

STUDENT TRAVEL & OUTINGS - RISK ASSESSMENT

Department/Area	Reach Staff & Students	Date Assessed	January 2023
Person Conducting Assessment	Daniel Clark-Basten (Atlas)	Date Reviewed	April 2024
Managers Name	Dan Palmer	Date Reviewed	Jan 2025
Title of Risk Assessment	Student Travel & Outings	Date Reviewed	Feb 2026
Detail the source of the risk: The background information, description of the Event.	This assessment though not exhaustive is to highlight the potential hazards during travel or whilst on excursion and the mitigating steps put in place to minimise risk of personal injury or harm.		

Item	Who is at Risk	Significant Hazards	Initial Risk			Control Measures	Residual Risk		
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Medical: EHCP	Students	Failure to plan correctly could increase the risk of Harm from: ➤ Medical requirements ➤ Toilet/Changing facilities ➤ Emergency evacuation from the trip ➤ Mobility challenges ➤ Learner skills sets (eg. ability to swim)	4	4	16	<ul style="list-style-type: none"> ➤ Ensure EHCP is current, and all relevant Staff are aware of requirements. ➤ Obtain consent for the trip from guardians if required. ➤ Ensure all necessary arrangements have been made and factored into the trip for the individual's needs, including an individual risk assessment. ➤ Clear instructions and rendezvous points communicated with Guardians if required. ➤ Guardians will be informed immediately in the event of an accident or incident. ➤ Activities have appropriate breaks to mitigate against tiredness. 	2	4	8
Travel: Road traffic incident (RTI)	Staff & Students	<ul style="list-style-type: none"> ➤ Risk from Injuries from minor to fatal in the event of a Road traffic incident of any kind 	4	4	16	<ul style="list-style-type: none"> ➤ Reach will have in place an emergency procedure in place for all travel. ➤ Coach or minibus will be hired from a reputable company only. ➤ Seatbelts/restraining systems will be in place and always used during travel. ➤ Only qualified drivers to be used. ➤ Highway code will be adhered to. ➤ The route will be reviewed prior to travel, including appropriate rest breaks. ➤ Management will be notified immediately in the event of any RTI. 	2	4	8
Travel: Ferry crossings	Staff & Students	<ul style="list-style-type: none"> ➤ becoming separated with the group (lost onboard) ➤ Falling overboard ➤ Sea/motion sickness ➤ Intoxicated 	4	4	16	Students will: <ul style="list-style-type: none"> ➤ Remain with the group at all times during the crossing. ➤ Be under close supervision/accompanied while out on deck. ➤ Inform a member of Staff if they feel sick/ill and which toilets they are going to use. ➤ NOT consume alcohol at any time. ➤ Rendezvous at an agreed location prior to returning back to the vehicle ➤ Head counts before departure (<i>by 2 staff and correlated</i>). ➤ Procedure in place and implemented for missing Students. 	3	3	9

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Student isolation	Students	<ul style="list-style-type: none"> ➤ Student becoming lost in an unknown area. ➤ Potential risk for the student to be abducted. ➤ Potential risk of harm. 	3	3	9	<ul style="list-style-type: none"> ➤ Ensure supervising Staff are competent and understand their roles. ➤ Ensure there is sufficient supervision for the Staff to student ratio. ➤ Plan and use suitable group control measures (<i>for example, buddy systems, large groups split in small groups each with a named leader identification system</i>). ➤ Discuss itinerary and arrangements with Students. ➤ Briefing to all Students on what to do if separated (<i>Reach to have a plan in place</i>). ➤ Head counts by leaders particularly at arrival/departure points. ➤ 1:1 event's should have a similar lost/separated procedure in place. 	2	3	6
Inclement weather	Staff & Students	<ul style="list-style-type: none"> ➤ Heat stroke/heat injuries ➤ Hypothermia/cold injuries ➤ Wet from rain/snow etc 	3	3	9	<ul style="list-style-type: none"> ➤ Consider the weather prior to the trip and advise Staff and Students to dress accordingly or reschedule the event. ➤ Plan for accidents, i.e. vehicle break downs (<i>forced to sit outside the vehicle by the side of the road/motorway</i>). ➤ Carry out an equipment/clothing check before setting off on journeys. ➤ Carry spare clothing (plastic ponchos, hats, umbrellas, sun cream) where applicable (<i>Beach, open spaces, Thailand</i>). 	2	3	6
Sickness or injury	Staff & Students	<p>Staff and Students falling ill or having an accident on any level with the exception of a fatality:</p> <ul style="list-style-type: none"> ➤ planned activities ➤ food poisoning ➤ minor injuries ➤ major injuries ➤ Viral infections 	3	3	9	<ul style="list-style-type: none"> ➤ 1st aid cover accessible and appropriate for the trip. ➤ Staff know how to call emergency services and give the correct details/location (<i>i.e., what 3 words</i>) ➤ First aid and travel sickness equipment carried & supplied when required. ➤ Students will carry personal medication such as EpiPens, inhalers etc. ➤ Mobile phones charged and carried by staff. ➤ Emergency contact details carried by staff for the student they accompany. ➤ Where language maybe a barrier, all persons have immediate access to translation tools on mobile device. ➤ Reach will have a viral isolation and recovery plan/process in place. 	3	3	9
Student attending under the influence of alcohol and drugs	Staff & Students	<p>Student in attendance under influence putting themselves at potential risk for activity / engagement:</p> <p>Risk to self and others on activity</p> <p>Risk of not being safe in car</p>	3	2	6	<ul style="list-style-type: none"> ➤ Triage with duty to agree a course of action including reviewing what risk if dropped home versus what risk if to stay in attendance ➤ Consider staying local ➤ Not to participate in any risk activity ➤ Ensure safely handed over on return / ensure an adult is present 	3	2	6

