

'OUT OF CLASSROOM' RISK ASSESSMENT

It is important that all parties are clear on the roles of UGEL staff and school staff in relation to safeguarding. UGEL tutors are highly experienced trip leaders who know the area of work extremely well. However, their role is limited to offering information, advice and guidance to support the school's trip leader in the safe running of the fieldtrip. UGEL tutors should be seen as facilitators with the ultimate responsibility resting with the school leader. This is because the school staff know the pupils better and are therefore better placed to know how pupils might respond in different circumstances.

ISSUE Consider STAGED: Staff • Timings • Activity • Group • Environment • Distance	HOW TO MANAGE IT
Falls, slips, trips, cuts and minor injuries.	School to advise groups on appropriate footwear and clothing before arrival. UGEL staff to make groups aware of any uneven surfaces, verges, steep steps, sharps and other hazards while walking or undertaking fieldwork activities. All staff to make groups aware of expected behaviour (eg walking in pairs, listening for instructions) while moving and undertaking activities. School staff to bring First-Aid equipment.
Traffic accidents, walking on pavements, road crossing collisions with cyclists.	UGEL staff to brief group on arrival of procedures for walking in a group, including teacher/supervising adult roles. Advise groups of particular local traffic hazards. UGEL staff to advise groups on road crossing procedures and need for groups to stay in discreet group except when instructed otherwise.
Walking on near waterways (canals and rivers) falling into water. Bumps, scratches, drowning.	UGEL staff to brief all group before walking near waterways about walking away from water's edge, not running and being mindful of cyclists using the towpaths.
Emergency/unforeseen circumstances.	UGEL staff are familiar with field of activity and access points for emergency support. UGEL staff have an alternative plan (Plan 'B') to be implemented if required. In essence this is to vacate area of danger quickly and safely and reassemble at the Velodrome for dispersal from immediate area of danger.
Use of transport to reach Stratford.	School staff to brief group re journey details before travel and to ensure all safeguarding measures are respected eg wearing seat belts.

ISSUE Consider STAGED: Staff • Timings • Activity • Group • Environment • Distance	HOW TO MANAGE IT
Hazards in busy urban area, contact with general public, crowds, anti-social behaviour, 'stranger danger'.	<p>UGEL staff to brief group regarding expected behaviour and the nature of locations where activities will take place.</p> <p>UGEL staff to advise on designated area where activities are to take place and the time allotted.</p> <p>School staff to ensure pupils are in appropriate groups and have appropriate adult supervision at all times.</p> <p>UGEL staff to ensure provision is made for toilet stops and there is clarity about use/not use of shops and cafes on the day.</p> <p>UGEL staff to advise groups on dealing with anti-social behaviour and the need to keep valuables (phones, wallets etc) discretely located rather than 'on display'.</p>
Individual separation from the group.	<p>UGEL staff to ensure that pupils work in a minimum of twos while undertaking activities.</p> <p>Pupils to work in view of staff.</p> <p>UGEL staff to ensure teachers and pupils are clear about nature, area and timings of activities. If students are separated and there is complete loss of contact UGEL staff will telephone local police and stop fieldwork activities. They will then take students to local comfortable quiet area and dispatch available adults to look for student(s).</p>
Access to alcohol, drugs and cigarettes.	<p>Staff to advise groups on use/not use of shops etc and approaches from members of the public.</p> <p>Ensure appropriate supervision.</p>
Individual pupil medical conditions.	<p>UGEL staff to ensure all relevant information about the activities and programme for the day are clear and sent to school staff in advance of the visit to ensure they are not likely to compromise the health of individual pupils.</p> <p>School staff to advise UGEL on any relevant health and safety or safeguarding issues in advance of the visit.</p>