

Basic Risk Assessment		Off site programs - All visits off centre. This includes: i) all excursions to third party sites, such as museums. ii) all field studies visits, such as river, treasure hunts, village, town and city studies.		Ref No. - 01	
Internal assessor:	Juan Fco. Redondo Sanchez	Potential injuries, damage, etc:	Cuts, bruises, grazes, allergic reaction, serious injury, death.	Date of issue:	March 2009
				Planned review date:	March 2010
Hazards.		Persons exposed to the hazard.	Existing control measures		
Particularly in circumstances where a system of remote supervision is operating, there is a risk that through inadequate supervision arrangements an individual group member could become separated from the rest of the group or lost.		Group Leaders /instructional staff. Teachers. Students.	<p>1. All participants must be briefed before leaving the site on what the supervision arrangements will be. Under no circumstances are individual groups members to go off on their own, regardless of their age. An emergency meeting point must be established at all off-site locations. This will be used as a rendezvous point for participants who become separated from their group.</p> <p>2. On arrival at the off-site venue, the instructor must show the group where the emergency meeting point is and describe how and when it is to be used.</p> <p>3. Remote supervision can be used, depending on the nature of the visit. In these cases systems of contact must be implemented to allow group members to make immediate contact with the group leader / instructional staff. This can be achieved by issuing mobile telephone numbers. The group leader / instructional staff must keep with them a group members list, and check at every opportunity that all group members are accounted for.</p> <p>4. Group Leader / instructional staff are to ensure that all group members have clothing and footwear appropriate to the site to be visited before departing the centre, and that they keep to designated paths and study areas once at the off-site location.</p>		
Most off-site visits are to public areas where other activity may be going on. Groups may encounter cyclists, horse-riders, walkers, recreational vehicles, countryside rangers undertaking works, etc. when in outdoor areas such as parks and woodlands.		Group Leaders /instructional staff. Teachers. Students.	1. Group Leader / instructional staff are to brief participants to be considerate to other site users, and make space for them as necessary. Where the activities of such users may represent a hazard to the group (e.g. brush cutting, tree surgery, grass cutting) the instructor must use an alternative route or study site. Group members must be reminded not to go with strangers under any circumstances.		
Local topography and terrain can increase the likelihood of slips and trips, lost footing and falls.		Group Leaders /instructional staff. Teachers Students	1. Off-site locations must be vetted before use for their suitability.		
Countryside locations may have a range of flora and fauna that visitors should be cautious around. Vegetation may have low hanging branches, thorns, stings or poisonous leaves, berries, and fields may contain livestock.		Group Leaders /instructional staff. Teachers. Students.	1. If possible, instructors should avoid taking groups through fields of livestock. If this is unavoidable, the instructor should brief the group to walk calmly, confidently and quietly through the field, and not to run under any circumstances. The instructor should avoid areas where flora may be hazardous. In any instance, instructors must brief participants not to put leaves, berries, etc. in their mouths.		