

Visits Guidance for Children and Young People

Children and Families Department

February 2025

Visits Guidance for Children and Families Department establishments within Nottinghamshire County Council – Publication date: February 2025

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Support documents available from the guidance and resources section of EVOLVE:

Appendix 1 - Visit Planning Checklist
Appendix 2 - Specific Risk Assessment Format
Appendix 3 - Consent Form for Category C Events
Appendix 4 - Provider Assurance Checklist
Appendix 5 - Volunteer Drivers Form
Appendix 6 – School Emergency Plan Template
Appendix 7 - Significant Incident on a Visit
Appendix 8 - Establishments Visits Policy
Appendix 9 – Local Authority Generic Risk Assessments
Appendix 10 - Summary of responsibilities for the delivery of visits
Appendix 11 - The Health and Safety Executive (HSE)

Introduction

The purpose of this guidance is to make the planning, preparation and delivery of visits and journeys away from schools and other Children and Families Department establishments easier to undertake and to standardise procedures. An electronic version of this guidance is available at www.nottinghamshirevisits.org.uk This is the web address for the Authority's online approval system EVOLVE. This site provides an interactive resource for staff to access information, plan visits and excursions and to formally submit to line management or the LA for appropriate approval.

This document builds on previous guidance produced by the Local Authority and compliments a range of documents referenced throughout the text notably from the Outdoor Education Advisors Panel which produces detailed National Guidance on all aspects of managing external visits. This document has been written to be concurrent with National Guidance and is referenced throughout this text.

National Guidance is available at <http://oeapng.info/> or directly via EVOLVE through the National Guidance search option and is a useful source of detailed guidance for all schools and provides additional information for Academy Trusts where employer specific information can support the development of organisational policies.

Additional documents referenced within the text are available within the guidance and resource sections of EVOLVE at www.nottinghamshirevisits.org.uk either as PDF based documents or hyperlinks to relevant websites.

All services intending to follow use guidance must formally identify how this will take place within their respective area of operation. A Service specific (or establishment specific) policy statement document is available from EVOLVE for use in formatting this statement of intent.

Enquiries on all aspects of visits, journeys and activities outside can be obtained from the Outdoor Education Advisers team (for contact details, see back page). Several key terms are used in this document which are intended to be generic in all settings:

- **Visit/ event:** refers to any off-site, educational, recreational, or residential opportunity delivered within the grounds, immediate vicinity or further away from your normal place of work. This does not include work related learning which is managed via separate guidance.
- **Establishment:** your normal place of work or where you meet young people as part of a voluntary or statutory expectation.
- **Provider:** a third-party organisation or individual who is paid to deliver a specific service on behalf of Nottinghamshire County Council.
- **Nominated Manager:** a member of a management team who has a defined responsibility to approve visits. In a school this will be a Headteacher, in other areas this may be a Team Manager, Senior Worker or other officer named within a statement of intent.
- **Educational Visits Coordinator (EVC):** a role given to a person who works within an establishment and is competent to advise on matters relating to visits, their organisation and the competency of staff intending to deliver them.
- **Visit Leader:** a person in attendance on the visit with a leadership role in ensuring that an event is adequately planned, supervised, and delivered.
- **Leaders:** other staff in attendance. These may be paid or voluntary but should have a defined function.
- **Participants:** people (primarily children and young people) who participate in visits including in either a paid or voluntary capacity

Section 1 – Roles and Responsibilities

The legal situation

All the activities covered by this document take place within a legal framework. The following sections describe some essential elements of that framework. Additional information is available within National Guidance (NG) including 3.2a Underpinning Legal Framework & sections 3.2e, 3.2c, 3.2f & 3.2y.

The Human Rights Act (1998)

Article 2 within part 2 of the Human Rights Act, provides that no person shall be denied the right to education. This has potential implications for visits, for example regarding the inclusion of young people with specific needs.

Special Educational Needs and Disability Act (SENDA) 2001

SENDA makes it unlawful to discriminate against young people with disabilities engaged in education, training or services provided for students. Under SENDA, schools **and other organisations** have a duty not to treat young people with disabilities less favourably than **those without a disability** and to make reasonable adjustments to ensure that young people with disabilities have access to the curriculum, information, and the physical environment.

Disability and Equality Act 2010

This legislature imposes **on all establishments within Children, Families and Cultural Services (CFCS)** a more proactive duty to promote equality of opportunity for children and adults with disabilities. This also applies to other strands such as gender, race, religion and belief, and pregnancy and maternity.

Health and safety regulations

Under the Health and Safety at Work etc Act 1974, the Local Authority (LA), as an employer, is responsible for the implementation of safety on all visits. The LA therefore issues policies and guidance documents on all matters of relevance. These include this document, which forms the LA's policy and guidance for visits and other relevant documents published by Nottinghamshire County Council, for example the Council's Safety Manual, or nationally produced documents published by, for example, the Department for Education or the Health and Safety Executive, which the LA circulates or makes available to establishments.

Whilst the LA has primary responsibility for health and safety, all employees have a statutory duty while at work to take reasonable care for the health and safety of themselves and others. Individual managers, leaders and other employees have a delegated responsibility to co-operate with and implement the LA's policies and procedures. Therefore, those with responsibility for the care of young people on visits must be thoroughly familiar with all aspects of the LA's policies and procedures that may affect their visits.

Under the Management of Health and Safety at Work Regulations 1992, made under the 1974 Act, employers are required to make assessments of the risks to which employees, participants and others

are exposed, in order that appropriate measures are taken to protect their health and safety. For further information regarding risk assessment, see section 4.

Any queries about the Council's health and safety policies and procedures can be addressed to Nottinghamshire County Council's Health and Safety Section.

Definition of employer

The LA is the employer for community schools, community special schools, voluntary controlled schools, maintained nursery schools and youth centres.

In foundation, voluntary aided schools, academies and trust schools, the governing body is the employer of staff and therefore holds the employer's responsibility for health and safety. Governors of these schools are strongly advised to adopt this policy and guidance and use the LA's system for approval of visits. (If they do not adopt this, these schools will need to write their own policy and procedures and agree this with the recognised trade unions through their agreed consultation arrangements.)

In all other Local Authority settings such as statutory youth groups and looked after children environments, the employer is Nottinghamshire County Council.

Where services are commissioned by Nottinghamshire County Council it must be ensured that the level of provision is not less than the expected standards within this guidance. Services should be commissioned on a contractual basis that procedures will be followed as if the Local Authority were the employer.

Duty of care

In addition to the above duties when organisations, teachers, and other staff (including volunteers) are responsible for the children of others they assume a legal duty of care. This means that they have a duty to take reasonable care to avoid acts or omissions which could reasonably have been foreseen as likely to injure someone that they should have consideration for.

Where non specialist staff or volunteers hold this responsibility, the expectation is that their actions should be concurrent with those of a reasonable person.

Where staff or others hold specialist knowledge or expertise the law may expect a higher duty of care than above based on what a similar reasonable professional would do in similar circumstances.

The law does not expect perfection here, it does however expect reasonable care or behaviour in accordance with that of a reasonable person or fellow professional when supervising children and young people.

Participants aged over 18.

Leaders responsible for participants over the age of 18 should assume that the duty of care is the same as for younger participants and that the recommendations within this document are applied.

Foreign law

Young people are, of course, generally responsible for their own criminal acts and particular problems may arise where civil or criminal offences are committed in a foreign country. It is impossible to provide specific guidance here on relevant aspects of foreign law, which differs considerably from one country to another. It is suggested, however, that those leading visits abroad should adopt as a minimum standard that which would be expected under English law. They should make participants aware of the very serious implications of any involvement in illegal drugs in many countries. Leaders should obtain information on basic legal 'dos and don'ts' from the Foreign, Commonwealth and Development Office's Travel Advice website and the appropriate embassy or high commission or the national tourist office of the country to be visited, recognising that information provided will not be exhaustive.

In the unfortunate event of the arrest of a young person or other participant, the Visit Leader is advised to contact the British embassy or consulate for advice. Except where a child is in the care of the LA, it will be the responsibility of the parents or guardians to ensure that they are legally represented. The role of a Visit Leader in such cases will normally be confined to that aspect of their position that relates to pastoral care, coupled of course with their legal duty to assist the police during their enquiries.

Leaders should decide if they need to obtain parental consent for specific activities if they would be contrary to English law, but not to that of the country being visited. For example, the age at which cigarettes may be purchased or alcohol consumed is lower in some other countries than the UK.

Legal liability

Visits authorised by the LA and Nominated Managers, whether in term time, core working hours or holiday periods, will generally be regarded as an extension of the work environment and the same legal liability on the part of nominated managers, leaders, and the local authority to act in accordance with our duty of care applies.

As in any work situation, a manager or leader will be liable for damage resulting from their own negligence, but the LA has a vicarious liability in those cases where the employee is acting in the proper course of their employment. In such cases it will normally be the LA that is sued because it has resources to pay any damages that may be awarded. Most professionally qualified staff will be aware of the type of incident which can give rise to a claim, the most common being lack of proper or adequate supervision.

The County Council's Legal Services can give detailed advice on the legal implications before and after any visit, should further guidance be required. The Risk and Insurance Section should be consulted over any insurance claims.

Other agencies

Where an activity involves the use of the resources or expertise of another organisation, the LA establishment should take reasonable steps to be sure that the agency involved is reputable, competent and the provision safe. Section 4 provides further advice regarding the assessment of safety standards.

Where significant services are procured (commissioned) on behalf of the LA a legal agreement should be in place that ensures compliance with expected procedures and operating standards illustrated within this policy and guidance material.

For air travel, establishments should book with an operator that holds an Air Travel Organisers Licence (ATOL). This licence provides security against a licence holder going out of business.

When travelling abroad and using a travel agent, establishments must check whether the whole package is covered under ATOL. If not, the establishment must check that the operator or agent has evidence of other forms of security to provide for the refund of payments and the costs of repatriation in the event of insolvency, usually in the form of a bond. Bonding bodies currently approved by the Department for Business, Innovation and Skills are:

- Association of British Travel Agents - ABTA
- The Association of Bonded Travel Organisers Trust – ABTOT, which also runs the Bonded Coach Holidays (BCH) scheme

The Package Travel and Linked Arrangements Regulations 2018

Under the Package Travel and Linked Arrangements Regulations 2018, schools and other LA establishments may themselves become an ‘organiser’ where they contract directly with hotels and apartments for accommodation and with an airline, coach, or ferry company for transport and/or with others for excursions. As an ‘organiser’, establishments must provide accurate information, liability for what has been contractually agreed, sufficient guarantee for the refund of money paid and for the repatriation of the consumer in the event of insolvency. The regulations should not apply for visits that have a clear educational aim and are part of a structured learning opportunity and do not occur “otherwise than occasionally”.

The package travel regulations are quite complex and establishments unsure of their situation should contact the Outdoor Education Adviser in the first instance with any queries. National Guidance 3.2h outlines key considerations for self-organised visits with reference to the Package Travel Regulations.

Section 2 - Roles and responsibilities for visits

Role of the Local Authority (LA)

In managing the health and safety of visits, the LA has the following role:

- to provide relevant guidance, information and a written policy for Children and Families Department establishments such as schools, youth provision, early years and looked after children. Employers of staff working in educational establishments that fall outside of LA maintained provision can choose to adopt this guidance to meet their legal responsibilities.
- issue guidance documents and supporting procedures, to provide a framework for adoption by establishments within the Children and Families Department.
- to provide access to specialist staff for advice and information regarding the management of visits where unresolved through guidance and policy documents.
- to provide generic risk assessments and to monitor risk management procedures of establishments and other providers.
- to provide appropriate training and ongoing advice and guidance to Educational Visit Coordinators (EVCs) and others involved in the organisation of visits where they are deemed necessary.
- to assess proposals for residential visits, those involving adventure activities, visits abroad and visits to potentially hazardous locations (e.g. coast and inland water) and to give LA approval.
- to monitor practice in relation to visits.
- to provide a 24-hour emergency telephone contact for maintained schools.

The LA has an outdoor education adviser who fulfils or coordinates some of the above roles on behalf of the LA.

Role of the governing body within schools

In all schools where the LA has the function of employer of staff for the purposes of health and safety, governing bodies must use this LA guidance as the basis of the school's policy for visits.

Where the governing body, or governing trust, is the actual employer of staff (in foundation, voluntary-aided, academies, trusts, and foundation special schools), the employer's role will be the same as that shown for LA above. To fulfil this role, trusts & governors of these schools are strongly advised to adopt this guidance through contracting back advisory services from the Local Authority.

Governors need to be satisfied about the school's procedures and practice in relation to this guidance. They should ensure that the guidance is in place in school and is actively followed. They should ensure that the head and staff have the time and expertise to fulfil their responsibilities for visits. It is not necessary for governing bodies to approve each visit. However, headteachers should inform governing bodies, in advance where possible, of all non-routine visits, particularly those involving

adventure activities, residential visits and visits abroad. This information can be included in the headteacher's termly report to governors. It is good practice that governors consider the educational objectives and the appropriateness of proposed visits for the pupils involved and seek feedback from completed visits. Post-visit evaluations may be provided in a termly report. In their monitoring role, governors can help ensure that all necessary checks and assurances are satisfactory. Training for governors on running visits is available through the LA's governor training programme.

Role of the Nominated Manager

(headteacher, team manager or other manager identified within approval protocol)

Nominated Managers must ensure that staff involved in visits have access to, and understand their responsibility to follow, LA policy and guidance documents.

Nominated Managers must authorise all visits that occur within their establishment or locality, ensuring that staff are aware of the correct procedures and that every visit is adequately planned and prepared for by the leaders concerned. Managers are advised to appoint a competent Educational Visit Coordinator and should agree with the EVC their specific duties. Where no Educational Visit Coordinator is in place, the functions of this role will default to the relevant Nominated Manager.

For each visit, Nominated Managers must ensure that:

- the visit has a sound objective based on a developmental, educational, or recreational outcome.
- all visits are planned in accordance with LA policy and guidance pertinent to the excursion planned.
- that checks have been completed of locations and providers to be used.
- establishment or visit specific risk assessments, which take account of the LA generic risk assessments, have been completed and appropriate safety measures are in place.
- due regard for equalities has been demonstrated in preparing for the visit.
- suitable supervision has been arranged and the group leader and other leaders have the necessary skills and experience to lead the visit.
- sufficient time is made available for the induction and training of leaders before the visit.
- all leaders are aware of their roles and who is in overall charge.
- charging regulations, financial procedures issues of inclusion and wider guidance re health and safety policy will be correctly followed.
- where applicable, the governing body has been appropriately informed, or approval has been given.
- approval appropriate to the visit and activity planned has been provided.

- for residential visits, visits involving adventure activities or hazardous outdoor environments and visits abroad, the LA has been informed of the visit in advance and LA approval obtained.
- 24-hour emergency contact procedures are in place for extended visits.

Role of the Educational Visits Coordinator (EVC)

Each school, establishment or group of smaller establishments, should have an Educational Visits Coordinator. In many cases this will be the manager/headteacher for the establishment but may also be another nominated member of staff acting on behalf of the establishment head, who has sound experience of visits. If there is no EVC, the duties pass by default to the relevant manager within CFD structures.

The EVC role is predominantly as a focal point for procedure and organisation; it does however carry a level of responsibility greater than that of simple administration.

The EVC must be competent to fulfil this role in relation to the size of the establishment/s and the extent and nature of the visits planned. The LA advises schools and all establishments in the selection and induction of their Visits Coordinator and provides training and ongoing information and support. Nominated managers and EVCs should agree the delegation of tasks to the EVC and how the EVC role will work in the establishment.

The Educational Visits Coordinator has responsibility for:

- ensuring that all visits are considered within the appropriate approval channel, in accordance with guidance provided and are suitably recorded.
- ensuring that there is sufficient liaison with the LA Outdoor Education Adviser where necessary to ensure that visits meet the LA's requirements.
- supporting the Nominated Manager with approval and other decisions.
- assigning competent people to lead or supervise a visit.
- assessing the competence of leaders and other adults proposed for a visit. This may include reference to training and awards, practical observation, or verification of experience.
- assisting Visit Leaders with risk assessment.
- organising the training of leaders of visits. This might involve training such as first aid, hazard awareness etc.
- organising, with the group leader, the induction of leaders and other adults taking participants on a visit
- ensuring that DBS procedures are in place as necessary.
- working with the Visit Leader to provide parents and guardians with full details of the visit beforehand and to obtain the parental consent or refusal.
- organising the emergency arrangements and ensuring there is an emergency contact for each visit.

- keeping records of individual visits including reports of accidents and ‘near-accidents’ (sometimes known as ‘near misses’)
- reviewing systems and, on occasion, monitoring practice.

Role of the Visit Leader

One member of staff should have been approved as Visit Leader by the Nominated Manager and will normally have overall responsibility for the planning and supervision of the visit. In some circumstances, provided the establishment and VC are satisfied as to the competency of the leader, this person may not be a teacher or substantive member of staff.

Below are some of the criteria that should be considered when determining the suitability of a group or activity leader:

- relevant specific experience.
- qualifications held.
- familiarity with the venue.
- relationship with the participants.
- relationship with other staff members.
- staff numbers and ratio to participants.
- time available for preparatory work.
- contractual or job description implications.
- their willingness to undertake the work.
- any requirements of the organisation to be visited.
- their understanding of the objectives of the visits.

The Visit Leader takes responsibility for:

- obtaining approval before a visit occurs
- following the LA policy and procedures contained in this document and relevant service-specific policies and procedures.
- ensuring that the trip, venue, and activities match the abilities of the group, staff competencies and the overall aim.
- all necessary planning and preparation before the visit, as detailed in this guidance, including curriculum planning, risk assessment and briefing of other leaders, parents, and participants.

- overall organisation during the visit, including leadership of staff, achieving desired aims, supervision of participants (including 'free time') and the overall health and safety of the whole group.
- safeguarding.
- ensuring that adequate first aid provision will be available.
- evaluating the experience after the visit and reporting any important issues to the establishment's Visits Coordinator.

Role of other leaders and volunteer staff

Other leaders on a visit are responsible for assisting the Visit Leader in his/her responsibilities and contribute to the duty of care afforded to participants. One person should be appointed as deputy leader, prepared to take full responsibility for the leader's role if the leader is unable to do so.

Teaching staff, professionally qualified staff, and those in receipt of a salary from the LA normally have prime responsibility for supervision on a visit.

Teaching assistants, parents, governors, and voluntary assistants play an important role in providing extra supervision and/or undertaking other tasks. In allocating roles for supporting staff during planning the Visit Leader must ensure they are competent to undertake their duties and understand their role.

Volunteers and parents cannot normally be expected to take on the same level of responsibility as employed members of staff; hence employed members of staff have a higher duty of care than volunteers. They do however owe a duty of care towards participants to act as a reasonably prudent parent.

Volunteers can provide excellent assistance in the delivery of a range of activities however they may not be experienced in the management of groups of young people. This should be considered as part of the planning process and when parties are separated, each group should be under the charge of a suitably competent adult.

All leaders on excursions should:

- fully understand their role and responsibilities on the trip.
- have necessary information regarding the trip and participants.
- be aware of what action to take in the event of emergency.

External agencies and providers

If an activity involves the use of an external agency (such as a specialist activity provider) they must be thoroughly scrutinised as appropriate by the Nominated Manager and the EVC. The Provider Assurance form available in the resources section is designed to facilitate this.

Many industry-specific approval and endorsement schemes exist that offer assurances to booking groups including the Council for Learning Outside the Classroom Quality Badge (LOTC Badge) which in addition to issues of safety management also considers programme content and quality of services.

Where specific adventurous activities are delivered it is a legal requirement for agencies to hold an appropriate Adventure Activities Licence. Details of licensable activities are provided in section 10.

Nottinghamshire County Councils EVOLVE approval system highlights where providers hold suitable endorsements such as an Adventure Activity License or LOTC Badge; Where this is not evident, leaders must ensure that appropriate standards are in place. The Provider Assurance Form is a check list of suitable areas for consideration by establishments to make prior to committing to use of a provider.

This can be sent to the provider for them to declare that they have suitable systems and procedures in place. Where a provider cannot comply with the statements on the Provider Assurance Form a copy of the document should be provided to the OEA visits advice team via EVOLVE for further consideration.

It must be borne in mind when a provider is used, it is the responsibility of the provider to risk assess and manage safety for the services they are specifically contracted for. However, establishment staff hold a responsibility to ensure the appropriate supervision and pastoral care of participants throughout any excursion and this includes intervening if any aspect of service provision does not meet expected standards.

Responsibilities of participants

It is good practice to involve participants in the planning of excursions; this allows participants to develop an understanding of the purpose of the event and for issues of personal responsibility to be considered.

Participants must:

- follow the instructions of leaders and other supervisors.
- not take unnecessary risks or activities that have not been risk assessed or considered as part of the programme.
- inform the leader or other supervisors of any concerns they may have or any issue they feel may cause harm to themselves or others.
- when abroad, be informed of and remain sensitive to, local customs or social behaviour.

