

'OUT OF CLASSROOM' RISK ASSESSMENT AND RISK MANAGEMENT RECORD

We provide one, generic, risk assessment for all the programmes we run in East London. The main risks in an urban area are common to most of our programmes – crossing roads, travelling by train, encounters with the public. It is important that you are familiar with the risk assessment before you come.

VISIT DETAILS

URBAN GEOGRAPHY TUTOR	
DATE OF VISIT	
NUMBER OF PUPILS	SCHOOL YEAR
SCHOOL	
MEETING TIME	MEETING PLACE
DEPARTURE TIME	DEPARTURE PLACE
LEAD TEACHER	TEL
SCHOOL VISITS COORDINATOR	TEL

ACCOMPANYING STAFF

NAME	TEL
NAME	TEL
NAME	TEL
NAME	TEL

LOCAL EMERGENCY CONTACTS

Westfield Offices • 0208 221 7300
Stratford Centre Management Office • 0208 536 5350
Stratford Police Station • 0208 5341212

OTHER USEFUL CONTACTS

RISK/HAZARD	RISK SEVERITY 1 TO 5 1=LOW 5=HIGH	RISK LIKELIHOOD	CONTROL MEASURES	RISK LIKELIHOOD WITH CONTROL
Falls, slips and trips, cuts, abrasions, minor injury.	3	High	School to advise groups on appropriate footwear and clothing before arrival. Tutor to make groups aware of any uneven surfaces, verges, steep steps, sharps and other hazards while walking or undertaking fieldwork activities. Tutor make groups aware of expected behaviour while moving and undertaking activities. Tutor has recent first aid training and first aid kit.	Low
Traffic accidents, road crossing collisions with cyclists.	5	Medium	Tutors brief groups on arrival of procedures for walking in a group, including teacher/supervising adult roles. Advise groups of particular local traffic hazards. Tutors advise groups on road crossing procedures and need for groups to stay in discreet group except when instructed otherwise.	Low
Use of public transport, Docklands Light Railway.	5	Medium	Tutor to brief groups re journey details before travel. Tutor to advise all pupils travel on single designated carriage except where instructed otherwise. Tutor to brief groups regarding individual pupil separation procedure. Tutor to ensure standing pupils hold handrails. Tutor to give notice while on train of destination station. Tutor to ensure Headcount at destination station.	Low
Hazards in busy urban area, contact with general public, crowds, anti-social behaviour, 'stranger danger'.	5	Medium	Tutor to brief group regarding expected behaviour, nature of locations where activities will take place. Tutor to advise on designated area where activities are to take place and the time allotted. Tutor to ensure pupils are in appropriate groups and have appropriate adult supervision at all times. Ensure provision is made for toilet stops and there is clarity about use/not use shops etc. Tutor to advise groups on dealing with anti social behaviour. Tutor to ensure regular head counts take place. School to ensure a minimum pupil teacher ratio of 15:1, therefore with the UGEL tutor approx 10:1.	Low
Individual separation from the group.	5	Low	This is an extremely unlikely event. Tutor ensures pupils work in a minimum of pairs while undertaking activities. Ensure teachers are clear about nature, area and timings of activities. Schools to identify and make UGEL aware of any pupils that may need support in ensuring they understand the scope of activities. Advise schools that all pupils should have the telephone number of the lead teacher on the day to assist in safe location of and contact with the student. These procedures should be discussed with students before the visit. If student separated UGEL tutor to telephone local police, stop fieldwork activities (30-45 mins) and take students to local comfortable quiet area and dispatch one adult to look for student.	Low
Access to alcohol, drugs and cigarettes.	5	Medium	Tutor to advise groups on use/not use of shops etc and approaches from members of the public. Ensure appropriate supervision.	Low
Individual pupil medical conditions.	1 to 5	High	Tutors ensure all relevant information about the activities and programme for the day are clear and sent to lead teachers in advance of the visit to ensure they are not likely to compromise the health of individual pupils.	Low
Group capability, age of pupils.	2	Medium	Tutors ensure all relevant information about the activities and programme for the day are clear and sent to lead teachers in advance of the visit to ensure they are within the capabilities of the group of pupils. Tutor to make any necessary adjustments to the activities as required.	Low
Individual pupil capability.	2	Medium	Tutors ensure all relevant information about the activities and programme for the day are clear and sent to lead teachers in advance of the visit to ensure they are within the capabilities of the group of pupils. Tutor to make any necessary adjustments to the activities as required.	Low

CONTINUED

RISK/HAZARD	RISK SEVERITY 1 TO 5 1=LOW 5=HIGH	RISK LIKELIHOOD	CONTROL MEASURES	RISK LIKELIHOOD WITH CONTROL
Hazardous substances, animal faeces.	3	Medium	Tutor to advise group of hazards and to check working/lunchtime area.	Low
Emergency/unforeseen circumstances including terrorist incident.	5	Low	Tutors to be familiar with field of activity and carry first aid kit. Tutors have an alternative plan (Plan 'B') to be implemented if required. Tutors to be aware of and have contact details of local emergency and support services. UGEL tutors to be aware of the current M15 advised terror threat level and to be proportionate in response. Schools to issue card for all pupils with teachers' school mobile and school's telephone numbers on card. Meeting places and pick-up points to be arranged away from the most crowded places and prompt movement made away from meeting point when numbers and groups are established. At all fieldwork locations UGEL tutors to be mindful of easy escape or dispersal options. UGEL tutors, given threat level and other circumstances, to consider whether a muster/meeting point or a 'Run, Hide, Tell' strategy is appropriate if a terror incident were to occur.	Low
Walking on near waterways (canals and rivers) falling into water. Bumps, scratches, drowning.	5	Low	Tutors to brief all group before walking near waterways about walking away from waters edge, not running and being mindful of cyclists using the towpaths. All tutors to carry throw-lines to assist if person enters the water.	Low

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