

Risk Assessment Policy for Trips

1 Policy Statement

- 1.1 The college aims to ensure that all external activities carried out for staff or student's skill enhancement or recreation are risk free.
- 1.2 The purpose of this policy is to establish clear college guidance for the organizers of trips and external activities.

2 Key Principles

Winsor Education is committed to ensuring that the principles mentioned below are met without fail.

It is our policy to ensure that:

- 2.1 All external activities are applied for approval via the Welfare Officer.
- 2.2 If disapproved the applicant must be allowed to appeal against the decision or submit new application.
- 2.3 The external activities are risk assessed by the Health & Safety Officer(s) prior to the trip.
- 2.4 The activities are not hazardous to the school's participants as well as any external public.
- 2.5 The Health & Safety Officer conducts a risk assessment of the journey and site activities and approves the trip.
- 2.6 The Health & Safety Officer liaises with the management of transportation or / and the venue of interest to note down any potential risks indicated.
- 2.7 A Health & Safety briefing takes place before departure, on site and on return.

- 2.8 Every group has a leader who should have an accurate count of its attendees. These leaders should report to the Person In charge of the whole trip.
- 2.9 Risks are continually monitored throughout the trip.
- 2.10 When the total number of participants exceeds 10 individuals, the leader allocates supervisors or deputies and briefs them regarding different tasks to manage their groups in compliance with Health & Safety Principles.
- 2.11 Any special needs are taken into consideration.
- 2.12 A first Aid box is carried throughout the trip.
- 2.13 A first aider is present throughout the trip.

3 Implementation responsibility

- 3.1 The Health & Safety Officer (1st point contact) is responsible for the implementation of this policy.
- 3.2 In the absence of the Principal will be responsible for the implementation of this policy.

4 Monitoring

- 4.1 The policy will be monitored at two levels.
 - 4.1.1 First level monitoring will be done by the Health & Safety (Main) officer.
 - 4.1.2 Second level monitoring will be conducted by the Principal.

5 Policy Review

- 5.1 This policy will be reviewed on a regular basis in accordance with legislative developments and the need for good practice, using the HSE guidelines for implementation.
- 5.2 It is a college policy that all policies are reviewed annually.

Hazards	Who is at risk	Existing measures	Proposed measures	Responsible person	Target date	Date target achieved

Risk Assessed by
Name: _____

Designation: _____

Signature: _____

Date: _____

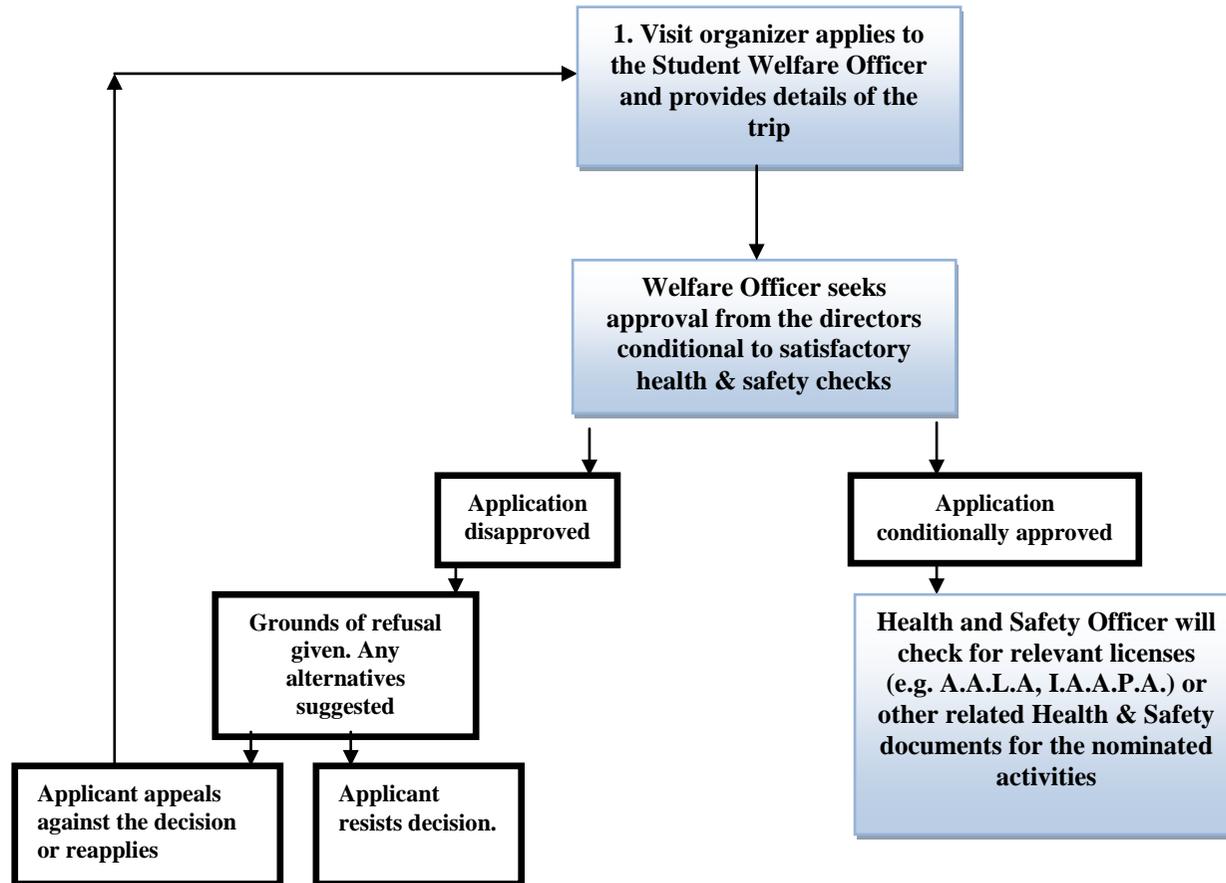
Verified by
Name: _____

Designation: _____

Signature: _____

Date: _____

Risk Assessment Procedure For External Activities



The Health & Safety Officer will:

- Take the final list of all the attendees.
- Coordinate with the related Health and Safety Officer of the area of interest and convey intention and make H & S suitability checks.
- Check for any H & S issues in the logistical arrangements.
- If possible visit the site for risk assessment prior to the actual trip.
- If no prior risk assessment visits were conducted then the H & S Officer should obtain a copy of the most recent risk assessment from the H & S Officer of the concerned site.
- In any case the college's Health & Safety Officer must conduct a risk assessment prior to starting any activities (a template is attached overleaf).
- If any high scale risk is identified; the Health & Safety Officer must abandon the activity or the entire trip if that activity is of a major credence.
- Make sure that a Health & Safety briefing takes place before the start of the activities.
- Make sure that students with low language abilities have been properly conveyed with the message.