Anyone whose behaviour may put themselves or others at risk may be stopped from going on a visit or, if on a visit, their activities may be curtailed, and arrangements may be made to return them home. However, some participants with behavioural, emotional, and social difficulties are considered disabled if their behaviour has an underlying impairment or condition. Leaders are obliged by law not to treat anybody less favourably because of their disability and to make reasonable adjustments to ensure that participants with disabilities are included. Therefore, any decision to exclude should be made only in consultation with parents or carers and the establishment's manager and only after making and recording due efforts to include them. Where inclusion has not been possible, the curricular or developmental aims for the visit should be fulfilled in other ways where possible.

National Guidance has a checklist for participants in section 3.3f

Responsibilities of parents and guardians

Parents (or other legal carers) must be able to make an informed decision on whether their child should go on visits and what the expectations will be of them and their child.

To do this, they should be provided with sufficient information in writing and are invited to relevant briefing sessions. Parents and guardians must provide written consent, including an acknowledgment of their and their child's responsibilities for the visit and provide the establishment with necessary medical information to ensure safe inclusion and emergency contact arrangements. (See section 7 for guidance on information to parents and guardians.) Consideration may need to be given as to how this consent is gained where parents/carers have limited fluency in English or low literacy skills.

A parent & guardian checklist identifying key aspects of visit management and expectations is in National Guidance section 3.3d

Section 3 - Gaining approval for visits

Children and Families Department establishments and initiatives must use the Local Authority's (LA) generic risk assessment and approval system for all visits. The LA provides generic risk assessments, specific risk assessment proformas, electronic visit approval system and a range of supporting resources and documents to assist with visit planning.

All documents are available online via the EVOLVE system. Passwords for online approval and planning are available from your establishment's Visit Coordinator or by contacting the visits advice team.

Early notification

An important principle in planning and conducting successful visits is to notify others of your plans as early as possible. This may involve notifying colleagues, senior managers, the Visit Coordinator, and the LA at the earliest possible stage. It is advisable for establishments to develop a system to facilitate outline approval for visit plans before expectations are raised or payments are made. Such approval will remain as an in-house process but does ensure that visit leaders have appropriate approval to commit time, energy, and finances towards an event and an eventual EVOLVE submission.

The LA expect requests for approval to be submitted at least 4 weeks in advance for most visits and at least 8 weeks in advance for trips abroad. If you intend to undertake an expedition-based journey, either self-directed or utilising an adventure travel company, consultation at the planning stage prior to making any financial commitment is necessary.

Early notification means that support, advice, and guidance may be provided and acted upon well before the visit takes place, should it be necessary. Any process for outline approval should be identified in your school visit policy statement.

Level of approval required

Visits vary in terms of location, duration, regularity, and purpose. Consequently, different approval arrangements are appropriate for different types of visits. For approval purposes, visits are classified in three different categories:

Category A visits

(Recorded in house and approved by Nominated Managers)

These are visits and activities that are generally perceived as being routine events presenting low levels of risk. These events can be adequately managed using LA generic risk assessments and establishment operating procedures (such as a school's visits policy and risk management procedures).

Examples of these visits:

- Local events that occur as part of your work programme and within your normal operating hours (such as core operating hours or the school day).
- Sporting activities within your locality or those that take place immediately after hours, including trips to swimming pools, leisure centres or local sports fixtures.
- Local enrichment opportunities on site, or a short journey from it, such as to a café, village hall, library, local shops etc.
- Work placements.

The Nominated Manager must approve all such activities. Establishments are strongly advised to record these visits using the Local Area Visit form (LAV) on EVOLVE. In this way, the Outdoor Education Advisor can review and advise as required. In-house paper-based systems could be used that include the provision of approval on an annual basis, however the Visits advice team would not have oversight of these and therefore unable to review if required.

Parental consent for Category A activities can be obtained annually or on a termly basis if information is provided to parents and guardians outlining the visits and activities planned for that period.

It should be possible for establishments to hold the majority of risk assessment information for these visits within their standard operating procedures, negating the need for reproduction of risk assessments for similar trips within a specified period. Having a local area visit policy that staff work to is recommended to avoid excessive paperwork. Individual management plans or support for specific needs will require consideration in addition to generic management procedures dependant on the needs of the group or visit planned.

Establishments should:

- refer to, and work within, the LA generic risk assessments adding additional control measures as appropriate for participant needs or the visit in general. These should be reviewed annually, where a significant change occurs or following an incident on a trip.
- follow the most recent LA advice and develop and follow any establishment policies and codes of practice they consider necessary in respect of these types of visits.
- decide as part of the risk assessment process, what type of consent is appropriate, i.e. for any given time interval or specifically for a series of events where the nature of activity may deem it appropriate.
- if an activity happens after hours such as school sports matches, inform parents of the specific dates and times of each activity throughout a programme or fixture and detail transport arrangements if applicable.
- follow other relevant LA guidance such as that for physical education activities, lone worker guidance or work placement procedures.
- Ensure '*Safe Practice in Physical Education and School Sport and Physical Activity*' published by the Association for Physical Education is used as a key reference when planning school sports events.
- ensure that competent staff are allocated to lead and supervise visits.
- ensure that effective arrangements and/or contingency plans are in place to manage an unforeseen incident if it were to occur, this may form part of the sites routine operating procedures.
- ensure that formal approval has been provided, this could be carried out by approval of the risk assessments for the events planned via a dated signature on the form by the Nominated Manager or as stipulated in a local establishment visits policy.

Category B visits

(Approved by Nominated Managers and recorded on EVOLVE)

These are events and activities that do not normally form part of a local or regular input. They may extend beyond normal operating hours, necessitating a late return, but do not involve an overnight stay.

Examples of these visits:

- All day visits to neighbouring cities or locations of interest.
- Theme Park trips.
- All-day low-level walks or activities.
- Sporting fixtures that involve considerable travel.

Approval for these trips must be obtained from Nominated Manager. A record of these visits must be entered onto the EVOLVE system. This will provide a suitable record of trip details and approval provided.

Parents/guardians must be informed of such activities and specific consent will be required in writing.

Because these trips are likely to be more complex, existing risk assessments will need reviewing and a specific risk assessment produced identifying safety management procedures for the event.

Establishments should:

- refer to, and work within, the LA generic risk assessments pertinent to the planned excursion.
- complete a specific risk assessment for the planned event/activity.
- inform parents and guardians of organisational details in writing, e.g. via briefing sheet or information contained on consent forms.
- ensure that competent staff are allocated to lead and supervise such trips; suitable competence must be clearly identified by the head of the establishment or Nominated Manager with support of the Visits Coordinator.
- outside providers may be employed to deliver part of the visit or some activities; these will require any necessary checks being made to ensure that they are suitable and sufficient to do so. A checklist of considerations is provided for leaders and others to support this process.
- ensure that the Nominated Manager has considered the application for approval together with details of the proposed programme; specific risk assessments produced by the leader and any other relevant information and, if satisfied with the arrangements, provide their approval. Nominated Managers may contact an OEA for specific advice and guidance prior to approval.
- ensure that effective arrangements and/or contingency plans are in place to manage an unforeseen incident if it were to occur while on the visit. This may include nominating a

base emergency contact person with access to staff and participant contact details in the event of an emergency.

Where an activity is deemed non routine but occurs on an annual basis, the specific risk assessment may be sufficient for use again with minor amendments.

Category C visits

(LA approval/comment required via recording on EVOLVE)

This is the most complex and demanding activity level, where participants and staff may be involved in residential visits, adventurous activities, activities with higher-than-normal risks and trips to higher risk environments.

Examples of these visits:

- Residential visits or activities that require an overnight stay.
- Travel outside the United Kingdom, exchange visits, expeditions, and study tours.
- Outdoor and adventurous activities including – canoeing, caving, high ropes courses, moor land and mountain walking, rock climbing, stream scrambling, sailing activities, mountain biking, wild country camping, pony trekking and open water swimming.
- Hazardous activities and or locations e.g., motorised sports, cliff edge walks, coastal walking, planned entry into water in the environment such as river study.

Where a visit involves a new venture to the establishment, visiting a developing country or remote area, an expedition, skiing, or adventure activities using a new provider/company, establishments should take initial advice from the LA Outdoor Education Adviser **before** making any financial commitment.

The Nominated Manager must give approval for category C events **AND** obtain specific approval from the LA.

Specific consent must be obtained for all such events and specific information provided to parents and guardians. This is usually facilitated by attendance at planning meetings or information sharing events with participants and parents.

Specific competency may be required to lead such events, and a higher level of familiarisation will be required of staff who work on these trips. This may be through a familiarisation process, induction specific to the activity/location or evidencable competency.

Outside providers may be employed to deliver part or all the visit or activities. These will require any necessary checks being made to ensure that they are suitable and sufficient to do so. A checklist of considerations is provided within Appendix 4

Additional insurance cover may be required; establishments should investigate the appropriate level of insurance required for their planned excursion.

Approval must be recorded on the EVOLVE system. These visits will automatically be submitted to the LA for further approval where they are identified on the system.

Establishments must:

- refer to, and work within, the LA generic risk assessments pertinent to the planned excursion.
- plan according to guidance contained within generic risk assessments and the nature of the trip.
- complete a specific risk assessment for the planned event/activity.
- obtain outline approval for the trip from the Nominated Manager prior to commitment of non-returnable funds.
- obtain specific consent from parents and guardians.
- ensure that competent staff are allocated to lead and supervise trips; suitable competence must be clearly identified by the Nominated Manager with support of the Visits Coordinator and with reference to LA generic risk assessment requirements. Advice may need to be sought from the OEA.
- ensure that the Nominated Manager has considered the application for approval together with details of the proposed programme; specific risk assessments produced by the leader and any other relevant information and, if satisfied with the arrangements provide their approval. Managers may contact an OEA for specific advice and guidance prior to approval.
- comply with any suggested amendments/advice provided by the OEA and ensure that LA approval has been provided.
- submit information for approval purposes to the LA at least 4 weeks in advance of the proposed excursion if in the UK and a minimum of 8 weeks in advance for foreign travel excursions.

NB where any proposed event contains activities with higher-than-normal risk (see section 11) LA approval will be required in addition to that of the Nominated Manager as a Category C event. Ensuring that visit applications are correctly entered on the system is a key check for Educational Visit Co-ordinators and Nominated Managers to ensure that the correct level of approval is received for each visit.

Use of Nottinghamshire County Council centres or programmes involving adventurous activities

Establishments using Nottinghamshire County Council facilities to provide activities which fall within the Category C range (e.g. Hagg Farm, The Mill Adventure Base etc) should plan as above, ensuring that risk assessments are in place for all aspects of a programme not provided by the centre used.

Additional assurances required of other providers should not need to be sought from in house provision as all operating procedures will be in accordance with expected standards.

These trips must be recorded on the EVOLVE system and may proceed under delegated approval from the Nominated Manager depending on the complexity of the planned programme.

Events involving higher risk activities or environments

Some activities are higher risk than others, likewise locations used, and the time of year can increase hazards on excursions and subsequently the level of approval required. Section 10 provides guidance on the sort of locations and activities that may increase approval criteria into a higher category.

Self-led adventurous activities

Schools under current adventure licensing authority regulations may deliver adventure activities provided for their own pupils. Other establishments may provide non-licensable activities where staff have specific experience and competency. This may be provided on and off site; however, it is increasingly common for establishments to use a commercial provider.

The main points for consideration when planning such events are:

- the EVC and Nominated Manager must affirm the competence of leaders in accordance with information provided within the LA's generic risk assessments.
- visit forms should be classed as 'adventurous led by establishment staff', this will then activate the 'Activity Leader Form' (ALF) during the visit creation process. Evidence should then be provided as to the staff members competence to lead the activity including uploading copies of their relevant qualifications to their account profile.
- certain activities may fall outside of the adventure licensing scheme but still require competent leadership or qualified staff to lead.
- all such activities require approval from the LA. Additional information regarding the organisation and approval of adventure-based activities is contained within section 10.

Visit monitoring

To comply with its obligations under health and safety law, as an employer, the LA must undertake monitoring of visits. This takes three main forms:

1. Monitoring of visit details and approvals on the EVOLVE system

The LA periodically monitor visit details recorded on the EVOLVE system and inform establishments of any issues or provide additional guidance and advice. This must be acted on by LA maintained sites if received.

For category C visits and activities, the LA will consider all plans as submitted and indicate approval, provide additional advice or request supporting information from establishments. For all such activities, establishments must ensure that they receive such approval prior to the visit taking place.

2. Monitoring of establishments' visit planning procedures

An Outdoor Education Adviser or LA representative may request to visit establishments to review planning arrangements for visits and approval systems developed on site, as well as risk assessments and other relevant systems and procedures in place. Establishments will be contacted in advance of such visits and informed of the format this will take.

3. Monitoring of visits as they take place

From time to time an LA representative or OEA may attend a visit as it is occurring. This will be an opportunity to assess that visits are operating in accordance with LA procedures and details outlined within approval submissions. Establishments will be contacted in advance of such a visit and will be informed of the format this will take and any review which will result as an outcome.

Section 4 - Planning, risk assessment and risk management

Planning aspects

All trips must be appropriately planned. Effective planning need not be complicated. Many regular trips carried out on a periodic basis can be managed, approved and reviewed locally. Where applicable, this can be through reference to existing risk assessment documents and routine operating procedures for the establishment.

For larger, more complex excursions, specific planning must take place, and approval sought. All applications for approval should be submitted, with a programme for the duration of the visit, at least 4 weeks prior to the proposed event.

Planning checklists are available to support staff in identifying key areas to consider and are available within the guidance and resources section of EVOLVE. These are produced as a means of support rather than a rigid framework and additional considerations may be required.

Establishments should allocate sufficient time to plan excursions and meet submission timescales. Planning in advance allows robust procedures to be put in place, sufficient time to brief participants, all staff and, where applicable, source alternative means of funding.

Where a visit involves a new venture for the establishment, particularly when visiting a developing country or remote area, or expedition, skiing or adventure activities using a provider/company, establishments should take initial advice from the Outdoor Education Adviser **before** making any financial commitments. Additional information on planning is contained in National Guidance sections 3.3e, 3.3g, 8.2b and 8.2c

Establishing the aims and purpose

All visits must have clear aims that may be curriculum based, developmental or recreational dependant on the purpose of the intervention. Visits may have a specific curriculum focus, e.g. fieldwork or a language exchange visit, and/or may more generally contribute to a young person's personal, social, health and/or cultural awareness.

All involved, including leaders, parents/guardians, and participants, should be aware of the aims of the visit as part of the planning process.

Visits plans should be discussed with the EVC and Nominated Manager prior to committing to any course of action.

Consider the costs

In assessing the costs of visits, leaders will need to consider several components. These may include:

- preparation and pre-visit expenses
- transport
- meals/refreshments enroute
- accommodation and food
- instruction
- entry charges/site fees

- equipment hire
- insurance
- passports and visas if abroad
- pocket money
- contingency money

Cost can be a significant barrier for families, children, and young people and this should be considered when determining plans. It may be possible to locate sources of external funds from trusts, charities or governmental initiatives which can greatly increase the likelihood of a trip taking place for the benefit of all.

Standard financial procedures

When plans progress, leaders must operate within Nottinghamshire County Council's standard financial procedures or those of the independent Academy or trust. These procedures are based upon sound principles of accountability to provide adequate personal safeguard, yet at the same time to be fully adaptable to a variety of circumstances. At no time must the underlying principles be ignored.

Advice on financial management procedures is available from departmental finance officers and reference should be made to the '*Schools financial value standard (SFVS) checklist*', the '*Academy trust handbook*', the '*Government Financial Reporting Manual*' or contact Nottinghamshire County Council's finance department. Local-authority-maintained schools must submit the SFVS checklist to their local authority annually.

Charging regulations – schools

The Education Act 1996 allows charges to be made only for strictly defined school activities. A summary of the main principles is given below, but teachers must ensure that they refer to the latest LA guidance.

The Act largely forbids charges for activities that take place in school hours. Charges are permitted for activities taking place outside school hours provided that they are not required as part of the syllabus for a prescribed public examination or to fulfil statutory duties relating to the National Curriculum - these are known as 'optional extras'. Charges are permitted for the board and lodging element of any residential activity.

Even where charges are forbidden, schools may invite voluntary contributions for the benefit of the school or to support a particular visit. Such contributions must be genuinely voluntary, and it must be made clear that pupils will not be treated differently according to whether their parents have contributed or not. However, if a visit cannot be funded without voluntary contributions, this can be made clear to parents at the planning stage.

All governing bodies should have agreed policies on charging and remissions and teachers must ensure that they are aware of their school's policy when planning any visit. A copy of regulations regarding school charging policy is available within the guidance and resource section of EVOLVE and National Guidance document 3.2c outlines the main elements of these regulations.

Researching locations and use of other organisations

In choosing the location of a visit, leaders should consider the age of the participants and their ability to cope with the length and type of travel. Consideration should be given to staff competency, the accessibility of the activities and locality for participants and knowledge of the environment to be visited. Establishments should also bear in mind environmental sustainability in their venue choices.

It is good practice for exploratory visits to take place when activities are planned. Whether an establishment is leading part or all a programme and/or is organising its own accommodation, an exploratory visit is normally essential. This provides a level of detail that written or verbal information may not provide and supports the production of a suitable and sufficient risk assessment.

If the entire venture, including any recreational time or evening activities, is arranged through a known and reputable tour company, who is leading all activities, has undertaken risk assessments and can provide appropriate assurances, a pre-visit by the leader may not be necessary, but this should be checked with the EVC. Even in this situation, there is a shared responsibility for the care of young people and a pre-visit may pick up on a few issues which can usually be addressed in discussion with the provider. Leaders should be mindful that the provider's interest may be to promote their business and not necessarily to inform leaders of potential drawbacks. Equality issues relating to cultural, religious, or linguistic differences, and special needs should be assessed.

If for any reason a pre-visit does not take place, the Visit Leader must obtain sufficient information to complete a suitable and sufficient risk assessment/management plan for the event. This could be assisted by information provided from colleagues who have used a provider/venue previously, information provided via tour operators and providers, or advice received from the OEA.

Many establishments use the same venue on a regular or annual basis, whereby a visit in person may not always be necessary. Leaders should however avoid making assumptions from previous visits as some factors, e.g. the management of facilities and staffing change over time. It is always essential to review the risk assessment, facilities, and programme before each visit.

It is reasonable to include the cost of a pre-visit within the overall costs of the trip. If the venture does not finally take place, it would be reasonable for establishment funds to finance any pre-visits that have taken place.

In researching information about other countries, leaders should refer to the Foreign, Commonwealth and Development Office website and select information for the country to be visited. This website lists specific security and health risks of global areas and individual countries and provides other useful information.

Self-organised or using a tour operator?

Establishment-organised and led visits are appropriate in many circumstances, as this ensures that the programme can be specifically planned to meet the needs of the participants involved. However, in specific cases, it is wise to arrange visits through specialist providers or tour operators. Establishments should always ensure a reputable operator is used, that is experienced in providing services for groups such as schools, youth groups, early years, or children's social care. The Outdoor Education Adviser can provide contact details of organisations and tour operators used by other Nottinghamshire County Council establishments.

Travel organisers and operators selling seats on aircraft, or packages with an air transport element, must have an Air Travel Operators Licence (ATOL) which provides security against a licence holder going out of business. Travel agents do not need to be an ATOL holder if acting only as an agent of an ATOL holder.

Reputable operators should be able to demonstrate their awareness of the health and safety concerns of Local Authorities and should provide activities that meet UK safety standards. If they offer adventure activities such as water sports (other than in very restricted and controlled environments) or rock climbing (on natural rock) in the UK, they must have an AALA licence. Other accreditation schemes exist that evidence management procedures and are independently audited such as the Council for Learning Outside the Classroom Quality Mark (LOTC Quality Badge) Adventure Mark or other industry specific award which offer similar assurances.

Providers should offer accommodation which is suitable for young people, which meets health and safety and fire regulations and is adequately insured. They should be able to provide copies of their safety audits and risk management procedures on request and many will offer leaders a subsidised inspection visit.

Adventure activity providers, accommodation providers and other service providers to Nottinghamshire County Council establishments must be assessed as appropriate. The 'provider assurance form provides examples of suitable assurances which establishments should seek from providers, either verbally at the point of booking or by requesting the provider to complete this form.

Tour operators and others who may sub-contract service delivery to other providers, (e.g. a ski tour operator who organises ski school, accommodation, and transport in one package) must give the establishment assurances that contractors will provide a suitable level of service to the establishment.

No contract should be entered into with any provider or tour operator until the establishment is satisfied that there is good safety provision.

It is not necessary to obtain additional assurances or risk assessment documentation from Council for Learning Outside the Classroom Badged providers unless this is useful for visit planning purposes.

