




**Rise - Risk Assessment Planning**  
 Rise – Education Through Sport Ltd  
 Staff Transport Activity Group Environment Distance

<b>Activity</b>	<b>Offsite visits – Risk Assessment</b>		Albrighton Primary School, WV7 3QS	
<b>Establishment</b>	<b>Rise – Education Through Sport</b>			
	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<b>Risk Assessor</b>	Matthew Wilkinson	Director		24.09.2024
<b>Senior approval</b>	Sophie Hyde	Director		

Staff	Transport	Activity	Group	Environment	Distance
MW– group leader (visited venue in last 2 years).  MW – first aid. CK – first aid SH – first aid  <u>Volunteers</u> HA FW ER	Staff and parents have designated parking space.  Young people attend with their parents and are greeted by a member of staff.	See timetable.  This event is specifically targeting young people wanting to learn new skills, make friends, and keep fit.	Years R – Y10  Differentiated groups.	Albrighton Primary School  Enclosed and secure building.  Check pitches before play commences and in-between games.  Safety talk before each game commences, around rules and restrictions.  Medical kit kept by entrance to pitches.	Emergency planning – contact details carried by all parties / staff to carry mobile phones to be always contactable within the allocated event time.  Parents contact details kept by Rise.



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Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
All eventualities	All young people, group members, including leaders.		<ul style="list-style-type: none"> <li>● Visit leaders will be familiar with national guidance related to visits, which is accessible through the via the OEAP (Outdoor Education Advisory Panel) website.</li> <li>● All staff will be appropriately trained, experienced and qualified to competently fulfil their leadership roles and responsibilities.</li> <li>● All leaders will meet prior to departure to discuss and share risk assessments and implement management plans.</li> <li>● All leaders will be made aware of their roles and responsibilities prior to departure.</li> <li>● Leaders will brief young people regarding hazards and involve them in the risk assessment and management process.</li> <li>● All volunteers are trained through RISE safeguarding policy and procedures. Volunteers are not left with a group on their own.</li> </ul>	L  L  L  L  L
			<ul style="list-style-type: none"> <li>● The establishment has an emergency plan for dealing with an incident on an offsite visit and knows how to contact sources of help.</li> <li>● Ensure sufficient supervisors to deal with an incident and take charge of the rest of the group not playing. School teachers to be with teams on the side.</li> </ul>	



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All Incidents, Accidents or Emergencies	All group members, including leaders.		<p>MW 07725970814 / Venue Landline – 01527 602206</p> <ul style="list-style-type: none"> <li>● Leaders and Establishment Contact will have immediate access to a copy of Emergency Procedures, (Emergency Event cards) including all emergency contact numbers, a list of young people and contact details of parents, group leader, school and, if appropriate head / establishment contact's after-hours number</li> <li>● Leaders will have an appropriate level of first aid training as determined by the nature of the visit and accessibility of the venue for paramedics. 2 First Aiders attending – MW and CK + site staff and school staff.</li> <li>● A complete first aid kit (and travel sickness equipment) will be checked and available pitch side.</li> <li>● The first aid kit will be easily accessed by all leaders.</li> <li>● Leaders will have prepared a contingency plan in the event of an incident or other cause for a change to the original plan.</li> </ul>	
Exposure to adverse effects of weather	All group members, including leaders.	<ul style="list-style-type: none"> <li>● cold injury,</li> <li>● heat injury,</li> <li>● over exposure to sun etc.</li> </ul>	<ul style="list-style-type: none"> <li>● Staff will consider possible weather conditions, plan appropriate programme, and ensure that young people are aware of clothing and equipment required. (moulds or trainers and shin pads and goalkeeper gloves).</li> <li>● Staff will plan and make provision for young people who may not bring suitable kit, including arranging a check before departure and/or bringing spares.</li> </ul>	
Young people lost or separated from group, inadequate supervision	All group members, including leaders		<ul style="list-style-type: none"> <li>● Ensure supervising staff are competent and understand their roles and are aware of any risk assessments</li> </ul>	