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Travel: Vehicle breakdown	Staff & Students	Staff & Students will be at risk from inclement weather injuries: ➤ Heat stroke/heat injuries ➤ Hypothermia/cold injuries ➤ Colds from sitting in rain ➤ Risk of collision with moving traffic/vehicles	3	4	12	<ul style="list-style-type: none"> ➤ Staff and Students will follow the trip break down procedure (<i>emergency process as per highway code</i>) to mitigate risk of injury or illness. ➤ Stay with the group/individual or vehicle. ➤ Students to be supervised at all times and guardians/Reach management informed immediately. ➤ Updates to be communicated back to Reach management. 	3	4	12
Travel: Service station, breaks during the journey	Students	<ul style="list-style-type: none"> ➤ Students becoming separated/left behind ➤ Abducted ➤ Injured by collision with moving vehicles ➤ Caught stealing 	3	3	9	<p>Staff and Students will adhere to the stoppage plan including a brief before disembarking the vehicle, covering:</p> <ul style="list-style-type: none"> ➤ Staying together or in an allocated group of 3 (<i>or more if practical</i>). ➤ Time restrictions in place (<i>return to vehicle</i>). ➤ Head counts before departure (<i>by 2 staff and correlated</i>). ➤ Purchase restrictions (<i>alcohol, tobacco, prohibited articles</i>). 	3	3	9
Travel: Public transport, underground, buses, air travel, trams etc..	Staff & Students	<ul style="list-style-type: none"> ➤ risk from injury/harm at any stage while travelling on any mode of transport. 	3	3	9	<p>Staff & Student will:</p> <ul style="list-style-type: none"> ➤ Follow the highway code. ➤ Listen to careful instructions about the route being taken and any emergency procedures to be taken. ➤ The journey is planned to highlight any potential areas of risk & mitigation in place. ➤ Careful supervision, particularly in crowded areas and entry, exit and change points with head counts at intervals. ➤ Large groups divided into small groups each with leader(s). ➤ Pupils know their group and leader(s). ➤ Emergency plan in place and communicated. ➤ Pupils briefed where they are going and what to do if separated from group. ➤ All have undergone a briefing into the travel plans. 	3	3	9
Legal: Insurance	Staff & Students	<p>Failure to cover for the trip could result in:</p> <ul style="list-style-type: none"> ➤ Liability claim ➤ Student of Staff being left in a foreign country (<i>medical/legal</i>) ➤ Students not being covered for the trip activities (eg. adventure or water activities) 	2	2	4	<ul style="list-style-type: none"> ➤ Confirm the insurance required for the trip purpose is in place. ➤ Staff should ensure personal car insurance covers work & passengers. ➤ Confirm the trip dates with the insurance provider. ➤ Activities to be led by qualified instructors only ➤ Activities are led by reputable organisations where insurance policies have been checked by Reach. <p>Insurance should adequately cover any viral conditions overseas.</p>	2	2	4

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Number from Risk Assessment	Transfer Key Actions Required for Risks	Who is responsible?	Target date/ By When?	Progress	Completed Date

Risk Assessment Summary Index									
LIKELIHOOD (L) =	ALMOST CERTAIN	5	SEVERITY (S) =	SEVERE	5	=	DEGREE OF RISK (DR) (Likelihood x Severity)	RESIDUAL RISK RATING (The level of Risk after control measures have been introduced)	
	PROBABLE	4		MAJOR	4				
	POSSIBLE	3		SERIOUS	3			1 - 8 = LOW RISK	
	IMPROBABLE	2		MODERATE	2			9 - 15 = MEDIUM RISK	
	REMOTE	1		MINOR	1			16 - 25 = HIGH RISK	