Checking accommodation

Establishments should take all reasonable steps to ensure that accommodation and other facilities used on the visit are suitable and safe. The LA generic risk assessment '*Residential Accommodation*' provides details of suitable provision and should be used in the decision-making process when choosing accommodation.

If travelling abroad, bear in mind that standards of health and safety, including fire precautions in other countries vary and may be less stringent than from those in the UK. Parents/guardians should be made aware of this when they are asked to give consent. Information provided by a tour operator should be considered carefully during the risk assessment process.

If an establishment is independently arranging accommodation, a pre-visit should normally be made with reference to the LA generic risk assessment '*Residential Accommodation*'.

On arrival at the accommodation, leaders should check the nearest fire escapes and fire alarm point and the availability of any fire equipment and note any other obvious health and safety hazards. Any problems, such as obstructed escape routes or locked doors, should be reported to the management

and satisfactorily resolved. Leaders must ensure that every member of the group knows what to do in the event of fire or other emergency, including the location of an agreed assembly point. Appendix 1 Visits Planning Checklist and National Guidance 4.4h Using External Providers has supporting information on choosing and checking providers and facilities.

Risk assessment and risk management

All activities in life involve a level of risk, as such all visits should be risk assessed. The risk management process includes the assessment of hazards and consideration of how these can be best managed, to reduce risk to an acceptable level to enable learning and development to occur. This process, while being a legal requirement, should be viewed as an aid to the overall planning process, rather than a necessary obligation. It must be borne in mind that accidents can happen on any activity and effective supervision and management needs to occur regardless of frequency, duration, or perceived risk.

As with any other aspect of provision, establishments must consider carefully the hazards involved in the visit and ensure that any areas of risk are contained within acceptable levels. Risk assessments must be suitable and sufficient; they need not be complex but should be comprehensive.

In practice this means that:

- the level of detail should be proportionate to the risk.
- all reasonable steps are taken to identify significant risks.
- the assessment should be appropriate to the nature of the activity and take account of changing circumstances.

No specific qualification is needed to carry out a risk assessment; however, the person conducting the risk assessment needs to be competent to do so. Training in applying risk assessment to visits is provided within the LA's training courses. See Nottinghamshire County Council's annually published '*Training Diary*', available in the guidance and resources section of EVOLVE and NottsOutdoors website.

Responsibility for risk assessment

For visits there are three recognised means of risk assessment, which taken together constitute a sound risk management process. These three levels must be in place for every visit:

- **A generic risk assessment of the common risks of the activity.** It is the employers' (the LA's) responsibility to prepare these risk assessments which establishments must refer to in planning and conducting visits.
- **A specific risk assessment.** This includes the specific risks of the venue and programme, the medical and potential behavioural needs of the group and other considerations. A specific risk assessment can be completed for a group of similar visits or a regularly delivered activity where appropriate. **The specific risk assessment is the responsibility of the establishment and is usually completed by the Visit Leader and EVC.**
- **An ongoing risk assessment.** This is a continuous process of sound judgements being made by competent people before and throughout the activity. **This is the responsibility of the Visit Leader and other staff on the visit.**

Generic risk assessments

A set of LA generic risk assessments for visits is available to establishments in the guidance and resources section of EVOLVE. These cover most general risks associated with most visits undertaken by Nottinghamshire CFD establishments. If a visit or activities are planned which are not covered by these generic risk assessments, the EVC should contact the Outdoor Education Adviser.

For each visit, the leader and EVC must refer to and read the relevant LA generic risk assessments. Numbers 1 and 2 apply to all visits and leaders need to identify which others apply to their visit. They form a general framework for safety and all visits should conform to them. However, they are not exhaustive and do not consider individual circumstances specific to an establishment, service area or the needs of participants.

If they are used by establishments to manage Category A events, they must be made specific to the establishment through reference to local operating procedures (such as action in the event of an emergency, individual behaviour plans and site-specific considerations) and signed as appropriate by the Nominated Manager for the site.

Establishments should ensure they use the latest up-to-date set of risk assessments available from the resources section of Evolve under the generic risk assessment tab.

Specific risk assessments

With reference to the relevant generic risk assessments, two or more staff, usually the Visit Leader, who will have normally pre-visited the location with support from other leaders or the EVC, should carry out the specific risk assessment for a visit or group of visits. Specific risk assessments are required for all Category B and C events.

Where LA generic risk assessments are modified for use as a joint generic and specific risk management document, the “further action” column should be populated with adequate controls as required to manage the event effectively. Control measures should not repeat generic risk assessment procedures but should follow on from the points raised by them and be specific to the needs of the group and the planned activity. This process should form the basis of the supervision plan and further arrangements for the visit(s) and may form a useful framework for informing participants and others about arrangements for the trip.

The detail of the specific risk assessment should reflect the complexity of the visit. Short local visits need less planning than longer residential visits to a distant location. In the past, the most serious incidents on visits have involved water and traffic. Therefore, these potential hazards should be addressed with particular care. Some participants with specific needs may require an individual risk assessment completing to ensure their safe inclusion in an activity.

For more complex programmes such as residential events where reference and modification of several generic risk assessments may be required, it is advised that a single overarching event specific risk assessment is created. This should reference the generic risk assessment documents reviewed and used during the visit and can then expand on intended management procedures specific for the intended event.

Examples of specific risk assessments and a blank specific risk assessment form are available in the guidance and resources section of EVOLVE.

Ongoing risk assessment

While written risk assessments must be completed before the visit, risk assessment does not end as the visit begins. **Risk assessment is a vital and ongoing process and a responsibility of the Visit Leaders throughout each visit.** It is not normally a written procedure; rather it is the process of sound judgements being made by competent people managing risk during events and activities. As part of this, leaders must:

- apply the control measures.
- monitor how effective they are.
- change, adapt and revise as required.

Plans and activities must be continually reviewed and adapted or not undertaken if circumstances indicate that risks have become too high. Leaders should ensure any subgroups are informed of changing circumstances they may not be aware of. For example, leaders may need to:

- check the forecast and monitor the weather, water levels, conditions underfoot, traffic levels.
- monitor participants' and leaders' response and motivation.
- adapt outdoor programmes because of, for example, high winds, high water levels, low temperatures, or participants responses.
- change from planned remote supervision to close supervision (e.g. because a city centre is busier, or weather is more extreme than expected)
- change a programme because of non-availability of a provider (e.g. if a lifeguard for a swimming pool does not arrive as requested)
- change a programme because of reduced staffing (e.g. the behaviour, illness or injury of a pupil is requiring the attention of one or more adults).

It is good practice to have a risk-assessed alternative plan in case the programme needs to be changed.

The Health and Safety (HSE) recommend a 5-step process to produce risk assessments. An example of this process is provided in Appendix 11 and further guidance on risk assessment processes for visits is explored within OEAP National Guidance. National Guidance sections 4.3c, 4.3f & 4.3g provide an overview of risk management procedures.

Risk assessment when using other organisations

Establishments need not complete risk assessments for aspects of visits that are the responsibility of a provider or other organisation. For example, it is not necessary for an establishment to complete risk assessments for adventure activities provided by a tour operator as part of a packaged adventure trip.

The establishment must however check that the provider has suitable and sufficient risk assessments and the necessary control measures in place. To obtain this information, a provider assurance form has been created. This should be used by the leader to ensure that minimum standards of delivery and provision are in place. Establishments needing help with considering information provided should contact the Outdoor Education Adviser. It is not necessary for establishments to obtain such assurances from the County Council's own outdoor and environmental education centres or sites that have inspected standards such as those holding a Learning Outside the Classroom Quality Badge.

While a provider is responsible for aspects of the programme they deliver, the establishment must undertake an overall risk assessment of the visit including all aspects of the event which are the establishments rather than the provider's responsibility. These will include any self-organised travel, supervision of behaviour and participants during breaks, in the evenings and any excursions organised by the establishment. An example of a specific risk assessment for these circumstances is available from the guidance and resources section of EVOLVE.

If a provision does not meet the standards required

It is important to ensure that in contracting with a tour operator or provider, programme details and any amendments are confirmed in writing. If the provision is not up to the standard required, group leaders and EVCs must confer with the Nominated Manager and, if necessary, the Outdoor Education Adviser before allowing the visit to proceed.

Whilst on a visit, any problems should be immediately reported to those responsible, for example the centre manager or the tour operator's representative. Aim to obtain improvements to the situation at the time. This is essential if there are concerns over the health or safety. The visit or activities must not proceed if safety concerns cannot be satisfied. If necessary, contact your manager and/or Outdoor Education Adviser for advice.

If provision during a visit is not satisfactory, collect evidence to support a complaint. Photographs may be useful. The establishment should write to the company detailing the complaint, stating clearly what action is required and enclosing copies of any evidence. A copy of this letter should also be sent to the Outdoor Education Adviser.

If the company's response is unsatisfactory and the company is a member of a tourist or bonding association, or holds other accreditation, it is possible to approach the relevant association. For a health and safety matter in the UK, the Health and Safety Executive and the Adventure Activities Licensing Service can be informed. A claim for compensation can be made in the Small Claims Court. Legal Services will be able to advise.

First aid

The Health and Safety (First Aid) regulations 1981 state: "An employer shall provide or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to their employees if they are injured or become ill at work".

This principle should likewise be applied to children, young people who are in the care of the establishment or site. The provision of suitable first aid during off site visits should be considered as part of the planning process usually via a risk assessment.

When determining appropriate first aid requirements for such events due consideration should be given to

- the nature of the activity.
- the nature of the group.
- likely injuries associated with the activity.
- the extent to which the group will be isolated from the support of emergency services.

Qualified first aiders may not always be necessary for all visits and activities, for example where activities occur near to the establishment where staff have ready access to first aid support.

In such a situation, leaders should have a basic awareness of simple first aid, be competent to use the first aid materials carried on the visit and know how to access qualified first aid support. The LA provide basic first aid training for leaders suitable for such events and details of this are contained within the Training Dairy page on EVOLVE and the NottsOutdoors website.

At least one person, with a current first aid certificate, trained to an appropriate level based on the risk assessment, should accompany each visit where a time delay could occur in obtaining suitable assistance or as appropriate to the activity planned or needs within the group. Many National Governing Body awards are not current without an up to date appropriate first aid certificate and this must be considered when assessing the competency of leaders and suitability of plans.

Participants should have access to first aid, and where small groups are working at a distance from each other, more first aiders may be required. First aid provides 'immediate temporary care' and if in any doubt, medical advice should be sought as soon as possible. Leaders must find out how to contact medical help in the location visited before this is required and ensure that emergency medical assistance is provided expediently where required.

First aid qualifications are valid for three years and details of courses are available through Nottinghamshire County Council (see [Training | Notts Outdoors \(nottinghamshire.gov.uk\)](https://www.nottinghamshire.gov.uk/Training/Notts-Outdoors)) or via various first aid organisations such as Red Cross, St John's Ambulance, REC (Rescue Emergency Care) and ITC (Immediate Temporary Care).

Where activities take place in remote areas, a higher standard of training in first aid may well be appropriate. Leaders of such activities should take advice from the Outdoor Education Adviser.

First aid kit(s) must be accessible for every group and where remote supervision is planned, such as a Duke of Edinburgh Award expedition, participants should have a working knowledge of first aid and how to access qualified first aid support.

Leaders should consider the remoteness and duration of the venture and take with them extra supplies of any supplementary first aid items that may be necessary. First aiders trained in resuscitation may choose to carry an anti-infection resuscitation device. If people are allergic to fabric plaster, a waterproof or 'micro pore' plaster may be used. Participants may carry their own first aid kits to deal with minor injuries. If travelling to countries where the availability of sterilised equipment may not be assured, leaders may decide to take emergency medical travel kits including syringes, needles and sutures when advised to do so.

For children in the Early Years Foundation Stage (EYF) there is a statutory requirement that at least one person who has a current paediatric first aid certificate must accompany children on outings. National Guidance 4.4b outlines key considerations regarding the management first aid.

Medication and drugs

Planning arrangements for visits and activities should be sufficiently flexible to support the inclusion of pupils with medical conditions unless evidence from a clinician state that this is not possible. The Children and Families Act 2014 places a duty on governing bodies of maintained school, proprietors of academies and management committees of PRUs to make suitable arrangements to support pupils with medical conditions.

In meeting this duty, the governing body, proprietor, or management committee must have regard to the statutory guidance “supporting pupils at school with medical conditions December 2015” this is available via the resources section of EVOLVE.

Leaders should be aware that no drugs, other than those prescribed by a physician, may be administered to a child or young person. Leaders cannot be required to administer drugs but can volunteer to undertake the role. In doing so a suitable management plan may include participants self-administer under supervision.

It is illegal to give a medicine which has been prescribed for one person to another and this would normally include asthma reliever inhalers. However, from October 2014 schools are allowed to carry salbutamol inhalers and use these when they have parental consent to do so. Guidance on this is available via the resources section of EVOLVE “Use of emergency inhalers in school”.

During visits, safe arrangements should be made for the control and administration of prescribed drugs to participants based on signed written information and consent from parents/legal guardians and agreement on appropriate action by the staff responsible for participants. Similar arrangements may be made for non-prescription drugs, e.g. painkillers such as paracetamol, which parents wish their child to self-administer for such conditions as headaches or period pains. Additional information is contained within National Guidance 4.4d.

Significant incidents or ‘near misses’

At the end of a visit, the leader should review the venture and report any issues of significance to the Visits Coordinator to improve practice next time. It is important to share learning outcomes with other leaders in the establishment and is good practice for the VC to let the Outdoor Education Adviser know of any issues that might be of use to others or the LA. A significant incident form is available within the guidance and resources section of EVOLVE. Accidents on visits should be reported and recorded using normal establishment systems.

Section 5 - Insurance for visits and activities

Educational establishments must have appropriate insurance in place. NCC establishments are covered by NCC arrangements. Trusts will have their own insurance arrangements.

During approved visits, the County Council's insurance arrangements (public liability insurance and personal accident insurance for NCC employees) are identical to those that operate during a normal working day.

It is not always necessary to take out additional insurance for visits in the UK. **However**, insurance may not provide, for example, cover for cancellation or curtailment due to illness, personal accident cover for pupils or participants or cover for the theft of property. Therefore, schools and other establishments may wish to consider arranging specific insurance cover for visits, particularly residential visits and those involving adventure activities. LA schools and many others in trusts use Risk Protection arrangement (RPA) which is an insurance framework provided by the Department for Education.

Appropriate travel insurance cover must be taken out on behalf of all participants for every visit abroad.

Insurance arrangements cover applies to pupils/participants, staff, volunteers, helpers, and assistants travelling with the group.

As with all policies, there may be exclusions, such as: engaging in aviation as a pilot or crew member of a fixed wing or rotary propelled aircraft; or for the costs of rescue not involving a medical emergency which might occur during certain activities or dental treatment caused by foodstuff not apparent within 1 week of the incident and cancellation because of infectious disease. Policies may also exclude camping or water activity equipment. However, for an additional premium, it is probable that insurance can be extended to include this. When undertaking camping or water activities, or where adventure activities will take place in a country which could present potentially adverse conditions, the insurance needs may be specialised, and advice should be taken.

Where insurance is provided from another agency, for example via an inclusive charge for a package holiday from a tour operator or to cover a specialised activity, schools and establishments must forward full details of the policy to the Risk and Insurance Section for their approval. **This approval must be gained for each separate visit abroad.**

Important insurance advice

- On visits abroad, leaders must take a copy of their insurance policy with them.
- Contact the Risk and Insurance Office at County Hall or the insurers before incurring substantial medical or other expenses.
- Obtain and retain receipts and other documentation relating to any claim.
- Report any loss or theft of property to the local police within 24 hours of the incident and obtain written confirmation of this.
- In the event of a claim, contact the Insurers to obtain a claim form within 30 days.
- Some providers may require establishments to sign liability disclaimers or 'waivers' for certain services provided. **Any such request from a provider, or as part of the terms and conditions of a contract, must be discussed and approved as appropriate with Legal Services and the Risk and Insurance Section.**

Visit Guidance – Children and Families Department

- Employees, paid or otherwise, are not insured by the County Council when transporting participants in private cars as part of a visit. Drivers and establishments must ensure that the vehicle used has appropriate separate business insurance in place.

The Council's Risk and Insurance Section is happy to give specific advice on any insurance matters relating to visits and travel arrangements. Insurance requirements are considered within National Guidance 4.4c.

Section 6 - Supervision

Careful planning is an essential element of ensuring the smooth running of any excursion. However, this cannot replace the need for adequate supervision throughout the trip. Staff should take all reasonable measures to ensure that participants under their control are safe and protected from any unacceptable risk.

To exercise supervision means to be in a position of awareness of all that is taking place in any given situation and being able to intervene effectively should the need arise. It does not always mean direct visual contact, but it does include the ability to anticipate potential problems and to take appropriate preventative action. Clearly, adequate supervision depends on the appropriate experience and the sound judgement of leaders.

Aspects of supervision

Supervision can be close or remote but must always be in place and active:

- Close supervision occurs when the group remain within general sight and/or contact of the supervisor.
- Remote supervision occurs when, as part of planned activities, a group works away from the supervisors but is subject to stated controls (e.g. during souvenir shopping in a town centre or on a Duke of Edinburgh's Award activity). The supervisor is present, though not necessarily near or in sight but they are able to monitor the group. The supervisor's location is known, and the group have a planned means of contacting the supervisor.
- Recreational time - for example during the evenings - may involve close or remote supervision but should not be unsupervised. The supervisors continue to be in charge and owe a duty of care for participants and should retain the ability to manage the conduct and welfare of the group.

Factors affecting the nature of supervision

The supervision employed will be dictated by the size and nature of group. The leader/adult to participant ratios should be governed by the age and experience of participants, the competence of staff, the nature of the venture and the location. It is important to ensure that there are sufficient experienced and competent staff to deal with an incident whilst, at the same time, maintaining adequate supervision of the rest of the group.

Establishments should be aware of the existence of the EU Working Time Regulations. Whilst individuals can voluntarily opt out of these regulations, it is obviously good practice to ensure that leaders on residential visits do not get overtired. If a leader's night sleep has been seriously interrupted s/he should avoid taking on significant responsibilities, or driving, before catching up on rest.

Competence of leaders

EVCs and Nominated Managers need to be satisfied that the Visit Leader and other adults leading participants on a visit are suitable and sufficiently competent to carry out their responsibilities. Where volunteers are used in support roles, it is likewise essential that competence is ensured and that roles allocated are suitable.

Specific competencies are required for leaders to operate in certain locations or involved in the delivery of adventurous activities. Issues of competencies are explored further in section 10 and details of specific competency are contained in the LA generic risk assessment for activities on visits. It is good practice that Visit Leaders maintain a portfolio of their experience, training, and qualifications in relation to visits. The VC should maintain an establishment record of leaders' training and experience. This can be carried out by record keeping on the EVOLVE system.

Competence as a leader derives from:

- experience of the environment to be visited.
- experience of the activities involved.
- leadership experience of similar visits.
- knowledge of the participants involved.
- appropriate training in activities and environments.
- leadership skills and other personal qualities.

The LA provides a range of relevant training courses. These include MoVE courses (Management of Off-site visit emergencies), EVC training, Visit Leader training, first aid, and leadership training and qualifications in specialist adventure activities. Details of training are listed in the training diary available from the Resources area on the EVOLVE system.

Establishments must ensure all staff involved in any visit (including volunteers) receive a specific induction to the visit, including its aims, their role, hazards and control measures and emergency procedures.

Leadership by non-teaching staff on school visits

There is no requirement for the visit leader or other accompanying staff to be qualified teachers. There is however a generally held expectation that there will be a teacher in charge of visits, in most circumstances this means leading and accompanying participants out of school.

The use of non-teaching staff to supervise participants on visits must be based on their competence to do so. The appropriateness of their inclusion and the level of responsibility that this may incur in relation to their contract of employment may need to be considered.

Supervision ratios

Consideration of a suitable staff to participant ratio is a matter of judgement made by a Nominated Manager and Visit Co-ordinator after consultation with the group leader and should be established as part of the risk assessment process.

Benchmark ratios are provided below to aid this process. These are benchmark ratios, and these should be seen as maximum ratios based on a group with no additional support requirements and a starting point for further consideration where it is likely that a lower number of participants will be deemed suitable. National Guidance document 4.3b details considerations that impact ratios and effective supervision.

Staff working with children under the age of 5 must operate within the DfE Statutory Framework for the Early Years Foundation Stage (EYFS) up dated November 2024. This stipulates minimum allowable staffing ratios pertinent to the supervision of children and additional controls regarding the

qualification of staff suitable to provide supervision. Copies of the full document are available on the guidance and resources section of the EVOLVE system.

The EYFS Statutory Framework no longer sets out different requirements for minimum ratios during outings from those required on site (either 1:8 or 1:13 in early years settings and 1:30 in infant classes in maintained schools). As with other age groups the most suitable ratio for an outing must be established via a risk assessment process. The resulting ratio is most likely to be lower than the minimum ratio described within the EYFS Framework.

In setting an appropriate ratio it is important to ensure that a high enough number of adult supervisors exist to cope with any foreseeable circumstances during the visit. Factors to consider include:

- age, ability, and maturity of participants.
- special educational and/or medical needs.
- linguistic needs.
- nature of journey, venues, and activities.
- experience and competence of staff.
- experience, competence and behaviour of participants.
- requirements of organisations and venues used.
- the need to provide first aid cover.
- the need to provide cover for staff that require breaks.

Benchmark guidance for adult: participant ratios for normal day visits are:

- school years 1 to 3 (ages 4 - 8 yrs.):
1 member of staff or adult for every 6 participants
- school years 4 to 6 (ages 8 - 11yrs):
member of staff or adult for every 10-15 participants
- school year 7 onwards (ages 12 years and above)
1 member of staff or adult for every 15 - 20 participants

Residential visits – as for day visits plus:

- a minimum of two members of staff are usually required on residential visits.
- 1 professionally qualified member of staff or adult for every 10 participants

On residential visits it is usually necessary that both male and female adults accompany a mixed group though parties of younger participants can often be adequately supervised by female adults. National guidance documents 4.3b (Ratios & effective supervision) and 6q (Staff supervising mixed sex groups) consider further consideration.

A minimum of two qualified members of staff/adults with each group travelling abroad is usually necessary where both male and female staff are available for mixed gender groups. However, for small groups, in certain circumstances, the head of establishment, EVC and Visit Leader may agree that only one supervisor is required, this rationale must be supported by a risk assessment where mitigating factors are identified which make this approach suitable.

Where a participant requires specific support, such as a 1:1 carer, this person should not be considered within the overall staffing ratio as their prime responsibility is for the young person they are there to support.

Careful consideration should be given to the inclusion of other people on a visit such as the leaders' own children or friends. Care should be exercised to ensure that the safety of the group is not put at risk because of their inclusion and that suitable supervision of all participants, will be always maintained. If additional children are not of the same age and ability of the main group, separate supervision must be arranged for them, and their supervisors may not be included in the main group's staff/participant ratio. An establishment's policy must identify if this practice is locally endorsed or not supported as appropriate within a given service area.

Managing supervision; briefing and induction of leaders

Supervision arrangements for a visit and specific responsibilities, should be planned in advance. Whilst rotas for those on duty may be established, all supervisors must accept that they share responsibility for the health and safety of the whole group throughout the visit and their prime duty is to all participants in the group.

The Visit Leader should ensure that all leaders and supervisors:

- understand the overall aims and programme for the visit, the supervision arrangements, and their role.
- understand the risk assessment and control measures for the visit.
- have prior knowledge of the group including any special needs.
- carry a list of all group members and a list of those for whom they are taking specific responsibility where appropriate.
- understand the emergency procedures.

Leaders must check regularly that the entire group (or their section of the group) is present, especially when leaving a site or rest stop on a journey, particularly in crowded venues, where appropriate participants can be made easily identifiable by wearing similar tee shirts or other identifying clothing. In public areas, participants should not wear name badges but can carry their name and contact details in a pocket. Rendezvous points should be established, and participants told what to do if they become separated from the group.

In many situations, both safety and visit aims will be best served if large groups are broken into smaller groups each independently supervised. Potential danger points can occur when rearranging groups, in particular:

- when a large group is split into smaller groups for specific activities
- when groups transfer from one activity to another and change supervisor
- during periods between activities
- when small groups re-form into a large group.

Each supervisor must clearly take responsibility for a group when their part of the programme begins, making certain that all group members are aware of the changeover. They should clearly pass on responsibility for the group when their part of the programme is concluded, together with any relevant information ensuring that the group members know who their next supervisor is. This may be particularly important when using activity provider's staff for part(s) of a visit.

Remote supervision

This refers to the practice of supervising participants from a distance rather than being right alongside them for most of the time. Remote supervision for older participants may be integral to the activity, such as on Duke of Edinburgh Award activities. On other visits there will be occasions when it is appropriate for participants to experience some independence, for example souvenir shopping or down time in a programme.

In organising such activities, leaders remain responsible for participants and must follow all relevant advice in this document in relation to risk assessment, planning and preparation. Leaders must follow LA generic risk assessment 1, assess the risks of the location, situation or activities proposed and the competence of the participants to act sensibly and take responsibility for themselves. Some locations and activities, including beaches and swimming, are not appropriate for remote supervision. Parents/guardians must be informed of the supervision arrangements and their written consent obtained.

When considering circumstances and risk assessment, there are several fundamental points that should be adhered to when considering remote supervision:

- it should be undertaken by an appropriately competent member of staff.
- participants should be sufficiently competent to act safely and independently in the situation.
- maps, plans and/or other information or training for participants to act effectively in the environment are available.
- suitable clothing and equipment are provided.
- risk assessment control measures, agreed rules and boundaries are known by all involved.
- written details of the rendezvous points and times and how to contact leaders in an emergency and/or return to base are known by all involved.
- ensure all have coins, phone cards and/or mobile phones and telephone numbers.
- monitoring of the group should occur at appropriate intervals.
- the supervisor should remain in a position to reach the group reasonably promptly if support is required.

For remote supervision of adventure activities, including Duke of Edinburgh Award expeditions, refer to section 10. This section provides advice on the gradual withdrawal of supervision, which may have application for indirect supervision in other contexts.

Teachers and others taking responsibility for work experience that comprises of substantive remote supervision arrangements should follow and refer to the Work experiences information and managers guide and toolkit regarding work-based learning (see Appendix 10).

National Guidance 4.3b (Ratios and Effective Supervision) & 4.2a (Group Management & Supervision) provide a clear overview of key considerations when supervising participants.

Providing for participants with additional needs

Under Disability and Equality legislation, it is unlawful to:

- treat a disabled young person less favourably.

- fail to take reasonable steps to ensure that disabled persons are not paced at a substantial disadvantage without justification.

Every effort should be made to ensure that activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion, sexual orientation. If a visit requires consideration to include young people with additional needs, every reasonable effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

Establishments should take all reasonable steps to include participants with special educational or medical needs in any visit, whilst maintaining the safety and educational benefit for everyone in the group. If establishments are concerned about a particular group member's medical condition, advice should be taken from a doctor or community paediatrician.

It is often participants with additional needs who stand to gain the most from visits. The Disability Act requires that schools make 'reasonable adjustments' to make visits accessible to all participants and that disabled participants are not treated less favourably. A reasonable adjustment may include, for example, choosing a more accessible venue for the annual residential visit or taking an additional member of staff or volunteer. Where inclusion difficulties arise, establishments need to be able to demonstrate that they have made reasonable adjustments and should keep a record of their efforts to include within planning in case of a challenge. Useful documents are the Nottinghamshire County Council publications 'Planning Inclusive Visits' and 'Making Reasonable Adjustments'. Both are available from the guidance and resources section of EVOLVE. Further advice is available from Nottinghamshire County Council's Schools & Families Specialist Services team.

If a pupil needs additional support to take part in a visit and receives additional funding from HN (High Needs) funding or from the school or family of schools' budget, then this can be used to contribute to the cost. The LA does not have additional funds to contribute to any increased costs arising from a planned visit. The additional costs must be considered by the school as part of its planning.

The ultimate decision on the selection of participants lies with the Head of the Establishment after consultation with staff and visits leaders. The burden of proof is on the establishment to show that programme plans, and selection of group members was not because of unfair discrimination. The curricular aims of the visit for participants who are unable to attend should be fulfilled in other ways wherever possible. National Guidance 4.4i and 3.2e explores issues of inclusion and disability.

Behavioural issues

It should not be assumed that behavioural issues will be replicated in a different situation and all reasonable steps should be taken to provide inclusive visits.

Where concerns are held regarding behavioural difficulties for reasons other than a disability, and the leader is concerned that potential behaviour presents a significant, unmanageable, and unacceptable risk to the health, safety, and welfare of either themselves or others, participants may be reasonably withdrawn from an activity. However, this decision should not be taken without a thorough assessment of the concerns and mitigating action that would facilitate safe inclusion. All reasonable adjustments must be considered and implemented.

Key areas for consideration include –

- Identifying any issues at the earliest possible stage of the planning process.

- Involving all interested parties in discussing concerns and ways forward.
- Establishment of a behaviour management plan with agreed action points that may enable inclusion.
- Instigation of behaviour targets and timescales to be met that will allow inclusion, trigger exclusion.
- Provision of additional support, such as a support worker or parent with a specific brief to manage behaviour issues.
- That expectations of staff are reasonable.
- That adequate records exist to evidence a reasoned approach.

On residential visits, the group leader should consider sending participants home early if their behaviour is a serious risk to themselves or others. Young people should not be sent home unaccompanied; any decision to do so would need managing either by parents and guardians being requested to collect them or within the confines of the staff available.

Consideration should be given to the additional pressure the decision to return a participant home may create for the remainder of the visit. Incidents aboard in particular may need careful consideration (and higher staffing) and a strategy agreed prior to departure.

Parents and guardians should be informed of procedures for dealing with behavioural issues, how a participant will be returned home and who will meet the cost of this as part of the planning/information provided for the visit.

Safeguarding young people

It is against the law to discriminate against anyone because of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. These are called 'protected characteristics'.

Establishments should take measures on all visits to protect all young people and vulnerable adults, particularly those with special educational needs, from racial, homophobic, physical, sexual, or other forms of abuse. Establishments and leaders need to consider the possibility of abuse from someone within the group, or with access to the group, from an intruder entering the accommodation or a participant leaving the accommodation and should ensure adequate control measures are in place. Specific advice should be sought where necessary from an organisational safeguarding lead, to ensure that corporate procedures on DBS checks are followed. National Guidance 4.3e & 3.2g are applicable to this area of work.

A DBS check is required for all staff (paid or voluntary) who work in regulated activity.

What is a 'regulated activity'?

It is the responsibility of the organisation that engages an individual to establish if a particular role falls within the legal definition of regulated activity.

An individual can become engaged in regulated activity through the activity they provide (**a defined activity**) or because of where they work (**a specified establishment**).

Frequently - means the same person engages in the activity once a week or more.

Intensively - means the same person engages in the activity on 4 or more days in a 30-day period (or in some cases overnight between 2am and 6am, where there is opportunity for face-to-face contact).

Defined activities include the following when they are carried out frequently or intensively –

- a) Any form of teaching, training, instruction, supervision, or care of children.
- b) Provision of advice or guidance to children relating to their wellbeing.
- c) Driving a vehicle that is being used solely for conveying children and their carers or supervisors.

Defined activities also include the following even if only carried out once.

- d) Health care provided by, or under the direct supervision of a regulated health care professional.
- e) Personal care involving physical assistance (or required prompting with supervision, advice, or training) with eating, drinking, washing, dressing, bathing, and toileting for reasons of age, illness or disability.

Specified establishments

- f) Any work carried out frequently or intensively in a specific establishment, in connection with the purposes of that establishment, that gives a person the opportunity to have contact with children. If such work is not one of the defined activities, and only involves the provision of occasional or temporary services, then this is not regulated activity.

Specified Establishments are

- a) An educational institution which is exclusively or mainly for the provision of full-time education
- b) A school falling within section 19(2) or (2b) of the Education Act 1996 (Pupil Referral unit etc.) not falling in (a)
- c) An alternative provision Academy not falling in (a) above.
- d) An establishment which is exclusively or mainly for the provision of nursery education (within the meaning of section 117 of the School Standards and Framework Act 1998 [c.31]).
- e) An institution which is exclusively or mainly for the detention of children.
- f) A children's home (within the meaning of section 1 of the Care Standards Act 2000 [c.14]).
- g) A home provided in pursuance of arrangements under section 82(5) of the Children's Act 1989 [c.41]
- h) A children's centre (within the meaning of section 5A(4) of the Childcare Act 2006)
- i) Relevant childcare premises.

Regulated activity under Supervision

Teaching, training, instruction, care and supervision of children, young people and vulnerable adults are not regulated activities if they are, on a regular basis, subject to the day-to-day supervision of another person who is engaging in regulated activity (and therefore appropriately vetted). Day to day supervision must be reasonable in all circumstances to protect the children concerned. The Department for Education (DfE) has issued statutory supervision guidance which is available on EVOLVE titled Supervision Guidance (DBS).

This exemption applies to volunteers whether they are working in a specified establishment or not. It does not apply to paid employees – a paid employee in a specified establishment is carrying out a regulated activity.

Decisions on who is engaged in regulated activity

Establishments need to consider the following questions to decide whether an enhanced DBS check with barred list check is required for volunteers/helpers on a trip or visit.

1. Does the work they will be doing meet the activity definition?
2. Does the “frequently” or “intensively” condition apply?
3. Does the statutory guidance on supervision apply?

If the answer to questions 1 and 2 is yes, the person would be engaged in regulated activity unless they are appropriately supervised. Due regard must be given to what constitutes appropriate supervision via consultation with statutory guidance.

General considerations

A DBS check is no guarantee to the suitability of an individual to work with any given group of young people. Outside of such checks establishments must assess the suitability of individuals to work in any given capacity and provide induction, training and monitoring as necessary.

It is accepted practice that on residential visits, separate male and female sleeping areas should be arranged and, except with the very young or those with specific needs, staff should avoid sleeping in the same room or tent as participants and never directly next to participants. Staff accommodation should however be close by to be able to provide supervision and respond to issues if required.

For the protection of both adults and participants, adult supervisors should minimise being alone with young people wherever possible.

DBS regulations are not pertinent to private arrangements (such as two parents arranging the transportation of their children to a sports event) Private arrangements must be made by parents and guardians as opposed to arranged and organised by an NCC establishment or member of staff.

Considerations for hosting exchange programmes

Schools and other establishments organising the UK stage of home stay exchange programmes have a duty to take all reasonable steps to ensure that overseas students are placed in appropriate homes. Such arrangements must be subject to a robust engagement procedure which may include obtaining references, interview, training, and monitoring. Dependant on the process for arranging such placements a DBS check may or may not be required if the host is not engaged in a specified activity on the establishment’s behalf:

Regarding DBS criteria, the activity of hosting is not carried out in a specified establishment. Therefore, hosting and providing accommodation for young people under remote supervision and care of the establishment may not be sufficient to necessitate a DBS check where there is no expectation that “teaching, instruction, supervision or care” is to be provided (which is a specified activity). As such hosts are providing bed and board only, much the same as a Hostel or Hotel.

Similarly private arrangements may not require formal DBS procedures. Where overseas parents are involved in the process of placing their child with a volunteer host family and the stay is for less than 28 days, the placement could be viewed as a personal arrangement (where the hosts are acting on behalf of the parents of the child) and therefore not a regulated activity.

However, where a school or establishment arranges the accommodation itself, or through an employed third party, and the host is responsible for the provision of “supervision and care” on behalf of a specified establishment the host family will be in regulated activity and a DBS check should be requested.

Careful consideration must always be given by establishments when organising exchange programmes and all involved must be aware of their respective responsibilities. The decision to carry out DBS checks is at the discretion of the individual establishment/school hence thorough knowledge of how the event will be managed and supervised by staff is key to this process.

DBS checks do not apply overseas and therefore other methods of vetting host families abroad must be used where participants from Nottinghamshire are being hosted overseas. Additional information on such checks and assurances are contained within Section 9 of this document and National Guidance sections 3.2g Vetting and DBS Checks and 7.1f Exchanges and Homestays.

Section 7 - Communicating with parents and gaining consent

Parents and guardians should be informed in writing, of any visit or activity unless it is a regular part of an establishment's curriculum or regular programme of activity which they have previously been informed of. Seeking consent for such activities for the period of a programme, or annually in the case of structured input, may be appropriate.

For all category B and C visits, written information describing the visit should be provided and parental consent should be obtained. For residential visits and visits abroad, it is expected practice that parents and guardians are invited to a briefing meeting where the visit is described, and they can meet the leaders involved and ask questions. This may be a stipulation within your establishment's local visits policy. Where participant information is carried on excursions, leaders must ensure that personal information is stored securely and disposed of appropriately when no longer required.

The Department for Education has produced guidance on understanding and dealing with issues relating to parental responsibility. The link below will take you to the appropriate section of the DfE website. [Parental rights and responsibilities: What is parental responsibility? - GOV.UK](#)

Suitable information

Before a complex undertaking, parents and guardians should be encouraged to attend a briefing session where a discussion can be held, and written details of the proposed visit can be shared. There should be alternative arrangements put in place for parents/guardians who cannot attend, or who may have difficulty with communication in English.

So that an informed decision about their child's participation can be made, parents should be advised of the aims, objectives and value of the visit and the risks involved. Parents and guardians need to be informed of any significant hazards, especially those that they might not reasonably be expected to be aware of. Parents and guardians must be informed if health and safety standards are expected to be below those of the UK, e.g. in developing countries there may be a lack of vehicles with seat belts. It is useful to point out that there is always some level of risk in any activity, but that the visit will be managed to minimise risk as much as possible.

The following information should be provided initially to inform parents/guardians:

- dates and times of the visit.
- purpose and educational value of the visit.
- location, proposed itinerary and activities.
- risks involved.
- transport arrangements and name of any travel company involved.
- accommodation/catering details
- cost/voluntary contribution requested.
- year groups, number of participants, number of staff and name of group leader.
- supervision arrangements, including arrangements for free time and any remote supervision.
- code of conduct/standard of behaviour expected (parents may be expected to fund the early return of a participant whose conduct or behaviour puts him/herself or others at risk).
- medical and other information required on parental consent form.
- insurance arrangements.

Where a visit includes travel abroad, additional information may be required such as:

- copy of the insurance policy.
- passport and visa arrangements.
- any vaccinations or medical preparation required.
- if a school/other exchange visit, details as in section 9.

As organisation progresses, more detailed information should be passed onto parents and guardians such as:

- dates, times and place of departure and return (including arrangements for collection of participants at the end of a visit)
- any revisions to previous information.
- pocket money arrangements if appropriate.
- medical arrangements and reminder to bring prescribed drugs such as asthma inhalers.
- advice on necessary clothing, equipment and footwear including advice on the climatic conditions of the destination and advised protection against sun, insects etc.
- checklist of clothing, equipment, medication, and other essentials.
- passport/identity card, GHIC (The UK GHIC has replaced the existing European Health Insurance Card (EHIC). If you have an existing EHIC you can continue to use it until the expiry date. Once it expires, you'll need to apply for a UK GHIC to replace it.)
- weight and size limits on luggage, particularly when travelling by air.
- name and telephone number of emergency contact and/or address and telephone number of place(s) to be visited.

Disciplinary requirements should be made clear to both parents/guardians and participants. Leaders should be very explicit about rules on alcohol, smoking and illegal drugs, general behaviour, and the policy on sleeping arrangements. National Guidance 4.3d considers consent issues and Appendix 1 'Visit Leaders Checklist', contains a sequential checklist outlining key actions including preparing students and informing parents of plans.

Obtaining consent

Consent should be obtained from parents and guardians based on information outlined above. Specific consent may not be required for a range of local and regularly delivered activities (category A events). Specific consent is required for any residential experience, activities happening some distance from an establishment or any activity that has additional hazards from routine work with young people (such as adventure activities).

Category A visits

For routine local activities delivered by an establishment (category A visits), information can be provided via an establishment prospectus, newsletters, programmes for a set period or letters home to parents and guardians.

Establishments must exercise judgement regarding the necessity to reinforce existing information provided and seek specific consent for activities. Local guidance should clarify this process within the establishment policy.

For nursery age children, on all occasions where children are to be off site from an establishment, parents/guardians must be informed, and consent gained. For most routine Category A visits, information and consent covering the period of a programme or term may be suitable and sufficient.

Category B and C visits

Parents and guardians must be informed of all non-routine visits including day visits, residential visits, adventure activities and visits abroad, by specific written information describing the visit and their specific consent obtained. For Category B visits this may be additional information provided by letter and a tear off consent slip that complements participant specific detail held at the establishment. This process can be used as an update opportunity to record any alterations to personal details held by the establishment.

For residential visits and visits abroad (Category C events), it is expected practice that parents/guardians are invited to a meeting where the visit is described, and they can meet the leaders involved and ask questions.

Where parental consent is required for category C events, forms should ask for information from parents about any illness, conditions, night-time tendencies, medication, and any other information which the establishment needs to know to be able to care for the participant, such as dietary/ religious observance.

Medical consent

Medical evidence as to the fitness of a child or young person to participate may be required if they have had a recent serious illness or are suffering from a serious condition.

A declaration of agreement to emergency medical treatment, including anaesthetic and blood transfusion, should also be included. Whilst doctors might be expected to carry out necessary emergency treatment without parental consent, if parents do not agree to emergency treatment it may be reasonable for nominated managers to withdraw a participant from the visit, given the additional responsibility this could entail for the group leader.

The LA's parental consent form should be used for all residential visits and visits abroad. However, not all aspects of this form may be relevant for every visit and establishments may adapt the form for Category A or B visits as required, provided the necessary information to care for the participant is obtained.

There is no requirement to carry evidence of consent for a visit within the UK, however for visits abroad proof of consent and the right to travel with children and young people may be required and copies of such consent should be carried by leaders.

Consent for transport in private vehicles

Consent should be obtained specifically for the transport of children and young people in the private vehicle of a member of staff or other participant as part of the organisation of a visit.

Early return

Arrangements for the early return of a young person from a visit whose conduct gives reason for concern may be required. A written agreement may be necessary identifying who will meet any costs incurred.

Communication between participants, parents and guardians and an establishment

Establishments should consider the issue of communication between participants on excursions and parents and guardians back at home.

A central point of contact is useful (usually the establishment), to contact those on visits should the need arise. This can be provided on the consent form together with contact details for the accommodation and Visit Leader in the event of a home emergency.

Consideration should be given to the use of mobile phones throughout a visit, for some participants this may be appropriate, for others it may be a hindrance to the purpose of the trip and its smooth running. While being extremely valuable in emergency situations, they can also cause serious miscommunication if used randomly and without thought.

Mobile phones are also open to misuse and can have implications for safeguarding. Subsequently establishments and leaders should consider if and how they are accommodated on residential experiences. This should be agreed by all participants, parents, and guardians prior to an event.

Data protection considerations

There must be a robust arrangement for keeping welfare, medical and emergency information up to date. Sensitive information should be accessible to those who need it including relevant leaders from other organisations. Consideration should be given as to how this information is carried, this may include copies of medical forms, use of a printed summary sheet or electronic data. Leaders should ensure that individual's confidentiality can be protected and ensure that all personal information is disposed of when it is no longer needed.

Preparing participants for visits

Participants have an important role in the preparation of visits. Participants who are involved in the planning and risk assessment process are likely to be well prepared, make more informed decisions during visits, gain more developmentally from a visit and be at less risk. Providing information and guidance for participants is an important part of preparing for most trips. National Guidance Young 3.3f Peoples Checklist is intended to support this process.

Ensure that activities are suitable

The Visit Leader should ensure that participants are aware of the planned activities and that they are capable of undertaking what is proposed. While young people should be encouraged to take on new challenges, they should never be pressurised into unsuitable activities or those that they have genuine fear of.

The Visit Leader should decide how and what information is provided and must ensure participants understand key safety information. More preparation and subsequently more information will be

required for category C visits as these include residential elements, travelling greater distances, may include more adventurous activities and by nature be more complex. Before a journey or visit takes place, participants should understand the list of points below:

- the aims and objectives of the visit.
- background information about the place visited and/or activities.
- how to avoid specific dangers and why safety measures are in place.
- expected behaviour and the need to follow instructions.
- what clothing or other equipment should be brought along.
- emergency procedures in place for the visit.
- when in another country cultural differences and basic phrases.

Where activities change within a planned programme, new activities should be assessed as appropriate and further information provided. With larger groups, where the Visit Leader may delegate responsibilities to others for leading smaller groups, it is important that participants know who the responsible adult is at all times throughout the programme.

During residential visits it may be sensible for each participant to carry the address and telephone number of where they are staying.

Where remote supervision is planned, reference should be made to section 6.

Leaders should conduct a final check before departure to ensure that all participants have the necessary documents, clothing, equipment, medication, and other essentials.

Where transport is used, the group should be made aware of basic safety rules and advice as identified within section 8.

Section 8 - Transport

Visit Leaders must give careful thought to planning transport, especially when this is by road, since this is potentially the highest risk involved in most visits.

Transport arrangements and specific management plans should be outlined within risk assessments produced by establishments. Issues include the level of group supervision required while travelling, group management issues when boarding or alighting vehicles, managing stops in the journey and, if self-driving, the competence of drivers and availability of support drivers to avoid fatigue.

The organisational skills used for local visits are transferable for longer journeys; however, these normally require additional consideration due to the length of the journey or the use of multiple forms of transport.

Visit Leaders and Educational Visit Coordinators should seek as much advice as is necessary from the travel provider/company or the OEA. General considerations include:

- type of journey planned, will this take place locally or does it include long distances?
- most appropriate method of travel; self-driven forms of transport, public transport by road or rail, plane, boat or hired coach/minibus?
- arrangements in case of unforeseen circumstances including breakdown.
- supervision while travelling.
- insurance cover.
- managing stops while travelling.
- considering the effects of weather for transport plans.
- choice of reputable travel or transport companies.
- legal and regulatory constraints where staff use LA or hired minibuses.
- driver competence and training and whether the driver holds an appropriate licence.
- number of hours required for the journey and the length of the driver's day.

See National Guidance 4.5a Transport General Considerations.

Legislation

Various forms of legislation exist for differing forms of transport. These can be extensive and complex, and it is only feasible to address the most common issues in this document. For further details about vehicle legislation pertinent to your visit, consult the Department for Transport (DfT) or the DVLA websites.

The Department for Education has produced non statutory guidance on driving license entitlement when driving school minibuses which is available online or via EVOLVE titled Driving School Minibuses August 2013 (DFE-00064-2013) this provides a useful overview for employers, headteachers and staff. National Guidance 4.5b Transport in Minibuses provides a good overview of these issues.

Organisations that facilitate transport should have procedures in place that adhere to national regulatory requirements. This is often provided via a transport policy and guidance document, specific information regarding the management of minibuses within the local authority can be obtained by reference to Nottinghamshire County Council (NCC) Minibus Operations Guide 2015 and section B29 Minibus Safety Guidance within the LA's Health and Safety Manual. All such employer specific guidance must be adhered to when using minibuses.

Advice and further information can be obtained by contacting Nottinghamshire County Council's Transport Services or Health and Safety Advisers.

Using public transport

The use of public transport may be appropriate for a range of reasons including issues of environmental sustainability, as an educational opportunity or as a local, convenient transport option. Public transport is regulated to maximise the safety of passengers and has a good record in this area, however when working with large groups of young people, public transport requires additional considerations to be managed which may not present themselves when using other forms of dedicated transport.

It is unlikely that any public service bus will have seat belts for instance, and it may be impossible to ensure that you have sufficient seating for your entire group. This may have implications regarding the distance you choose to travel, the size of group you work with, and the number of supervisors required to ensure effective supervision, potentially in different carriages of a train or deck of a bus.

On longer journeys it is likely that several different forms of transport will be required to reach your destination, during which the group and any luggage will need to be managed during transfers. For these reasons, many groups choose to use private hire coaches, minibuses or, for longer complex journeys, the services of a tour operator. This however may come at an additional cost and the ultimate decision regarding which form of transport is most suitable for your group must be with the leader who is aware of the group's needs, the experience of staff and the overall aim of the visit.

Hiring coaches and buses

Establishments and Visit Leaders are responsible for ensuring that any coaches and buses used are hired from reputable companies. Professional operators of buses and coaches are legally required to be licensed. Establishments using operators to provide transport should ensure that the operator holds an appropriate Public Service Vehicle (PSV) operator's licence. When making bookings, the Visit Leader should seek assurances that operators have adequate procedures in place to deal with emergencies such as vehicle breakdown and that the vehicle is suitable for the groups need. Seat belts should be available for participants and their use monitored. While seat belts are required on coaches, they are not legally required on buses. Buses without seat belts are not normally appropriate for visits involving a long journey. National Guidance 4.5e Hiring a Coach provides additional information on this subject.

Use of minibuses

Any person undertaking minibus driving for, or in association with, Nottinghamshire County Council, must be in possession of an appropriate, valid, Nottinghamshire County Council 'Permit to Drive a Minibus'. Information regarding these permits is available from Nottinghamshire Transport Services. Drivers of minibuses must follow the driver's checklist supplied to them with their permit and be familiar with the contents of Nottinghamshire County Councils minibus guidance B29 within the Nottinghamshire County Council Health and Safety Manual.

Independent schools and organisations may have alternative systems in place informed by their own transport procedures in accordance with national guidance and regulations. National Guidance 'Transport in minibuses' 4.5b provides a useful overview.

Drivers should be aware that while the authority or employer is ultimately responsible for minibuses operated by them, the driver will be responsible for the vehicle while on the visit and must comply with all relevant legislation, in addition to guidance provided by the employer/authority.

Minibuses used may be owned by the authority, establishment or hired for a specific purpose. No vehicles such as crew buses or those with side or rear facing seats should be used, all vehicles must have full lap and diagonal seat belts fitted to all seats and these should be worn by drivers and passengers.

Drivers must ensure that they are aware of their responsibilities as identified within the NCC Minibus Operations Guide, which includes:

- vehicle checking prior to use.
- obeying the Highway Code and driving legislation.
- dealing appropriately with accidents and incidents.
- ensuring that luggage is appropriately stowed, and that the vehicle is not overloaded.
- ensure that seat belts are worn by passengers. Where passengers are under 14 years old, this is wholly the driver's responsibility.
- operating within the designated driving hours, ensuring a break of 30 minutes away from responsibility every 2 hours and not exceeding 9 hours driving per day.

Establishments must ensure that:

- vehicles are maintained fit for use and operated in accordance with their employer's guidance.
- a small bus permit (section 19 permit) where required is displayed in each minibus.
- drivers have appropriate training and endorsements to drive.
- adequate supervision is provided for journeys by another member of staff in addition to the driver for every trip except short journeys.

For detailed advice on these or related issues such as the use of trailers, tail lifts or appropriate restraints for wheelchairs, LA establishments should contact Nottinghamshire County Council Transport Services. National Guidance 4.5d has additional information regarding the use of seatbelts and child restraints.

Minibus use abroad

Establishments intending to use self-drive minibuses in different countries must seek further detailed advice from Nottinghamshire County Council Transport Services.

Visit leaders should ensure that drivers taking groups abroad are familiar with driving the vehicle and have experience of driving in the country of destination and others visited enroute. Different licence requirements apply for driving abroad and these must be established as part of the planning process.

EU regulations require the use of a tachograph and certain documentation must be completed and carried on the journey including passenger waybills, driver documentation, vehicle registration details etc.

Factors that must be considered include:

- the need for awareness of different legislation, regulations and requirements within countries visited.
- EU driving hours and tachograph regulations normally apply to any vehicle with 9 or more passenger seats.
- domestic rules must be observed in countries being visited. Advice on this may be obtained from the relevant embassies concerned.
- the vehicle is fit for the journey, properly adjusted, and contains all required additional safety equipment as necessary for the country visited.
- carrying capacity and loading requirements need to be considered and adhered to.
- UK vehicles are designed for UK use. Passenger doors may not open on the kerbside and this, in addition to stops and transfers from other means of transport, need to be managed appropriately.
- if your vehicle will be used by others, such as shared transport while on an exchange visit, additional passengers will need to be authorised on the passenger waybill.

Due to the complexities of organising independent self-driven transport to and across the continent, most establishments make use of the services of an external tour operator or local public transport arrangements.

Use of private cars

Transporting young people in private cars requires careful consideration and records should be maintained regarding how this is facilitated.

Leaders and others transporting participants on visits in their own vehicles will not be covered by the local authority's insurance policy or other employers schedule and should ensure that they have appropriate insurance in place. The vehicle owner should check this with their insurance provider.

Likewise, it is important to ensure that the vehicle is maintained fit for use and driven by a licensed individual recognised on the insurance schedule.

If it is intended that a visit will involve the use of private cars, establishments must ensure that:

- prior written consent is obtained from parents and guardians for their child to be transported in a private vehicle (this may not be possible in the event of a real emergency, but this would be reasonable to safeguard young people if required).
- leaders, volunteers, and others using their own cars for transporting young people on visits must provide assurances to the establishment/organisation that the car is roadworthy, a

suitable driving license is held and that they hold insurance for such use (usually business purposes). A form for establishments to use to obtain these assurances from drivers is contained in the guidance and resource section of EVOLVE and Appendix 5.

- drivers should be made aware of their duty of care and that they are responsible for the use of seat belts/appropriate restraints and booster seats. Seat belts and restraints should be used by driver and other passengers.
- volunteer drivers who are in sole charge of participants other than their own children are required to be appropriately DBS checked when acting on behalf of the establishment.
- the maximum seating capacity of the vehicle must not be exceeded.
- children and young people should not be left unattended in vehicles.

Where parents are regularly involved in providing transport for participants, for example for sporting fixtures, it is good practice to make parents aware of who will provide the transport and to maintain a record of endorsed volunteer drivers.

If private vehicles are used abroad reference should be made to the issues identified with minibus travel abroad and specific advice should be sought from Nottinghamshire Transport Services.

There are specific requirements at Early Years and Foundation Stage which state that records are held about vehicles in which children are transported including insurance details and a list of named drivers.

Such evidence can be requested at the same time as issuing a Volunteer Drivers Form. National Guidance 4.5c Transport in private cars provides additional guidance when using private cars.

Dropping off participants 'en route' back to the establishment

On occasions it may be more convenient for participants to be dropped off at a venue other than the one they embarked from. If this is allowed, some form of judgement and planning must take place. Issues to consider include:

- parents are aware of the arrangement and have consented to this.
- it is appropriate to the age and capability of the participant.
- the distance from the drop off point to the final destination and any obvious hazards that may be present.
- the mode of transport used from this point taken by the participant.
- ongoing supervision issues: is the person being dropped off as part of a group?
- seasonal considerations.

Using volunteer drivers of minibuses and cars – who is responsible?

There are two important definitions for establishments to consider when planning visits:

1. Where parents transport their own children or agree with others to co-operate in transporting children to and from venues as a private arrangement, the health and safety of young people is the responsibility of the parents concerned.
2. Where parents (or others) offer transport assistance which has been requested or facilitated by an establishment, they are in effect operating as volunteer employees and the responsibility for safety lies with the establishment.

Incidents and accidents

In any situation the safety of the group must be the first consideration; this will require ongoing group management and potentially arranging alternative transport. Advice on action in the event of an emergency is given in section 11. In addition, drivers must be aware of the following:

- **Accidents**

Following a road traffic collision, the driver of a motor vehicle **must stop** and give his/her name and address, the name and address of the owner of the vehicle and the registration number of the vehicle. If there is a personal injury to another person, the driver must report the accident to the police. All accidents must be reported to Nottinghamshire Transport Services.

- **Breakdowns**

In the event of a breakdown, the priority is the safety of the passengers; this may require evacuating the vehicle. It is the duty of the driver to ensure that the vehicle is not left for any length of time in a situation which could cause an obstruction or danger to other road users or to any of the passengers on the vehicle. If the vehicle cannot be moved from such a situation, it will be necessary to inform the police.

When organising transport, the leader must consider when and where seat belts and child restraints should be used. National Guidance 4.5d has additional information regarding the use of seatbelts and child restraints.

Use of watercraft

Whilst it can be assumed that large vessels such as cross-channel ferries are operating within licence requirements, establishments using watercraft such as pleasure boats, barges, narrowboats, and fishing boats should check that such craft and skippers are properly licensed by an appropriate authority. The provider of the vessel must have public liability insurance of at least £5 million. Craft need to be used within the remit of their licence. As with other visits, leaders should undertake a risk assessment of the water journey. They should consider when and where personal buoyancy should be worn. Particularly with large parties of small children, the leader should check that the craft has sufficient lifejackets/buoyancy aids of an appropriate size.

Sea and tidal waters

All vessels which carry more than 12 passengers must hold a Maritime and Coastguard Agency (MCA), Passenger Ship Certificate. The certificate will indicate the number of persons which may be carried and the nature of the voyage for which the certificate is issued. A certificate will not be issued for more persons than there are lifesaving appliances for. The certificate should be displayed on the vessel and should show the names of those responsible for piloting the craft who must, as a minimum, hold a 'Boatmaster Certificate' issued by the MCA.

All vessels under 24 metres in length, used commercially for sport or pleasure and operating from a nominated departure point (NDP), must comply with the Maritime and Coastguard Agency NDP code. These vessels will hold a yellow code certificate and be noted for a particular area of operation.

Vessels that carry less than 12 passengers and do not 'proceed to sea' i.e. operate closer to land than three miles may, alternatively to the MCA NDP code, have a local authority licence. (Not all local authorities issue such licences.) As a minimum such vessels should carry lifesaving and fire appliances. It should be possible to check these licences through the relevant local council offices.

For further information contact the Maritime and Coastguard Agency's 24-hour helpline.

Inland waters

Inland waterways fall mainly under the remit of the British Waterways Board, the Environment Agency, or the Local Authority. All craft operating on these waters need to be licensed by the relevant authority and licences need to be clearly displayed on the craft. See the relevant generic risk assessment regarding use of such craft.

Section 9 - Visits abroad

This section provides additional guidance when planning visits abroad. It should be referred to in addition to other sections. Leaders of overseas visits should have a good level of experience and a proven record of leading visits prior to organising foreign events. Where establishments operate regular visits overseas it is good practice for potential new leaders to act as deputy leaders prior to taking over responsibility for such visits. Additional information is contained in National Guidance 7.1r Overseas Visits.

Travel advice/and risk assessment

Visit leaders should refer to all relevant generic risk assessments for their proposed trip prior to commencing a specific risk assessment. To complete a robust risk assessment for visits abroad, leaders should refer to in country advice provided by the Travel Advice Unit of the Foreign, Commonwealth and Development Office (FCDO). As Foreign Office advice is updated as situations change, their website should also be checked at regular intervals before departure.

Consideration should be given to the most appropriate supervision ratio for the event which may be higher than normal to ensure that sufficient staff are available to manage the group and any unforeseen incidents.

Travel in developing countries

When planning to visit developing countries, leaders need to be aware that the standards of accommodation, health services, vehicles, roads, and other services may not meet those expected in the UK. Leaders must risk assess these factors and ensure that parents and guardians are adequately informed about the arrangements and the anticipated standards.

Language skills

It is useful for at least one of the leaders to speak and read the relevant language. If not, at least one leader should learn enough of the language to make basic conversation and deal with an emergency and/or the group should have a local guide who speaks English. Crib cards with key words/important requests may be useful where language skills are limited and can be carried by leaders or participants when required.

Passports

Passports are required for all overseas visits, including day trips. Applications for passports should be made as early as possible, to allow plenty of time for any difficulties to be resolved. For information about passports, visit the Passport Agency website.

The Visit Leader should take a photocopy of the information page of all passports on the visit. For extended visits, it may be a sensible precaution that a second copy is held by the establishment. Always keep passports and other travel documents, visas, identity cards etc., in a secure place while abroad (e.g. hotel safe). If a passport is lost, contact the local police and the British consulate, who can issue emergency travel documents.

Some countries may not admit a traveller with a current passport where it is due to expire within a defined number of months. Visit leaders should check individual countries requirements and the

passports of everyone on the trip early in the planning stages to avoid issues arising at border control. The FCDO website, UK embassy or consulate of the relevant country, may provide details of passport requirements. [Foreign travel advice - GOV.UK](https://www.gov.uk/foreign-travel-advice)

Copies of the original parental consent forms should be carried on the visit which identifies that the child is travelling under consent; it is useful to identify who the leader of the visit is on consent forms when travelling overseas.

Collective passports

Collective passports are issued by the Passport Agency, in lieu of individual UK passports, to approved parties of young people under 18 years of age, who are British nationals travelling abroad as a group in the charge of a responsible leader. The Identity and Passport Service can advise on known countries that accept collective passports and will advise you to contact the relevant consulate for others and a visa may still be needed even if collective passports are recognised.

Collective passports are valid for groups of a minimum of 5 and maximum 50 young people, under the age of 18. A Visit Leader and deputy leader, if applicable, must accompany the group when they travel. Leaders must be over 21 years of age and hold standard British passports. A deputy leader should be named, as if for any reason the Visit Leader named on the passport is unable to travel, the passport would be invalidated. Other accompanying adults and participants over the age of 18 must carry their own passports.

Only British nationals may be included on a collective passport. These are: British citizens (note that a child even if born in the UK, may not be a British citizen); British dependent territories' citizens; British overseas citizens; British protected persons. If you are not sure of a child's citizenship, contact the Passport Agency for advice as soon as possible. Children who are not eligible to travel on a collective passport must have their own individual passport, obtained from their own national authority in the UK. They should also check visa and other special entry requirements for the countries to be visited. Group leaders should be aware of the different passport arrangements that may apply to some participants, so that any difficulties may be resolved sensitively and in good time.

Photocopies should be taken of the group's passport for use in an emergency, such as a participant needing to return home early. Where a collective passport is intended to be used, early planning and application is strongly advised. Details regarding the parameters for collective passports and application for all types of passports are available from the United Kingdom Passport Agency.

Nationality, visas, and visa exception

Adults and children who hold other than a British passport normally require a visa to enter another Country including a European Union (EU) state unless a visa exemption applies.

Details of visa exemption are available from the Home Office or the British Council, Central Bureau for Educational Visits and Exchanges. For entry to many countries including the European Union a visa is required for **all** members of the group.

If the group includes young people whose national or immigration status or entitlement to a British passport is in doubt, it is advisable to make early enquiries of the Home Office's Immigration and Nationality Directorate concerning the requirements of the immigration rules and the right of re-entry. Participants may need to use separate passport control channels to the rest of the group at borders and this may require consideration at the planning stages of a visit.

Details of the procedure for visa applications are available from consular sections of the embassies of the countries to be visited. The Foreign, Commonwealth and Development Office website provides further information for individual countries. Visa regulations are subject to change without warning and leaders are advised to obtain precise information from the appropriate embassies, and to check again prior to departure. To obtain a visa, applicants must produce a valid national passport. A visa application form should be obtained well in advance, as this will give details on what must be provided.

Travelling to the EU and Schengen area

You do not need a visa for short trips to the EU or countries in the Schengen area if both of the following apply:

- you're staying for 90 days or less in a 180-day period.
- you're visiting as a tourist or for certain other reasons.

[Travelling to the EU and Schengen area - GOV.UK](#)

The EU plans to introduce the Entry/Exit system (EES) in 2025. This is a new digital border system that will change requirements for British nationals travelling to the Schengen area.

If you are travelling to a country in the Schengen area using a UK passport, you will be required to register your biometric details, such as fingerprints or a photo, when you arrive. EES registration will replace the current system of manually stamping passports when visitors arrive in the EU.

The exact date that EES will be introduced has not yet been confirmed at the time of writing. The European Union has announced a major delay in the launch of its European Travel Information and Authorization System (ETIAS). It will now start six months after the Entry/Exit System (EES) begins in 2025.

Customs

Customs regulations vary depending upon whether travelling within or outside the EU. Full details about customs regulations may be obtained from HM Customs and Excise and at ports and airports in the UK.

Leaders should be aware of the prohibitions on importing certain items available in other countries e.g. flick knives, ammunition, or firecrackers. Emphasise to participants and parents that to be found with such items is an offence, which can result in more than confiscation, especially if such items are concealed.

Everyone should be aware of any anti-terrorist measures in place and comply with these regarding what can be carried on board and appropriate behaviour at passport control and during security checks. Check the current rules for liquids, food, medicines and other goods in plenty of time before travel and ensure that all people on the visit are aware.

[Hand luggage restrictions at UK airports: Overview - GOV.UK](#)

Health

Leaders must make themselves familiar with any health risks in the country visited and ensure that members of the group obtain any vaccinations that may be required. It may be a stipulation of entry that proof of vaccination is required at borders; it is advisable to check this well in advance of a proposed trip.

General information is available via the NHS travel health website and the Foreign, Commonwealth and Development Office website has specific country information on major health issues.

Ongoing monitoring of the health situation in the destination country or those countries being travelled through should be undertaken before booking and in the lead up to departure to assess any changing conditions on the ground, in times of health emergency or pandemic please contact the Outdoor Education Advisor and seek detailed Government advice before travel.

Information should be obtained on diseases common in the country (such as malaria, rabies, HIV/AIDS, hepatitis, giardia, amoebic dysentery, and travellers' diarrhoea) and how to avoid them. Guidance must be obtained and followed on personal hygiene, types of food, on water supplies that may be a source of infection, and protection from the sun. Leaders should obtain information (available for most EU countries on the above website) about the medical services available in the countries which are being visited.

Significant health hazards should be included in the specific risk assessment; parents and guardians informed, and participants must be briefed on the hazards and how to avoid them. Depending on risk, advice should be given on risks of drinking tap water, certain foods (eating raw vegetables and unpeeled fruit, shellfish, and undercooked meat etc.) exposure to the sun, insect bites and rabies.

Rabies

Rabies may be a concern in many countries visited including the EU and it is wise to obtain travel advice regarding your intended destination. Where rabies is present, staff and participants should be advised not to touch any animal, even if apparently tame. In the case of anyone receiving a bite or scratch from any animal outside the UK, immediate local treatment is of paramount importance. Initial action should be to wash the wound with soap or detergent and water, then flush with water alone; apply alcohol if possible. Get medical attention as a matter of urgency; a course of vaccinations may need to be started immediately. Ask for 'human diploid cell vaccine'. In case of difficulty, contact the nearest British consulate or embassy.

If an incident occurs, obtain, and carefully record the following information:

- The date and place of incident, the animal's description and whether it was wild, stray or in the charge of its owner.
- If not wild, try to identify the name, address, and telephone number of the owner. If the animal can be kept under observation for two weeks, arrange to keep in contact to see if the animal becomes sick or dies.
- Inform the local police.

Ensure the victim consults his/her doctor immediately on return to the UK with the above information.

For some visits to remote areas and developing countries, leaders should consider recommending inoculation before departure.

Medical precautions

Some emergency medical services are available through reciprocal health care arrangements in the European Community; a UK (GHIC) for all individual members of the group must be in place and carried when travelling in the EU. These can be obtained from the NHS website online for free in advance of the visit.

Payment for medical intervention may be required while in country and can then be claimed back later. Given this, it is advisable to have access to contingency funds for use in the event of an emergency.

Medical insurance

The Visit Leader must ensure that the group has comprehensive travel insurance to cover all foreseeable circumstances, including medical and other emergency expenses arising from accidents or illness. This must be in place for all visits abroad as the cost of medical services abroad may be very high and reciprocal health agreements if applicable may not cover all costs.

Reciprocal health provision varies from country to country – for details, including information about the UK Global Health Insurance Card (GHIC) see www.nhs.uk/using-the-nhs/healthcare-abroad You should ensure that all party members who are eligible for a GHIC, obtain a card and bring it with them. Many insurance policies include a condition that a GHIC is used when possible.

Your establishment may already have insurance cover arranged through the LA, or specific cover may need to be procured; other insurance policies must be approved by the County Council's Risk and Insurance Section to ensure that they will be sufficient. The cover obtained should include provision for the additional costs of a leader staying on or travelling home with an individual and parents travelling from home to be with their child if necessary. If parents need to travel abroad to be with their child, the establishment should help them arrange this if necessary.

For further information on insurance, see section 5.

Medical emergencies

In the case of a medical emergency, full use of reciprocal health provision should be made, but these may still require payment to be made for medical treatment, with all or part of the cost being reclaimed subsequently. A cash float (in foreign currency) credit card or other means should be available for this purpose.

When medical treatment is given abroad, while emergency treatment must be given immediately, the insurers should be contacted as soon as possible before incurring substantial expenses and before arranging any repatriation. It is essential that duplicate copies of all doctors' letters, ambulance certificates, bills (e.g. for medicines), vouchers, hospital admission forms, blood transfusion certificates, etc, should be kept for the UK insurers.

Further details on dealing with an emergency are available within section 11.

Travelling with prescription drugs

There may be difficulties in taking prescribed drugs into and out of some countries. Specific advice may be obtained from the relevant embassy, but most cases can be resolved by ensuring that the drugs are carried in the proper named prescription bottle/pack with instruction paperwork and copy of the prescription.

Parental consent

As with any residential experience or activity where additional considerations are appropriate, parental/guardians' consent must be sought. The name of the visit leader should be identified on the consent document. Consent to participate on a trip abroad should be given with knowledge of

the programme, the level of supervision provided and organisational details appropriate to the planned trip. The original signed consent form should be carried on the visit.

Where a collective passport is to be used, parental consent will need to be obtained for their child's inclusion on the collective passport.

Where a child is subject to a care order, foster parents will need to ensure that the Social Services department consents to any visit abroad. If a participant is a ward of court, a Nominated Manager should seek advice from the court well in advance of the proposed excursion.

Briefing parents and guardians

To ensure that consent is given with knowledge of the programme, its aims, and planned arrangements, it is particularly important that parents and guardians are given an opportunity to meet the leaders of an overseas visit and can then obtain information or ask questions on a proposed excursion.

Briefing participants

In addition to the considerations of the preparation of participants in section 7, it is good practice that participants on visits abroad:

- have some background information about the country visited; some of the foreign language or at least some useful phrases; the culture, dress codes, local customs, and attitude to gender.
- understand that extra care must be taken when crossing the road in a foreign country. It can be difficult to get used to traffic which travels on the right, and participants should be encouraged to use pedestrian crossings. Participants on exchange visits may be particularly vulnerable to road accidents since they may not always be under adult supervision. Leaders could ask that host families remind their guests of the need for care.
- carry a note in the foreign language in case they get lost, including details of their accommodation address, telephone number and/or rendezvous point and some foreign currency or a phone card.
- understand local laws and where necessary understand additional expectations regarding conduct on the trip implemented via a group contract or code of conduct.

Types of visits abroad

Visits abroad can be facilitated in several ways. Irrespective of how they are delivered, it is important that careful preparation takes place, and this may need to be carried out as the sole responsibility of an establishment via a Visit Leader, as a joint venture with another organisation or as a purchased package.

Organising your own visit

A Visit Leader may decide to organise a trip abroad without the help of an outside body or tour operator, booking transport, accommodation, and all aspects of the trip on behalf of the establishment without the help of an outside body.

If establishments choose to do this, they should be aware that if they organise and sell to parents or participants a package of any two or more of: accommodation, transport, or other tourist services not ancillary to transport, they will fall within The Package Travel Regulations 1992. This means that an establishment must operate as any other tour operator is required to do, ensuring that guarantees are in place for the refund of monies tendered, repatriation of the consumer in the event of an incident and assurances regarding financial recompense in the event of insolvency.

There is no automatic exemption for educational visits, however the regulations identify that establishments become an organiser of a package when it operates “otherwise than occasionally” hence where a site regularly organises visits where more than two elements are provided it could be viewed as a tour operator.

Due to the complexities of these regulations, most schools and establishments use tour operators to make necessary arrangements. National Guidance 3.2h Package Travel Regulations provides additional information on this aspect of visit management.

Using a tour operator

Before using a tour operator, the leader should ensure that it is reputable. Ascertaining this should form part of the risk assessment process and reference should be made to the provider assurance form for examples of suitable checks to be made.

Travel organisers and tour operators selling air seats or packages with an air transport element should hold an Air Travel Organisers Licence (ATOL) this is a legal requirement and provides security against a licence holder going out of business.

Travel agents do not need to be an ATOL holder if they are acting only as an agent of an ATOL holder. In this instance, the Visit Leader must check whether part or all the package provided is covered by the ATOL. If it is not, the agent must be able to show evidence of other forms of security to provide for the refund of advance payments and the costs of repatriation in the event of insolvency. This is usually in the form of a bond. Bonding bodies currently approved by the Department for Business, Innovation and Skills are:

- Association of British Travel Agents - ABTA
- The Association of Bonded Travel Organisers Trust – ABTOT, which also runs the Bonded Coach Holidays (BCH) scheme

National Guidance 7.1t provides information on Provider Lead Study & Sports Tours.

Exchange visits

Exchange visits are of mutual benefit to participants and staff on both educational and personal levels. Exchanges normally operate within the context of a relationship between two institutions in which mutual trust and respect play an important part. Accommodation for participants and staff is usually arranged on a reciprocal basis and may be in the homes of participants and leaders from the hosting organisation. It must be borne in mind that such host families will not be subject to English law.

Accommodation and supervision arrangements have significant differences to most other visits abroad, where participants may spend most of their time with host families and are therefore not always under direct supervision. However, as with any visit, the legal duty of care for participants and responsibility for their health, safety and welfare remains with the visit leader.

This is one example of why it is important to reach a clear, business like understanding on the programme, planning, finance and expected behaviours of staff, participants, and host families throughout an exchange programme. Leaders arranging exchange visits must refer to the LA generic risk assessment 'Foreign Exchange Visits' and ensure that everyone involved in these events are well prepared.

The initial task for leaders and staff participating in an exchange, is to communicate clearly to the partner organisation the purpose of the visit. If the aims are not the same as those of the group from abroad, this need not present a problem if the situation has been made clear before the exchange takes place.

Considerations for exchange visits

Practical supervision and management arrangements must be considered throughout an exchange programme, this includes:

- Host establishments can confirm that hosting families are suitable and have been selected through a process appropriate to the length and nature of the home stay, including where applicable police/DBS checks.
- Careful matching of participants and hosts is the key to a successful exchange; young people and families should normally be put in touch with each other well before the exchange takes place.
- Host families must be informed of any special diet, religious observance, health, medical needs, or other welfare considerations of their guests.
- Parents, participants, and hosts should be clear about arrangements for collecting and distributing participants to families and transport arrangements throughout the visit.
- Parents should be made aware that their children living with host families will not always be under direct supervision.
- Contingency plans should be in place in case accommodation arrangements need to alter at short notice.
- Consideration must be made that different countries have different approaches to risk. Clear parameters about acceptable activities should be provided to participants and hosts. Leaders should be mindful that their group may well be at greater risk than the host students because of their unfamiliarity with the environment or activities.
- Participants living with host families should have easy access to their leader, usually by telephone.

Regular checks should be made with participants and host families. A personal visit to each participant by a known member of staff during the first 24 hours of a visit may identify issues early on and avoid them becoming problems at a later stage. Ongoing visits may be of reassurance to participants and hosts alike. All participants must be able to contact a member of staff 24 hours a day.

Where exchanges are arranged for the first time with new partners pre visits and face to face dialogue between exchange partners is important. This provides an opportunity to form positive relationships with partners, agree aims, objectives, activities and enables the production of a suitable specific risk assessment based on knowledge of the environment to be encountered. See National Guidance 7.1f for additional information on Exchanges and Homestays.

Vetting the suitability of host families

Exchanges and homestay activities may be arranged through agencies, in which case the agency organising the experience will have some responsibility for vetting host families. However, if such checks appear inadequate, the leader should seek additional assurances and/or consider alternative accommodation for the group.

Where Visit Leaders are making their own arrangements, they need to be clear about relevant procedures for vetting the suitability of hosts in the relevant country including background criminal records checks, if these are available.

A DBS check or similar where available, is no guarantee of the suitability of an individual to work with young people. Where establishments place young people with adults in homestay situations this should always be subject to robust engagement procedure. This may include interviews, references, induction procedures, training, monitoring, and where applicable checks such as a DBS. Reference should be made to Section 6 pages regarding DBS procedures and further considerations for exchange programmes are covered in National Guidance 3.2g Vetting and DBS Checks.

Hosting organisations can usually assist in advising on suitable in country checks and should have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of exchange or homestay participants. Where the robustness of existing checks is in doubt, alternative assurances and advice should be sought or alternative accommodation used. In any event, the level of checks made, and assurances sought must be made clear to parents and guardians.

Vetting procedures should include

- Criminal records checks, where available.
- Verification of host family structure
- Suitability of the home environment including privacy of sleeping areas.
- Establishment of expected conduct while being hosted and agreement on suitable activities.
- Consideration of any transport arrangements made by hosts for young people.

Programme details

Dependant on the purpose of the exchange, visiting participants may be invited to attend normal school lessons with their partners. It should be borne in mind that unless participants have a good knowledge of the foreign language, or lessons are specially planned, prolonged attendance may be tedious. Ideally, a classroom should be made available for the visiting group. It may be possible to plan a few joint sessions with partners for some activities.

Agreement should be reached concerning the cost of any excursions where planned, either that the visiting group pays its own way, or that the hosts in each case meet all the costs - in which case the two programmes should be carefully costed to work out equal.

Any planned activities as part of the programme that would be deemed as higher risk (e.g. adventure activities, motor, or air sports) must be identified as such within the application for approval submitted to the LA.

Monitoring

Leaders should have procedures in place to ensure that adequate remote supervision is always provided during exchanges. There should be arrangements for effective communication with young people and hosts. Periodic and sample monitoring of homestay programmes should occur, and any issues raised should be shared with partners and the home establishment. All children young people and vulnerable young adults must be able to contact a member of staff 24 hours a day.

Ski and snowboard trips

Snow sport activities present specific issues in relation to safe management. Establishments proposing to run such trips must refer to the LA's generic risk assessment 'Snow Sports and On Piste Skiing' early in their planning process.

Those new to snow sports or using a tour operator new to the establishment, should contact the Outdoor Education Adviser before confirming arrangements. It is advised that leaders of any ski trip should have completed the Snow Sport England 'Ski Course Organiser' training.

It is good practice for leaders to ski with groups during lessons unless this is not feasible due to other supervisory duties. Consideration of staff down time, supervisory duties, and plans for dealing with incidents should be made within risk assessments and this process should likewise identify the most suitable number of supervisory staff.

Any skiing outside of lesson time must be under competent supervision. Suitable methods of demonstrating competence include awards such as Snow Sport England's 'Alpine Ski Leader Award' or recognised and relevant ski instructor qualifications.

Tour operators of ski trips who subcontract to other providers, (e.g. ski school, accommodation, and transport) must give the establishment assurances that the contractors will provide a suitable level of service as specified on the provider assurance form. No contract should be entered into until the establishment is satisfied that there is good safety provision. Holders of the council for Learning Outside the Classroom Quality Badge assure that such arrangements are in place as part of their operational standards.

Best practice is to pre-visit resorts and many tour operators will offer free pre-visit weekends to potential leaders. These opportunities should be taken where possible.

As with any adventure sports, participants, parents, and guardians should be made aware that appropriate procedures will be in place to manage risk. However, accidents and injuries can occur on snow sport programmes and consent for participation should be given in this knowledge.

Many incidents occur during après ski activities, hence large amounts of "free time" in resort after skiing should be minimised. Where remote supervision is allowed, appropriate geographical limits should be set which consider key risks within the resort. Behaviour expectations should be clearly communicated to participants together with known sanctions for any transgression in this area. See additional information in National Guidance 7.1v Snow Sports.

Overseas expeditions

Leader's planning 'expeditions' i.e. journeys involving remote locations, must contact the Outdoor Education Adviser as early as possible before any commitments are made by the establishment or parents.

Overseas travel and potential remoteness, self-sufficiency or the nature of the programme and activities undertaken will naturally increase risk levels. Leaders of expeditions should be competent to do so, and reference should be made to relevant generic risk assessments as soon as possible.

Competency can be evidenced in several ways, however overall awareness of the issues of planning and running expeditions can be gained by attending a suitable training event delivered by the Young Explorers Trust or the Royal Geographical Society. Attendance is strongly recommended for all leaders proposing an expedition on behalf of their establishment prior to making any commitments.

Most expeditions are carried out in conjunction with an expedition provider. Checks and assurances must be sought that standards of provision are in accordance with the provider assurance form and that where elements of the trip are subcontracted, the provision is at an equal level.

Where an external provider is used, establishments should ensure that all contracts entered in to are between the establishment and the provider, not with individual parents and the provider. There are several industry specific standards for expedition providers, and these include council for The Learning Outside the Classroom Quality Badge for overseas expeditions, self-certification to British Standards 8848 and membership of the Expedition Providers Association. Providers may operate to one or most likely more than one of these industry schemes. While not applicable, overseas providers may also need to hold an Adventure Activities License for activities that are delivered in this country.

The LA encourages establishments to take on such ventures and will provide specific advice and support, this may include making specific requirements clear to the provider and this must be done before plans are far advanced. National Guidance 7.1q Overseas Expeditions provides additional detail on managing these events.

Adventure activities abroad

Leaders proposing to provide their own adventure activities abroad must be trained and qualified to appropriate National Governing Body Award standards and where relevant, have site, in-country and/or environment specific experience. Leaders with qualifications should take advice from the Outdoor Education Adviser and/or the governing body of the relevant sport as to the validity or relevance of their qualification in a foreign country.

Use of vehicles

Leaders should ensure that coaches and other vehicles used abroad are hired from a reputable company, have drivers that are familiar with driving abroad and are aware of the legal requirements of the destination country and those visited and enroute. Specific guidance regarding transport outside the UK is provided in section 8.

Air travel requires careful planning and preparation especially if participants have specific support requirements. It may be necessary to liaise at an early stage with airlines to ensure that they are able to provide a suitable service for everyone in the group. Leaders should resist any attempt by the airline to split the group between different aircraft where this has not been specifically planned for.

Emergencies

The Visit Leader should ensure that all members of the group know what to do in the event of an emergency, (emergency action cards are available to guide staff). Leaders and others should know where the nearest British Embassy or Consulate is located and have its telephone number. The Foreign, Commonwealth & Development Office (FCDO) and UK embassies, high commissions and consulates can help British nationals abroad in a range of circumstances. This includes, for example, supporting those who have lost their passport, been a victim of crime or who have been hospitalised or arrested.

[Consular assistance: how the Foreign, Commonwealth & Development Office provides support - GOV.UK](#)

Should a genuine emergency occur, the leader should contact their emergency contact person in the first instance and, where necessary, the LA emergency number.

Advice on dealing with emergencies is detailed in section 11.

