry to any room. Head count at lights out.	1	2	2	Pre visit check. Book rooms above ground floor level Students to have emergency for allow them to alert staff quickly of their concerns. Students briefed before trip.
Domestic hazards	Pupils Staff	Accommodation should have external validation, eg tourist board rating. On arrival, visual inspection of balconies, stairways, public rooms and electrical fittings. Brief staff and pupils to check things in their own rooms and report back to visit leader.	1	1	1	Pre visit check
Hygiene	Pupils/ Staff	Accommodation should have tourist board/environmental health endorsement or similar. Visual inspection of washing facilities and cleanliness of catering department.	3	3	9	Pre visit check

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Night time tendencies	Pupils	Brief staff on information from parents re pupil illnesses, sleep walking etc. Brief pupils where to get help in the night	1	1	1	Discuss potential problems with parents and pupils.
Students leaving rooms at night	Pupils	Pupils will be briefed on health and safety issues and will sign a behaviour contract that states that they will not leave their rooms after the curfew set by staff.	2	2	4	Teacher patrols until we think girls are settled / asleep – reminders of rules and safety as required.
Inappropriate behaviour / drunkenness	Pupils	Brief pupils on school alcohol ban. Remind staff that their supervisory role continues into the evening	2	3	6	Ask hotel to remove/empty all mini bar fridges in pupil rooms
Separation from party	Pupils	Clear instructions to pupils on expectations and itinerary. Regular roll calls. Close supervision. Agreed meeting point. Pupils in pairs or small groups.	2	2	4	Contact venue staff. Call pupil's mobile. Search party f staff, while rest of group remain supervised
Separation during indirect/remote supervision	Pupils	Check location is suitable for this mode of supervision. Clear briefing on pupils behaviour and guidelines and emergency procedures. Pupils to remain in groups of no less than four. Clear rendezvous points and times.	2	2	4	Call pupils mobile. Search party of staff, while rest of group remain supervised. Call emergency services if necessary. Notify school
Falling, slipping, knocking into display cases – accidental injury	Pupils	Pupils to be briefed on appropriate behaviour – no running, look where they are going especially in dimly lit areas, marble floors/stairs may be slippery etc...	1	1	1	Summon venue/medical/emergency assistance. Staff remember to remain with casualty. Secure safety /supervision of rest of party.
Fire emergency evacuation. Subsequent panic, crowd control problems	Pupils /Staff	Brief pupils on emergency procedures. Establish clear emergency meeting points	1	1	1	Ensure venue has contact details of all staff. Identify venue personnel uniform to pupils

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Terrorist attack in South Africa	Pupils / Staff	We will be aware of the current security threat and monitor any possible warnings from the security services. In the event of an attack, we will follow the instructions of the emergency services.	1	1	1	
Coach/ Aeroplane crash	Pupils /Staff Leader	We will use a reputable coach and airline company that has been used by the school for years. Students will be instructed to obey the driver.	5	1	6	
Falls or injury on excursions	Pupils /Staff Leader	Tour leader experienced in terrain. Brief on specific hazards: cliffs, water, bogs etc. Forecast checked	3	3	9	Clear information given to party on safety . Summon medical/emergency assistance. Group leader first aid qualified. Secure safety/supervision of rest of part. Notify school.
Wildlife	Pupils /Staff Leader	Party will be briefed where there may be a hazard.	2	2	4	Clear information given re safety. Students advised on jabs - Summon medical/emergency assistance. Group leader first aid qualified
Water – Drowning / incident in water	Pupils /Staff Leader	Party will not be swimming on the trip and will be briefed not to venture near water should it be appropriate.	1	1	1	Clear information given re safety. Summon medical/emergency assistance. Group leader first aid qualified

Do you have parental consent from all parents in your party? Yes

Do you have all pupil special medical information? - Yes

Attach list to this RA

Any other comments

Approved by Bursar:.....

Date: