

Basic Risk Assessment for Tours & Activities

Name of School: Exeter Homestay UK Ltd		
Activity: Local Area Walk/Town Trail/Activities		
Date of latest revision: 15.10.18 Revised by: Carol Daley	Date of Arrival/ Activity:	
Number of adults:	Number of children:	
Hazards	Risk	Risk control measures
Distance from School/Coach	Need for emergency contact (With the Group)	<ul style="list-style-type: none"> • A mobile phone must be carried by member of staff leading the group/Activity • Group leader must have list of all pupils on the trip with their emergency contacts • Ratio of adults to children to be at least 1:15 • Route taken should be appropriate for age and ability of group and should be checked before group leaves school/Coach • Ensure group behavior and supervision is acceptable and appropriate.
First Aid, children require prescribed medication	Minor injury or serious illness	<ul style="list-style-type: none"> • Member of staff carries first aid kit or one of property of Activity • Any prescribed medication e.g. Inhalers, EpiPen's, with child if usually responsible or designated member of staff/Group Leader
Rough, uneven ground	Slips, trips or falls	<ul style="list-style-type: none"> • Verbal warning of risk & Safety • Suitable footwear to be worn. • Ensure good behavior and no running
Traffic	Death or major injury	<ul style="list-style-type: none"> • Verbal warning of risk before disembarking by Group Leaders • Supervise road/car park crossings by groups • Maintain clear sight lines at all road crossings • Use pedestrian crossings wherever possible • Leader at front plus back marker always • Walk in single file if narrow paths • High visibility vests to be worn by group members & staff
Contact with Dogs	Minor/ major injury/ death	<ul style="list-style-type: none"> • Health and safety briefing to include importance of not approaching dogs • Verbal reminders of risk by Group Leader
Extreme weather conditions	Sunstroke/ sunburn/ dehydration	<ul style="list-style-type: none"> • Ensure group have access to fluids and drink breaks • Avoid prolonged exposure to sun • Ensure pre-visit information includes importance of wearing hats and sunscreen and promote the application of it during the day • Modify/ shorten session as necessary

Extreme weather conditions	Hypothermia	<ul style="list-style-type: none"> • Ensure pre-visit information includes information about importance of warm layers of clothing • Modify/ shorten or consider cancelling activities in bad weather • Provide extra clothing as necessary • Be aware of the level of comfort in the group and avoid pro-longed periods of inactivity
Public	Physical/ verbal abuse/ abduction of children/	<ul style="list-style-type: none"> • Staff/ volunteers to be recognizable by logos on clothing or Staff Badges • Regular headcounts by Group Leaders • Staff to be vigilant - politely ask members of the public to leave work area if necessary • Front and back markers to be designated with each group • Attempt to de-escalate any potentially confrontational situation if safe to do so • Be prepared to remove group to alternative area if necessary • Follow serious incident procedures and notify police if appropriate
Classrooms/Class Hire	Fire & Health and safety and boundaries	<ul style="list-style-type: none"> • Ensure a Health & safety brief talk to take place the first morning • Advise the importance of not going away from the building without the Group leaders • Ensure everyone knows where the fire exits are in case of a fire alarm • Ensure toilets are pointed out and ensure the children know other people are in the building and classes • To be quiet and not too loud during class • Break times will be supervised by Group Leaders
Separation of group member from group	Getting lost	<ul style="list-style-type: none"> • Regular headcounts by Group Leaders • Guidelines given to children about what to do if separated by Group Leaders • Ensure participants let leaders know if they are leaving the group early or collected by family early on any outing • Clear boundaries for activities before doing • always Ensure good behavior • In the event of unacceptable behavior, consider shortening sessions • Leader at front plus back marker when moving between activities • Follow lost child procedure
Is lone working expected? No	Are any special groups at risk?	Young children
First Aid Cover	On site of Staff or group leaders	
Group leader:	Signed:	
Position:		
Approved by:	Signed:	