# BASIC RISK ASSESSMENT (BRA)

**RESIDENTIAL VISIT ABROAD**

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| **!** | If a shaded box is tickedagainst the minimum control measures and immediate control measures cannot be implemented and recorded on this form  **OR**  the activities are significantly more complex than detailed below  then | **!** |
| **A “STANDARD” OR “SPECIALISED” RISK ASSESSMENT MUST BE CARRIED OUT** | | |

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|  |  |  | DETAILS OF ACTIVITY |
| **TEAM** | [enter school name] | Residential Visit Abroad.  It is strongly recommended that the school use a reputable, bonded travel company. |
| **RISK ASSESSMENT LOG REF** |  |
| **NAME OF ASSESSORS** | [School staff member] |
| **MANAGER RESPONSIBLE** |  |
| **LOCATION OF SIGNED RISK ASSESSMENT/S** | [where filed/displayed] |

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| **DATE OF REVIEW / REASSESSMENT** | **ARE THERE ANY CHANGES TO THE ACTIVITY SINCE THE LAST ASSESSMENT** | **SIGNATURE OF MANAGER** |
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| **THE COMMON FACTORS ASSOCIATED WITH THIS ACTIVITY** | |
| **HAZARDS** | * Transport (travel sickness, accident, traffic when alighting). * Children becoming lost. * Language * Security of rooms * Bullying * Weather * Accommodation * Fire in building (particularly at night) |
| **PERSONS AT RISK** | * Employees * Young Persons * Volunteers |
| **POSSIBLE OUTCOME** | * Death * Personal injury * Long term health effects |

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| **State how the controls in this risk assessment are formally communicated to employees** | To be discussed in staff meeting |

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| **MINIMUM CONTROL MEASURES** | | **YES** | **NO** | **COMMENTS/EVIDENCE OF ACTION** |
|  | **Transport.** |  |  |  |
| **1** | Coaches and Drivers to be fully compliant with the laws of the country/s visited. | Yes |  | [Coach company name and address]  The company must establish and maintain a written Health and Safety Policy and Safety Management System which comply with the recognised standards for school travel. |
| **2** | Leader/helpers aware of alighting from coach with exit door on to road (driving  on the right).  Minibuses must be fitted with seatbelts and Drivers authorised to drive. Seat belts should be worn at all times, by everybody. | Yes |  | Leaders will be aware when alighting from coach of on-coming traffic.  The company establish and maintain a written Health and Safety Policy and Safety Management System which comply with the recognised standards for school travel. |
|  | Fire |  |  |  |
| **3** | Group Leader to familiarise themselves with fire evacuation plans for the accommodation, & brief everyone else. | Yes |  | The group must follow the emergency procedures directed by staff members in Taizé. Group leaders must ensure as soon as possible that all group members are safe. For this reason the group must congregate as soon as possible after an incident at a specified place. |
| **4** | Group Leader to check fire exit routes are clear/doors not locked, as soon as possible after arriving. | Yes |  | As Above |
|  | Language |  |  |  |
| **5** | If possible a member of the group should be able to get by using the native language. | Yes |  | To be carried out on arrival. |
|  | Children becoming lost |  |  |  |
| **6** | On arrival group given guided tour of venue with strict instructions of where they can, and cannot go. | Yes |  | To be carried out on arrival. |
| **7** | Clear objectives are to be agreed so children know what is expected. | Yes |  | To be carried out on arrival. Whilst travelling students to remain in groups of three of more and have an emergency contact number. |
| **8** | Children have clearly laid out plans of what they are expected to achieve during the visit. | Yes |  | There is a full programme of activities. |
| **9** | Children to be supervised on and off the coach. Adequate supervision provided at all times following guidelines. | Yes |  | Supervision at all times when students are alighting on and off the coach |
| **10** | Awareness and understanding of own pupils and staff. | Yes |  | TA to support students with SEN |
| **11** | There are clear instructions as to expectations of behaviour and responsibilities to themselves and to one another. | Yes |  | School behaviour policy will apply. |
| **12** | Staff to have a list of all groupings. | Yes |  | To be distributed to all staff |
| **13** | Arrangements are in place for periodic checking of numbers, either in their group or as a whole. | Yes |  | Periodic head-counts will take place. |
| **14** | Supervisors are instructed to count pupils on to coach and then count again (another adult) before setting off. | Yes |  | Counting of students will be double-checked. |
|  | **Security of rooms** |  |  |  |
| **15** | Group Leader to check the security of accommodation. | Yes |  | Tents are now being used. |
| **16** | Is there 24 hr cover? | Yes |  | To be carried out on arrival. |
| **17** | Doors and windows must be locked but emergency exits must not be compromised. | Yes |  | Rules regarding camping to be carried out on arrival. Students to have a tent inspection daily. |
|  | **Free time (knocks and falls in rooms)** |  |  |  |
| **18** | Activities to be provided throughout day and evening to limit free time to minimum. (see below). | Yes |  | A programme of daily activities will be carried out |
| **19** | Strict guidelines laid down as to when the children are allowed in rooms on their own. | Yes |  | Guidelines will be given on arrival. |
| **20** | Clear instructions as to what they can and cannot do. | Yes |  | Guidelines will be given on arrival. |
| **21** | Clear expectations of behaviour agreed. | Yes |  | School behaviour Policy will still apply |
| **22** | Children outside to be supervised at all times. | Yes |  | Student activities will be supervised |
|  | **Homesickness (sleepless nights and tiredness)** |  |  |  |
| **23** | Adults to be aware of any homesickness, particularly at night. | Yes |  | Students will be carefully monitored for signs of homesickness. |
| **24** | Time and sympathy with the child is important | Yes |  | Any students will be supported with homesickness. |
|  | Bullying |  |  |  |
| **25** | Normal school procedures will apply. | Yes |  | School behaviour Policy will still apply |
| **26** | If necessary have plan in place to segregate or even return offending pupil/s home. | Yes |  | Students will be segregated if required. |

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| It is vital the leader and all the helpers have the telephone number of the British Embassy or Consulate in case of emergency.  It is important that children have time on their own during the visit, particularly if it is several nights away. Activities should be planned to minimise the amount of free time, but both adults and children need a break. How that is organised or how much depends upon the group and the adult helpers you have.  Remember the safety and well being of the whole group is the first priority. |
| **Using a Tour Operator or Provider**  It is strongly recommended that the school organises a visit abroad through a recognised tour operator. The Package Holiday Regulations (1992) places a duty of due diligence (a duty of care) firmly on the shoulders of tour operators thereby reducing much of the Party Leaders responsibility for assessing suitability of accommodation, travel and other arrangements made for a school journey.  Tour operators can advise on travel arrangements, stopping points etc.  You should ask to see a copy of their safety policy and their insurance policy.  You should be asking what procedures are in place to cover for breakdown of the coach. |

**Control measures in this risk assessment are the MINIMUM CONTROL MEASURES. Use the box below to document any additional local controls and any cross reference to standard / specialised risk assessments**

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| **MANAGERS SIGNATURE**  *“All minimum controls are in place, can be evidenced and are regularly monitored”* | **MANAGERS NAME (PRINT)** | **JOB TITLE** | **DATE** |