Sources of additional information

The Outdoor Education Advisers Panel has produced guidance specific to exchange visits and expeditions. Copies of this guidance are available within the guidance and resources section of EVOLVE and OEAP National Guidance has more detailed information on planning expeditions overseas within 7.1q Overseas Expeditions.

Section 10 - Visits involving outdoor, adventure and activities in hazardous environments

For notification and approval, visits have been classified into three main categories:

- Category A - local visits and activities, approved directly by a Nominated Manager.
- Category B - longer visits or excursions, that can be approved directly by a nominated manager, but require greater planning and notifying to the LA.
- Category C - visits that are more complex in nature or include potentially hazardous activities. LA approval is required in addition to the approval of the Nominated Manager. Only where a LA centre is used, nominated managers have 'delegated head approval'

This section considers the management of activities within outdoor, adventurous, and hazardous environments. If a proposed visit, irrespective of which category it can be allocated to, includes activities or locations with inherent additional risk, approval must be sought from the LA prior to delivery by identifying the event as being “adventurous” on the EVOLVE application.

A list of all applicable activities that should be identified as adventurous on an EVOLVE submission is available as a download document in the resources section of EVOLVE in the documents section titled 'What is an Adventurous Activity'.

Nottinghamshire's online notification and approval system filters visits and directs all applicable proposals for secondary approval to the LA. Where establishments plan activities and visits outside of the EVOLVE system for local events, particular care must be given to the nature of the intended event and advice sought where necessary to ensure the correct level of approval is obtained.

Adventurous activities

Adventurous activities require a defined level of competency to lead and may include the use of specialist equipment which must be suitably maintained as fit for purpose.

Activities may be in scope of the Adventure Activities Licensing Regulations or outside of this legislation. All such activities require competent supervision, usually supported by an appropriate qualification or endorsement of competence from a suitably qualified technical advisor.

All leaders of adventurous activities or those requiring specific competence, must be registered on the LA's visit management system as a being appropriately accredited for the activity, hold a current first aid certificate and have recent and relevant experience. National Guidance 7.1a has additional information on Adventure Activities.

Hazardous environments

When completing a risk assessment and in assessing which approval route is appropriate for an event, the nature of the environment operated in must be considered.

Greater care should be taken in higher risk environments, such as those by or in inland water or the sea. Likewise, other outdoor environments may have specific risks due to other environmental factors

such as the terrain covered, proximity to crags and cliffs or the time of year, where winter weather may require leaders to have a higher than normally expected level of competency to safely lead.

A list of activities and environments is indicated in this section, this is not exhaustive, and the Outdoor Education Adviser can advise on the categorisation of activities not listed or to support VCs and Nominated Managers in judging competence and approval requirements.

Adventure Activities Licensing Authority (AALA)

AALA was set up to regulate and monitor the provision of adventure activities for under 18-year-olds by commercial organisations and individuals. It is a legal requirement to hold a licence for all such providers. Holding a licence means that a provider has been inspected and the Licensing Authority are satisfied that appropriate safety measures are in place for the activities specified on their licence. Other aspects of the provision such as accommodation standards, catering or overall quality are not considered by the scheme, and these should be checked by the group leader as part of visit planning.

AALA is pertinent to these activities:

- caving that requires use of specialist equipment or expertise.
- climbing, scrambling, sea level traversing and abseiling on natural and some outdoor artificial structures, which requires use of specialist equipment or expertise.
- trekking on foot, ski, horse (pony) or pedal cycle or skiing in remote terrain where it could take more than 30 minutes to reach a road or refuge.
- watersports including sailing, canoeing, kayaking, rafting, and windsurfing on the sea, tidal waters, inland water where it is possible to be 50 metres from land and inland turbulent waters.

A range of activities that can be termed adventurous or hazardous may not be considered as part of an AALA licence. When a visit involves adventure activities not listed on an AALA licence, leaders and EVC's should consult the LA's generic risk assessments for guidance on expected levels of competency and standards of delivery and ensure that provision is in accordance with these. If in doubt, advice can be sought from the Outdoor Education Adviser early in the planning process and before arrangements are confirmed.

Activity providers that do not require an AALA Licence

Not all providers of activities are required to hold an AALA licence. For example, voluntary organisations providing for their own members, schools providing activities solely for their own students and the Ministry of Defence.

Commercial bodies and LAs delivering activities out of scope of the AALA remit are likewise not required to be licensed. Examples of activities not covered by an AALA licence are rope course activities and watersports on flat water areas where any part of those waters is less than 50 metres from the nearest land.

Not holding an AALA licence does not mean that a provider is unsuitable to use, or that the activity does not require robust safety management procedures. Providers should be able to evidence that they have suitable management procedures in place and a range of industry specific awards exist that

can evidence this, including the council for Learning Outside the Classroom Quality Badge, British Activity Providers Association accreditation and other similar schemes.

Sources of information regarding specific accreditation schemes is available within the guidance and resource sections of EVOLVE and establishments using activity providers who do not hold an AALA licence are advised to seek alternative assurances that quality and safety management systems exist.

The provider assurance form (Appendix 4) provides examples of suitable arrangements that should be in place prior to committing to the use of an organisation or individual and is pertinent to activities not considered by AALA. National Guidance sections 3.2f & 7.1a provide additional information on Adventure Activities and Adventure Licensing.

Issues common to the use of any activity provider

When employing or contracting someone to provide a specific activity or service leaders should ensure that the division of responsibilities between Nottinghamshire County Council or establishment staff and others is clearly known and understood. Where leaders may pass responsibility for the safety of participants over to an instructor during an activity, leaders retain an overall responsibility for participants and, to discharge their duty of care, need to ensure that proper supervision and control is maintained and that the health and safety of participants is not put at risk.

Establishment and school-led activities

Schools are not required to operate under an AALA licence when providing activities for their own pupils as they operate under exemption from Licensing Regulations. However, where provision includes adventure activities for pupils from other schools or establishments then a license will be required.

Although Licensing exempt, all activities in educational establishments must always be delivered by competent staff in accordance with the LA's generic risk assessments and guidance or direction provided by the OEA or technical adviser operating on behalf of the LA.

Other LA staff and Visit Leaders must not deliver adventure activities within the scope of the 1995 regulations, unless doing so under an appropriate Adventure Activity Licence held by the Authority.

Staff may deliver non-licensable adventure activities only where accredited and competent to do so and where approval has been provided by the LA.

Employing individuals to provide adventure activities

Schools and establishments should not directly employ a temporary teacher or instructor solely for the purpose of providing licensable activities on behalf of school or the establishment outside of an adventure license. The provision of adventure activities when existing staff don't hold suitable competencies should be managed by contracting a licensed provider.

Leader competence while on visits

Leaders must be sufficiently competent to supervise participants in the activity/environment used. Competence derives from knowledge, experience, training, and personal qualities. It is usually supported by an individual holding accreditation issued by a National Governing Body for the relevant activity. Advice on leader competence can be obtained from the OEA and the expected qualification/experience level is indicated within the LA's generic risk assessments for a range of

activities. National Guidance 3.2d Approval of Leaders provides additional information on competency.

Details of appropriate training courses for leaders are available from the Outdoor Education Adviser or from the '*NottsOutdoors Training diary*', which is in the resources section of EVOLVE, or via the NottsOutdoors website.

Different activities and environments present different levels of risk and levels of required competence.

Low risk activities

(Activities or environments that may present no significant risks, other than routinely encountered and may not require specific training to deliver.)

The EVC should assess the competence of staff to lead these activities by considering relevant and recent experience and any relevant training completed by the individual. Advice can be taken from the Outdoor Education Adviser as necessary.

Examples of these activities are:

- walking in country parks or non-remote* country paths
- cycling in controlled environments (e.g. school playground)
- field studies in environments presenting no significant hazards
- orienteering in an enclosed area
- problem solving activities
- farm visits to formally organised venues
- School swimming or sports activities

*'Non-remote' areas are defined as areas where it is not possible to be more than 30 minutes from a road usable by a normal vehicle. Non-remote areas include the rural countryside of Nottinghamshire and Derbyshire except the Dark Peak moorland.

It is not necessary for establishments to submit applications for approval for such activities to the LA if they occur as part of Category A or B visit. Approval by a Nominated Manager via the recognised approval procedure is sufficient.

More hazardous activities and environments

(Activities or environments that may involve access to more than everyday risk and should be submitted to the LA as a Category C event.)

These may require that the leader, as well as having recent relevant experience should have, as a minimum, undergone location and/or activity familiarisation, have in place a suitable specific risk assessment and be judged as appropriately competent by the Nominated Manager and EVC.

Examples of such activities include:

- walking on non-remote moorland.
- coastal visits, cliff top or water's edge coastal walking.
- field studies in coastal locations or in proximity of inland waters.
- orienteering in a public or non-enclosed area.
- cycling on roads or non-remote off-road terrain.
- swimming in the sea, inland waters, or any planned entry into a body of open water.
- walking on country paths where groups are remotely supervised (e.g. D of E activities).
- motor sports.
- air sports.
- war games, assault courses and military manoeuvres.
- high ropes courses.
- team building events in remote locations or using specialist equipment.

Guidance on suitable levels of competence is indicated within the LA generic risk assessments and specific advice can be sought from the OEA by establishments where required.

Adventurous activities

For activities that fall within the range of licensable adventure activities, the leader should have been assessed as competent, usually by possession of a National Governing Body (NGB) qualification. Leaders must provide evidence of their training and qualifications and recent and relevant experience to their EVC. The EVC should input this information into the staff profile contained in the online approval system including copies of certificates for future reference by the OEA.

School and Academy staff can only deliver such activities where it is solely for the benefit of their students or with regards to in scope activities and events where they are operating under the auspice of an adventure activity licence.

Where a new member of staff intends to provide adventure activities, establishments are advised to check the competence of leaders with the Outdoor Education Adviser early in the planning process before submitting plans for approval.

Examples include:

- adventure activities as defined by AALA.
- water sports such as canoeing, sailing and white-water rafting.
- adventure activities in water including river, stream, and gorge walks.
- rock climbing (including indoor climbing).
- moorland and hill walking, mountaineering including any area where it is possible to be more than 30 minutes from a road.
- skiing, snowboarding and snow sports.
- caving and potholing.
- horse riding.

All such activities must be submitted for LA approval in addition to that of the Nominated Manager via the online **system at least 4 weeks in advance of the planned visit.**

Evidence of staff competency, records of training and appropriate qualifications should be maintained by the establishment via EVOLVE. The online approval system has a mechanism for automatic recording of leadership experience created through visit approval forms and allows electronic storage of leadership awards and scanned certificates.

Risk assessment

All activities led by staff must be specifically risk assessed. Reference must be made to the relevant LA generic risk assessment for each activity proposed on a visit and complied with as part of the specific risk assessment control measures.

Specific risk assessment should include control measures appropriate for the location used and activity management procedures, with particular care if activities are in or by water or have other significant risks such as cliff edge walks.

Where a contracted provider is responsible for the delivery of an activity or defined element of a programme, it is their responsibility to ensure that appropriate risk management procedures are in place, this includes risk assessing the components they are responsible for.

Establishments are responsible for contracting suitable providers and should ensure that risk management procedures are in place by seeking appropriate assurances or making checks prior to booking. All other elements of the programme remain the sole responsibility of the staff leading the event.

Additional guidance on the process of risk assessment is contained within section 4.

Equipment

Leaders must ensure that the group are adequately prepared, dressed and equipped for any outdoor experience, bearing in mind the location, the time of year and the activities proposed. Leaders must assure themselves of the suitability and safety of all equipment used whether this is provided by the establishment, another organisation or by participants themselves. Establishments that have their own store of equipment should ensure this is appropriately maintained by a competent person and keep a logbook of checks made.

First aid

Reference should be made to section 4 for general advice on first aid. There should be a first aider with all groups involved in adventure activities. Most National Governing Body outdoor leader qualifications are not valid without an appropriate current first aid certificate. National Guidance 4.4b contains further details of First Aid competency.

Ratios

To arrive at a suitable supervision ratio for outdoor, adventurous, or more hazardous activities, reference should be made to specific guidance on supervision in section 6 in addition to the LA generic risk assessment for that activity and the findings of the establishment's specific risk assessment, which will consider the needs of the participants and environmental risks.

Group sizes for activities that have moderate to higher risks (identified by the leader having to have specific competencies or qualifications) will need to be kept as small as is reasonably possible, to enable effective supervision as identified as part of the risk assessment. This will usually mean that numbers of participants are less than the maximum numbers indicated within the generic risk assessment.

Remote/indirect supervision

Some visits and activities, such as **Duke of Edinburgh Award** activities, require participants to work in small groups without direct supervision. Care must be taken regarding the training, preparation and information provided for participants prior to allowing remote supervision.

Leaders should be satisfied that participants have acquired the necessary skills, confidence, experience, and judgement and are physically able to operate remotely from staff.

This can be seen as a gradual process containing the stages of:

- training and accompanying the group.
- shadowing the group.
- checking regularly at agreed locations.
- checking occasionally at agreed locations.

This can only be facilitated by an appropriately competent person who can assess when the group are adequately prepared for the environment and activity planned where remote supervision will occur. Participants must be familiar with any equipment used when operating remotely and an ongoing element of supervision may be required for certain activities i.e. the use of camp stoves or specialist equipment.

Specific guidance on operating procedures for the Duke of Edinburgh Award is available from the Nottinghamshire County Council Awards team and in the guidance and resource sections of EVOLVE under the '**DofE Award**' tab titled '**DofE Operations Manual 2025**'. National Guidance 7.1b provides an overview of the Duke of Edinburgh Award and licensing requirements for delivery of the Award.

Coastal visits and water environments

Visit leaders should refer to and follow advice provided in the National Guidance document '*Group Safety at Water Margins*' 7.2i.

Swimming or paddling in the sea or other natural waters is potentially dangerous and should only be allowed as formal and supervised activities which have been risk assessed as suitable.

Environmental considerations will be appropriate in all water-based events including risks from flotsam and jetsam, fauna (weaver fish/jelly fish) infections such as Weil's disease, contact with blue green algae or other infectious pathogens which can be prevalent in bodies of water.

Though infections are rare, it is advisable to consider how infection or contact may occur and take steps to minimise this through the use briefing, appropriate footwear, provision of waterproof dressings where required, minimising hand to mouth transmission or consumption of water and ensuring hand washing after contact and prior to eating.

Open water swimming

A high proportion of the more serious incidents on organised visits with children and young people have occurred involving water hazards. These require greater planning, supervision, and care to be exercised by group leaders.

Leaders contemplating these activities must give careful consideration with regards to the risk assessment, which must be rechecked again on the day. Water, weather, and other environmental conditions must be assessed on an ongoing basis and are impossible to accurately anticipate before the event.

Supervision arrangements must be robust and, wherever possible, locations used where official supervision is provided i.e. qualified lifeguard cover. Where this is not possible, a group leader or other designated adult should hold a relevant lifesaving qualification.

Participants' swimming ability must be established prior to the activity and staff and participants must be carefully briefed regarding the activity, its boundaries and how it will be managed.

Any planned entry into rivers or other open bodies of water are category C events and must be approved and carried out in accordance with the LA's operating procedures, risk assessment controls and guidance. Further guidance on Bathing in Natural Waters is available in National Guidance document 7.1o

Paddling or walking in shallow water

This activity can only safely occur as part of a planned input. If qualified lifeguard cover is not in place the activity must be robustly managed as above and in accordance with guidance contained in '*Group Safety at Water Margins*' National Guidance 7.2i.

Leaders must be prepared not to proceed with planned activities if they are in any doubt about their ability to control the situation. A known viable alternative activity should be in place in the event of the original activities being unsuitable for delivery on the day.

Use of swimming pools

Provided that appropriate supervision and pastoral care is in place by staff, swimming activities as part of the school day at local authority pools will be adequately managed by existing LA guidance, National Governing Body guidance or statutory controls.

However, using a public pool as part of a visit may pose several additional considerations particularly where facilities such as hotel pools or facilities abroad are utilised.

Adequate, qualified lifeguard cover must be in place in such environments and additional supervision provided by staff in accordance with the LA generic risk assessment and other LA swimming guidance. If this cannot be provided, swimming should only occur where staff hold relevant qualifications and appropriate supervisory cover is maintained as above.

When swimming is planned in privately managed pools as part of any event, guidance should be sought from the OEA. National Guidance has supporting information in document 7.1x Swimming Pools.

Farm visits

Farms can be dangerous places even for people who work on them; risks involve the dangers of farm machinery, contact with chemicals, animals, and animal faeces. Most sites visited will be managed as public attractions only sites and only those with a good reputation should be used. E. coli is a known infection danger from farm environments and other infection risks are also likely to be present. Taking

children and young people to farms and other sites where contact and/or proximity to animals will occur, can provide a valuable experience, but such visits require careful planning regarding the choice of venue.

Key considerations include

- there are adequate washing facilities on site.
- eating areas are separate from those where there is any contact with animals.
- there is clear information for visitors explaining any risks and precautions to minimise these.
- contact with machinery, chemicals, and areas of higher risk (slurry pools, sheep dips, stacked bales etc) are effectively managed.
- Sites operate to industry standards codes of practice such as the published by Access to Farms [Latest Industry Code of Practice – NFAN](#) or hold endorsements such as the LOTC quality Badge.

High ratios of staff to participants may need to be in place to ensure safety, particularly with the very young or individuals with specific needs. Hand to mouth transmission remains the most frequent means of infection from E. coli and other infections. Briefing, close supervision and hand washing remain the most effective means of protection.

Many farm sites offer tractor trailer rides as part of a visit. Where this is anticipated leaders should check that the vehicle used has been adapted for passenger carrying use and that journeys carried out occur within the boundary of the farms land. Additional detail on passenger carrying farm attractions is available in the guidance and resources section of EVOLVE within the Health and Safety Executives Guidance for Farm Trailer Rides

Preventing or controlling ill health from animal contact at visitor attractions published by the charity LEAF Education contains advice on farm visits for teachers and others and has additional guidance on managing such events via its website.

National Guidance 7.1g has additional information on managing Farm Visits.

Environmental and field study activities

These are usually carried out by teaching staff who are subject specialists and includes urban field work, industrial studies, ecological and geological investigations. Subject leaders should be competent to lead such activities in non-hazardous sites and locations at minimal risk as part of category A and B activities.

Where study includes travel in upland areas additional competency may be required in the leadership team and can usually be evidenced via National Governing Body Awards in the appropriate discipline.

Other environmental activities including the use of specialist tools, entry into water or heavy machinery may include higher risks and careful management and/or specific approval. If in doubt, advice should be sought from the OEA.

General considerations in managing such events include-

- Consideration of anticipated and prevailing weather conditions.
- Clothing requirements for the environment encountered.
- Equipment required to manage the activity.

Environment specific considerations may include

- Depth of water encountered.
- Anticipated water levels and the potential for these to alter.
- The nature of terrain underfoot, deep mud, steep riverbanks.
- Tidal range and the effects of tides on coastal features.
- Proximity to cliffs.
- Interaction with vehicles and traffic in urban environments.

See National Guidance 7.1h Field Studies for additional information on managing these events.

Activities with the armed forces

Several courses and experiences are offered by the armed forces for young people as part of their recruitment initiatives. The army operates under the Crown and is exempt from other forms of guidance and regulation and as such programmes may not operate to accepted National Governing Body award standards or hold insurance.

When planning for pupils to access such programmes, establishments should be clear about which unit will provide the event, the nature of its aims, how long the programme has been running, how leaders on the programme are deemed competent and are staff places allocated. A clear understanding should be in place regarding who is responsible for the provision of the event and where supervision responsibilities are shared.

Where establishments signpost young people to such courses, it is vital that they make parents, carers, and guardians aware of the exact nature of the course, including the level of supervision provided by armed services personnel and establishment staff.

National Guidance 7.1y Using Armed Services Providers outlines key considerations for staff when organising such events.

Section 11 - Emergency procedures

Staff during visits with children and young people have a duty of care to make sure that participants are safe and healthy and have a common law duty to act as a reasonably prudent parent would. Leaders should not hesitate to act should the situation require this to protect the welfare of participants.

If an incident or accident occurs, the priorities are to:

- assess the situation.
- safeguard the group.
- attend to anyone injured.
- where necessary, inform the emergency services and others who may need to know of the incident.

The Outdoor Education Adviser has emergency contact cards available for use by Visit Leaders and others which outline these actions; these are available at no extra charge when attending an in-person training course delivered by the Outdoor Education Advisor. A digital copy of this card is available in the resources section of Evolve under the 'Visit Guidance' tab.

All establishments or services should have an Emergency Plan (see guidance '*Coping with a School Emergency*') which can be implemented for a major emergency or critical incident. This should include provision during visits and outside routine operating hours. Action following an incident should be in accordance with your service area's agreed emergency response protocol.

Further information and guidance on critical incident planning is available from the guidance and resource sections of EVOLVE and a template Emergency Plan is available within Appendix 6.

