



Risk Assessment Overview

| Activity | Who could be affected? | Hazard | Risk (low, medium, high) | Actions already taken to reduce risk | Further actions recommended/ comments |
|-----------------|-------------------------------|-----------------------|--------------------------|---|--|
| Off-Site Visits | Staff Students Visitors | Injury | Low-high | <p>Staff, students and visitors will be briefed on the nature of the location prior to the trip to ensure that suitable clothing is worn including sturdy footwear to minimise the risk of slips, trips and falls. The trip leader must be first aid qualified, will take a first aid kit with them and be responsible for administering first aid.</p> <p>Should staff/students/visitors need emergency medical attention, 999 will be called/immediate medical attention sought. The trip leader must have a fully charged mobile phone with them.</p> | <p>Parental/carer consent is required for students to be taken on activities that are away from the family home. This can be given verbally. Locations and timings and the nature of the activities will be shared with the parents/carers.</p> <p>Seaside Learning views it as good practice to inform students and their parents/carers of activities in advance so that they are prepared both physically and also emotionally.</p> |
| | | Transporting students | Low-medium | <p>Staff with appropriate business insurance and who have completed the necessary driving for work checks (including providing evidence of valid business insurance, a valid MOT and valid driving license) are the only staff permitted to transport students in their own vehicles. Staff must inform the administration team what time they are leaving site, how many students/staff they are transporting, where they are going, when they expect to arrive back on site. Staff who are driving must take a fully charged mobile phone. Any incidents must be reported as soon as possible. Should a vehicle break down, another member of</p> | |

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| | | Students absconding | Medium | Due to the SEMH and behavioural needs of the student's staff should ensure that for learners with the potential to abscond, that appropriate provisions are in place e.g., 1-to-1 support/2-to-1 support to ensure the young person can be monitored on the trip/activities at all times. Should a student abscond, staff are to immediately phone the office who will contact the young person's parents/carers, registered school and where necessary the police and social services. | |
| | | Members of the public | Medium | Staff/students should be mindful of the needs of members of the public and other people accessing the trip location. Students are not permitted to enter unsupervised conversations with members of the public or to be left unattended at any point on the trip as this could present a safeguarding risk. | |
| | | Location | Low-high | For each trip a location risk assessment will be carried out prior to the trip assessing the main risks such as roads/boundaries, wildlife/animals, topography and ground conditions, any major bodies of water and any other risk that may be presented by the trip location. | |
| | | Weather | Low-high | The weather conditions on the day of the trip/activity will be considered in the risk assessment and staff/students/visitors informed with adequate time to attend prepared for the weather conditions. Should the weather be extremely adverse, affecting driving conditions or the posing a high risk at the location of the trip, then the trip/activity will be cancelled. | |

Signed: *James Lumber (Director)*

Name: James Lumber

Date: 1st May 2024