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			<ul style="list-style-type: none"> <li>• Staffing ratios will be in line with national guidance and previously available LA guidance</li> <li>• Leaders to use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders)</li> <li>• Staff will discuss itinerary and arrangements with young people</li> <li>• Young people will be briefed as what to do if separated from group e.g. meeting points</li> <li>• Leaders to conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups</li> <li>• Group members to have picture taken with digital camera so there is an up-to-date photograph to give to emergency services if required. (Images to be deleted after the trip.)</li> <li>• Excluding travel to and from, this visit takes place within a secure, gated site, not accessible by the general public.</li> </ul>	
Special needs of specific young people – medical	All group members	<ul style="list-style-type: none"> <li>• Ill health</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain information from parents/carers and/or GP/Consultant as appropriate</li> <li>• Individual risk assessments to be carried out if required</li> <li>• Additional supervision to be arranged if required</li> </ul>	
Misbehaviour	All group members, including leaders, public	<ul style="list-style-type: none"> <li>• Incident of aggression</li> <li>• Injury to self</li> <li>• Injury to other party members</li> <li>• Injury to passers by</li> </ul>	<ul style="list-style-type: none"> <li>• Staffing supervision levels conform to previously obtained LA guidance and will be sufficient to maintain good behaviour</li> <li>• Code of Conduct/Behaviour agreed with young people beforehand, with clear understanding of likely consequences if this is breached.</li> <li>• Individual risk assessments to be carried out if required</li> <li>• Advice to be taken from SENCO where appropriate</li> <li>• Additional supervision to be arranged if required</li> </ul>	



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Animals, insects, poisonous plants etc	All group members, including leaders	<ul style="list-style-type: none"> <li>● Injury to self</li> <li>● Injury to other party members</li> </ul>	<ul style="list-style-type: none"> <li>● Avoid known high risk situations</li> <li>● Take necessary avoidance action if encountered</li> <li>● Ensure those with known allergies carry medication</li> </ul>
Inappropriate provision, activity or actions by provider or provider's staff	All group members, including leaders	<ul style="list-style-type: none"> <li>● Injury to self</li> <li>● Injury to other party members</li> <li>● Injury to passers by</li> </ul>	<ul style="list-style-type: none"> <li>● Only <i>bona fide</i>, reputable providers will be used</li> <li>● Where appropriate, prior written assurance will be obtained from the company that it has suitable and sufficient safety management and quality-control systems in place</li> <li>● All activities run by venue staff, fully trained and risk assessed.</li> </ul>
Confrontation with a member of public	All group members, including leaders	<ul style="list-style-type: none"> <li>● Incident of aggression</li> <li>● Injury to self</li> <li>● Injury to other party members</li> <li>● Injury to passers by</li> </ul>	<ul style="list-style-type: none"> <li>● Visit takes place on a secure, gated site which is not accessible by the general public.</li> <li>● Young people will remain in pairs, groups or buddy systems at all times, including visits to toilets, restaurants etc.</li> <li>● Seats will be booked, wherever possible, in a single block to enable easier supervision</li> </ul>
Whilst on activity: Inappropriate behaviour	All group members, including leaders, public	<ul style="list-style-type: none"> <li>● Injury to self</li> <li>● Injury to other party members</li> <li>● Injury to passers by</li> </ul>	<ul style="list-style-type: none"> <li>● Staffing supervision is within previously obtained LA recommended ratios, sufficient to meet pastoral needs and maintain good behaviour</li> <li>● Overall party divided into smaller groups for more effective supervision by staff</li> <li>● Young people appropriately briefed to include the following: -             <ul style="list-style-type: none"> <li>○ Purpose and duration of activity</li> <li>○ Expected standards of behaviour and pertinent safety rules – follow instructions / directions from provider's staff where applicable</li> <li>○ Emergency procedures - what to do if there is an incident or they become lost or separated from group</li> </ul> </li> </ul>



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<b>Additional control required</b>	<b>Action by</b>	<b>Date for completion</b>	<b>Action Completed</b>	<b>Residual Risk</b>

<b>Date of review</b>	<b>Comments</b>	<b>Position</b>	<b>Signature</b>



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L I K E L I H O O D	Likely	Medium Risk	High Risk	Extreme Risk
	Unlikely	Low Risk	Medium Risk	High Risk
	Highly Unlikely	Low Risk	Low Risk	Medium Risk
		Slightly Harmful	Harmful	Extremely Harmful
<b>SEVERITY</b>				

(RESIDUAL) RISK RATING	ACTION REQUIRED
<b>Extreme (E)</b>	<p><b>The activity must not take place or continue at all.</b></p> <p>If it is not possible to mitigate the risk even with unlimited resources, the work should remain prohibited.</p>
<b>HIGH (H)</b>	<p>Work activities should not be started until the risk has been mitigated. Significant resources may have to be allocated to mitigate the Risk.</p> <p>Where the risk involves work in progress, urgent action should be taken.</p>
<b>MEDIUM (M)</b>	<p>Efforts should be made to mitigate the risk. Risk should only be tolerated for the short term, and then only whilst further control measures to mitigate the risk are being planned and introduced, and these within a pre-defined time. However, the costs of prevention should be carefully measured.</p> <p>Where the moderate risk is associated with extremely harmful consequences, further assessments maybe necessary to establish more precisely the likelihood of harm. This is a basis for determining the need for improved control measures.</p>
<b>LOW (L)</b>	No further action required.



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