Attendance of the Management of Offsite Visit Emergencies course (MOVE) is recommended for those in senior leadership positions. See the Training Diary on Evolve and the NottsOutdoors website.

National Guidance documents 4.1a – 4.1j all consider emergency action and procedures across a range of establishment roles and responsibilities.

What is an emergency or critical incident?

An emergency can include any untoward occurrence that has a significant effect on a visit. It could be the breakdown of a vehicle, the onset of ill health among participants or staff, a fire occurring within accommodation used or a serious accident resulting in the hospitalisation or death of a participant.

Consequently, judgements need to be made by leaders on visits and emergency contacts when it may be necessary to contact the Local Authority directly via the after-hours emergency number (see Appendix 10). Clearly situations involving serious major injury, medical emergency, significant or multiple injuries, missing young people or fatalities require contact with the LA as soon as possible, for access to support and advice.

For less serious incidents, establishments and Visit Leaders may have sufficient resources to deal with the situation themselves and notify the LA via standard reporting mechanisms after the event.

Who takes charge in the event of an emergency?

Establishments should ensure that everyone involved in a visit, including leaders, supervisors, participants, and parents are informed of who will take charge in an emergency, who the emergency contact person is and what action will be taken in the event of an emergency.

Role of the Visit Leader

The Visit Leader will normally take charge of any emergency when on a visit and needs to ensure that emergency procedures and back up cover is arranged.

As part of the planning process, it is important to **check communications** in the area visited. If mobile phones are to be used, check that they will function in the location concerned. If abroad, check the international dialling codes. Leaders and participants should ensure they know how to call the emergency services in the location or country visited. On residential visits and abroad, where participants are working away from the venue at which they are staying, it may be sensible that participants and staff carry the address and telephone number of the accommodation, and perhaps the mobile number(s) of leaders and details of the emergency contact person. However, it is not expected that all participants will carry a mobile phone on visits and for primary aged participants, it is accepted practice that they do not.

Immediate action required in the event of an emergency

The person in charge of a group to which an accident or incident happens, must take control of the situation and: -

- establish the nature and extent of the emergency as quickly as possible.
- ensure that all the group are safe and looked after.
- establish who is injured, provide immediate first aid, and obtain relevant assistance from emergency services.
- continue to care for the group and ensure that emergency procedures are being followed.
- ensure participants taken to hospital are accompanied by an adult.
- remain aware that you and others may be suffering from shock.

Next steps

It may be necessary to notify several people following an incident. Details should include the nature of the incident, date and time of occurrence, location of incident, names of casualties and others involved, details of injuries and action taken so far. People to notify may include: -

- the police or other emergency service.
- the British Embassy/Consulate (if abroad).
- the nominated contact person for the trip.
- the LA emergency planning team (if you are unable to contact your base contact).
- insurance providers, particularly if medical assistance is required.
- activity providers/tour operators.

Ongoing incident management

Ensure communication is maintained, including considering which telephone numbers should be quoted as the most appropriate means of remaining in contact with others and providing updates to your emergency contact person.

Write down accurately, as soon as possible, all relevant facts, witness details and if necessary, preserve any vital evidence.

Keep a record of all events including the times of contact with base/other sources of assistance and action taken after the incident.

Ensure that accident reports are completed and if necessary further notification occurs such as contacting the Health and Safety Executive.

Control communication within the group, this will ensure that parents and guardians are appropriately informed of the incident and how it is being managed. Advise all not to speak to the media. The release of names and incident details can be distressing for those involved. Any media enquiries should be directed to Nottinghamshire County Council Public Relations.

Establishment-based emergency contact

An emergency contact person must be in place for all visits. This person should be a member of staff with sufficient authority to make significant judgements and decisions. It is a function normally carried out by a headteacher or a manager responsible for an establishment or group of services.

It is advisable to arrange a second person as contact as a reserve measure. In the event of an incident, telephone lines are likely to become busy and this should be considered as part of the response to the incident.

The main function of the emergency contact is to provide assistance when necessary and act as a link between staff out in the field, the establishment, parents and carers and the LA. This person should have all information about the visit readily available to them for the duration of the visit and be conversant with the establishments Emergency Plan.

Information that may be required to manage an incident

For the duration of a visit, the leader and base contact person should have access to: -

- details of the itinerary.
- an accurate list of names of everyone in the group.
- all relevant information regarding the group, including next of kin contact details and medical information.
- means of communicating between the emergency contact and Visit Leader including after-hours if the visit extends beyond routine opening times or when the establishment office is open.

In addition, for residential visits and visits abroad, both the Visit Leader and the Nominated Manager/emergency contact person must have:

- next-of-kin contact details for staff.

- address and contact telephone numbers for the group leader, the accommodation used, and any tour operator involved.
- 24-hour contact numbers for the head of establishment or manager's representative copies of insurance documents and contracts with travel operators.
- LA after-hours emergency number (on emergency cards).
- For visits abroad, the visit leader is recommended to have photocopies of passport data pages, tickets, and other important documents in case the originals are lost. Passport photographs of the group might also be taken.

For residential visits, arrangements must be made for 24-hour contact to and from the group and the establishment manager or a representative (who has the authority to make significant decisions). Emergency contact persons should ensure they have day and night contact details of parents and the LA. Arrangements should be made so that parents can contact the group in an emergency, via the establishment's emergency contact person or directly via the leader.

Action in the event of an emergency/incident on a visit: -

- ensure that the Visit Leader is in control of the incident and establish if any further assistance is required.
- refer to the establishment's Emergency Plan and/or '*Coping with a School Emergency*' document.
- contact parents and next-of-kin of adults (although it may be agreed that the group leader should do this directly). In any event, the parents of any injured child must be informed as soon as possible. Parents of others on the visit should then be informed as appropriate.
- inform as necessary the LA and senior management, arrange for assistance to be provided for the group if required and act as a link between the group and Nottinghamshire based support.
- avoid making any comments to the media. Contact Nottinghamshire County Council Public Relations section and direct media enquiries to this number.
- in the case of a serious incident, inform the LA as indicated in your emergency plan. Outside normal working hours, the LA should be contacted via the emergency after-hours telephone number.
- if the incident is very serious or fatal, ensure the leader has informed the local police and if abroad, the British Consulate.
- if the visit is abroad, after arranging immediate emergency care, contact the Risk and Insurance Section at County Hall or the insurers of the visit before incurring substantial medical or other expenses.

Help available

In the event of a serious incident, a range of support, including counselling and debriefing, will be available from Nottinghamshire County Council and other statutory and voluntary services. This should be facilitated by individual service area's operating procedures.

Reporting and reviewing of incidents and accidents

All leaders involved should prepare a written account of any serious incident as soon as possible noting all events and times. Note the names and details of any witnesses and, if possible, obtain a written account from them. All accidents should be recorded in the establishment or visits related accident book in accordance with departmental/establishment guidance. Further recording may be necessary depending on the severity of injury.

If abroad, it may be necessary for the group to comply with local accident reporting procedures in the country where the accident occurs. Local police or the British Consulate should be able to advise on these procedures. If the incident involves a major injury, condition or fatality, the British Consulate should be informed. If the incident is the subject of a police investigation abroad, the British Consulate will assist British subjects in obtaining legal advice.

For insurance purposes, obtain and retain receipts and other documentation relating to any claim. Report any loss or theft of property to the local police within 24 hours of the incident and obtain written confirmation of this.

Nottinghamshire County Council's online accident reporting system should be completed within 24 hours (or as soon as possible thereafter). Major injuries or conditions and fatalities must be reported to the Health and Safety Executive within 24 hours. The LA's Health and Safety Advisers will do this for establishments and can advise when and when not to report.

After any significant incident, establishments should undertake a review of the incident and their emergency procedures. Even if no injury was caused, it is good practice to record and review 'near misses' so that learning outcomes can be shared, and practice improved. Educational Visit Coordinators should record and review near misses and pass any issues that others could learn from to the LA's Outdoor Education Adviser. A form for this is available, see Appendix 7.

Appendices



Appendix 1 - Visit Planning Checklist

First steps	Target date to be completed.	Tick when completed
• Clarify aim of visit, identify participants involved and potential numbers. • Discuss with Nominated Manager/EVC viability of proposal and competence to lead the visit, gain outline approval. • Investigate possible funding and identify support staff. Background research • Read Visits Guidance for Children and Young People • Research location, tour operators and /or travel arrangements. Consider alternatives. • If the visit involves adventure activities, discuss with the LA Outdoor Education Adviser where appropriate. • Speak colleagues who may have previously undertaken similar visits. • If going abroad, check the Foreign Office and Health Department websites for safety and health risks. Planning • Read through the LA generic risk assessments and make sure your plans are in accordance with these. • Make preliminary visit to enable an effective risk assessment. • Obtain information and safety assurances from provider. • Plan programme including recreational time. • Consider any issues of inclusion for participants with additional needs. • Consider what level of first aid is appropriate for the visit. • Complete specific risk assessment with advice from EVC if required. • Decide on number of participants and selection procedure if required. • Establish financial arrangements and cost - including contingency. • Establish insurance arrangements. • Book accommodation, travel, and other arrangements.		

- Consider alternatives within the programme for use if required. Staffing - Ensure that you have competent leaders and supervisors. - Develop a plan for supervision and management of the visit. - Arrange a briefing for staff involved. Parents and participants - Prepare written information for parents and participants (refer to check list in section 7) - Make arrangements for applications and collection of money. - Hold parents' meeting. Discuss programme and activities - use photographs, if possible, to explain outcomes and risks involved. - Receive applications and select group according to agreed criteria. - Issue parental consent forms for completion, equipment, and clothing lists, contact details and any other instructions. For visits abroad - Check Foreign Office website regularly. - In plenty of time, check passport and visa arrangements (particularly if any non-British nationals included) and make necessary applications. - Check consent arrangements for any children in care. - Arrange European Health Insurance Cards (EHIC), now GHIC - Order foreign currency. Approval - Submit approval application for Category B and C events via EVOLVE at least 4 weeks in advance for residential events and 8 weeks for trips abroad. Pre-visit preparation - Ensure you have full parental consent for all participants, check medical information provided and deal with any issues.	Target date to be completed	Tick when completed
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• Check arrangements with travel operator/providers. • Issue updated information to parents, staff, and pupils. • Plan emergency procedures and collate contact details for all. • Brief participants on visit and health and safety procedures • Ensure all necessary documentation is obtained. • Carry out a final check of all essential documentation just before departure. While on the visit • Maintain effective ongoing supervision. • Review your plans and amend as appropriate. • Keep staff informed of any alterations to operating procedures. On return • Review visit with pupils and collect their comments. • Prepare report for EVC/Nominated Manager/Governing Body • Ensure financial accounts are closed. • Deal with any insurance claims, complaints, and accident reports. • Write letters of thanks • Celebrate the visit.		
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Appendix 2 - Specific Risk Assessment Format

This is intended to be used as a guide to what should be considered when planning and risk assessing a school visit in whatever format it may take. It should be used in conjunction with current LA and national advice as it is updated and at the time of planning for an event.

The information included here should be considered and amended to be relevant for your planned event and added to your specific risk assessment.

Not all content may be relevant and the information here is in addition to the factors that should already be considered within a specific risk assessment such transport, venue, supervision, medical info, and alternative plans. (See the example SRA template in the resources section of Evolve)

Hazards/ Risk <i>Common visit areas are identified below, add/amend hazards as appropriate</i>	Persons at Risk	Control Measures <i>Procedures that will reduce risk to acceptable levels</i>	Action Points/Further Action Required <i>Additional resources needed, Key people to be informed:</i>	Residual Risk
General		• All staff and participants to practice good hand hygiene. All attendees should be encouraged to regularly wash and sanitize hands, particularly after visiting toilet facilities and before and after eating. • All staff and participants to adhere to LA and national guidance in relation to Covid-19. • Any person displaying symptoms of illness should not be allowed to take part and sent home. • Avoid touching eyes, nose, and mouth. • Participants should use their own items for personal use and not share items of equipment. • Group members should avoid physical contact and maintain	• Regular check of LA and national guidance as it changes regularly to keep up to date. • Briefing staff, volunteers, and participants in advance. • Use this statement to check health of all staff and participants in advance and at the start of the event: - 'Please confirm that the participant is not displaying any symptoms of Covid-19 and that to the best of your knowledge, they have not come into contact with anyone with Covid-19. If participant begins to display symptoms whilst on the event, then they will be immediately isolated, and you will be asked to come and collect them.' • Any underlying health considerations of participants or staff should be considered. • Older staff and/or volunteers with underlying health issues in a higher risk category should consider not attending. Risk should be considered fully, and a plan put in place to mitigate risk for that individual.	Low

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		social distancing with each other and others. Encourage use of LFT for staff and when applicable to age group.		
Travel/Transport	Participants & Leaders	- Minimise travel by using local locations. - Avoid using minibus travel where possible. If not possible keep travel times short. - Make use of parents/ carers to transport individuals. - Vehicle cleaned before and after use. - Driver and all passengers to wash/ sanitise hands before and after entering transport. - Travel with windows open and all passengers and driver to wear facemasks.	- Checks should be made that all staff, volunteers, and participants are well. If anyone is unwell, they should not attend. - Drivers wearing glasses should ensure that the facemask they are using will not fog up their glasses. - Facemasks and hand sanitisers should be brought by all participants. Leader should have spares if anyone forgets. - Use of gloves should be considered.	Low
Venue	Participants & Leaders	- Avoid using known busy areas. - Use areas known to staff and pre-visit to ensure suitability of planned event. - Maintain social distancing at all times	- Pre-visiting planned event area. - Increase supervision to aid in participants being able to social distance from other people when required.	Low
Residential		- Visits should be with groups in existing school 'bubbles'. - Staff should have their own sleeping space. - Facilities at overnight venues should be checked that regular cleaning protocols are in place.	- Check accommodation or cooking location for adequate space, and good hygiene protocol. - Having suitable containers or bags to store quarantined items of equipment. - Obtain up to date completed provider assurance form from provider. - Check that provider is 'Covid safe'	Low

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		All communal equipment should be thoroughly cleaned and/ or quarantined for at least 72 hours before use by anyone else.		
Supervision	Participants & Leaders	- Participants briefed and reminded at regular intervals to hand sanitise. - Social distance as much as possible. - Consider the use of face masks when applicable to age of students.	Hand sanitiser, gloves and masks should be made available to anyone needing them.	Low
Alternative Plans	Participants & Leaders	- Participants/ staff returning home due to becoming ill and need to self-isolate - Changing dates, locations, timings.	- Ensure parents/ carers are briefed on where to drop off and collect. Parents should not get out of their car and avoid contact with other participants and leaders. - Consider the practicalities such as additional PPE, briefing of YP, leaders, staff and parents. - Transporting YP home early if required. - Events may need to be cancelled or postponed if guidance changes or participant or leaders become ill which may then impact on supervision for remaining YP/staff.	Low

Appendix 3 - Consent Form for Category C Events

Confidential Parental Consent Form (to be distributed with full details of the visit)

1. Consent for participation in the visit.

Visit Leaders name _____

Visit to: _____

Date(s)/Times: _____ From: _____ To: _____

I agree to my son/daughter _____ **(name)** taking part in the above-mentioned visit and, having read the information provided, agree to his/her participation in any or all the activities* described. I acknowledge the need for obedience and responsible behaviour on his/her part. I understand that there is some level of risk in every activity but that this visit will be managed to minimise the risks involved. I understand the extent and limitations of the insurance cover provided. I understand that as part of the planned transport arrangements, or in emergency, it may be necessary for participants to be transported in staff vehicles.

* If there are any activities in which your child cannot participate, please give details:

I give permission for my son/daughter's name to be included in the collective passport to be held by the group leader
YES / NO / NOT APPLICABLE

If water activities are involved, is your child confident in water? **YES / NO / NOT APPLICABLE**

2. Medical information, declarations and consent

a) Son/daughter's date of birth : _____

b) Does your son/daughter suffer from any conditions of which the Visit Leader should be aware:

YES/NO

If YES, please give details of anything the leader needs to know about to safety care for your child e.g. illness, travel sickness, allergies, night-time tendencies (sleepwalking, nightmares, bed-wetting) etc.

c) Details of any medication

Name of medication	Dosage	Times of day or circumstances to be given	Method of administration

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Any special precautions, side effects of medication etc:

I give my consent ** for a member of staff to administer the above medication which I will deliver to the visit leader before the visit. I understand staff leading the visit are not qualified medical practitioners but that they will take reasonable care in the administration of the medication and will endeavour to respond appropriately should emergency treatment be required.

I give my consent ** for son/daughter to self-administer the above drugs.

**** delete if not applicable**

- d) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be, or become, contagious or infectious? **YES/NO**
If **YES**, please give brief details.
- e) Is your son/daughter allergic to any medication:
YES/NO
If **YES**, please specify.
- f) *When did your son/daughter last receive a tetanus injection?*
- g) Please outline any special dietary requirements of your child:
- h) **I undertake** to inform the visit leader as soon as possible of any change in the medical or other circumstances between now and the commencement of the journey.
- i) **I agree** to my son/daughter receiving emergency medical treatment, including anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

3. Contact numbers

- a) I may be contacted by telephoning the following numbers:

Work: _____ Home: _____ Mobile: _____

My home address is: _____

- b) If I am not available, please contact:

Name: _____ Telephone Numbers: _____

Address: _____

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c) Name, address and telephone number of family doctor: _____

4. **Any other relevant information** (Please provide NHS number if known and/or home postcode so that medical records can be found quickly on hospital systems if this became necessary).

5. **Signature**

Date: _____ Signed: _____

Full name (capitals): _____

These details should be available to the emergency contact for the visit.
A copy of this form should be taken by leader on the visit

Appendix 4 - Provider Assurance Checklist

Leaders should consider the suitability of external providers of activities and services; this may be facilitated by reference to national endorsements such as Adventure Activities Licensing, holders of the LOTC quality badge, trade associations or National Governing Body status. Recommendation from other Nottinghamshire County Council (NCC) establishments is useful, and details of previously used providers is available via EVOLVE.

This form can be used with providers at the point of booking to verify standards of provision. Leaders requiring advice on the interpretation of information provided on this form should contact their Establishments EVC or the Outdoor Education Advisor prior to making any commitment to proceed with an event.

Name and address of Establishment	
Email/fax	
Event & Date of Visit	
Leader's name	
Provider name	

For completion by the provider.

Please carefully consider the following statements below, responding Yes/No or N/A. Where specific detail is required, please provide this in the space provided.

1.	Health, Safety & Emergency Policies	
1.2	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments which are available for inspection?	
1.3	Do you have accident & emergency procedures in place, with records available for inspection?	
2.	Vehicles	
2.1	Are all vehicles used roadworthy and meet requirements and regulations in the country they are used including EU regulations on passenger seats and seat restraints?	
3.	Staffing	
3.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for anyone engaged in regulated activity?	
3.2	Are there regular opportunities for liaison between your staff and establishment staff?	
3.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will such reasons for any such changes be made to establishment staff?	
4.	Accommodation	
4.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)	
4.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	
4.3	Are security arrangements in place to prevent unauthorised persons entering the accommodation?	

4.4	Are separate male and female sleeping accommodation and washing facilities provided?	
4.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
5.	Insurance	
5.1	Do you hold public liability insurance, which will be current during the visit, which covers all directly provided and sub-contracted activity with an indemnity limit of at least £5 million?	
6.	Sub-contracting	
6.1	Will you sub-contract any services (e.g. activity instruction, transport or accommodation)?	
6.2	Where any element of provision is sub-contracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form and are records of checks of sub-contractors available for inspection?	
7.	Adventure Activity Provision	
7.1	For completion where activities are in scope of Adventure Licensing Regulations AALA reference number - Date of expiry.	
8.	Activity Management (to be completed for all activities)	
8.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties.	
8.2	Do you maintain a written code of practise for activities, which is consistent with relevant National Governing Body guidelines and, if abroad, the relevant regulations of the country concerned?	
8.3	Do you confirm competence by appropriate National Governing Body qualifications for the activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
8.4	Where there is no National Governing Body for an activity, are operating procedures, staff training & assessment requirements explained in a code of practise?	
8.5	Participants always have access to a person with a current first aid qualification, and staff are practised & competent in accident and emergency procedures?	
8.6	Is there a clear definition of responsibilities between your staff and visiting staff regarding supervision and welfare of participants?	
8.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practise, with records kept of maintenance checks as necessary	
9.	Tour Operators	
9.1	Do you comply with the Package Holidays and Package Tours Regulations 1992 and The Foreign Package Holidays (tour Operators and Travel Agents) Order 2001, including bonding to safeguard customer's monies?	
9.2	Details of any bonding in place (ATOL, ABTA etc.)	
10.	Overseas Expeditions Do you agree to provide sufficient written information and assurances specific to the expedition provided as required by the establishment or its employing body?	

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11.	Infectious Disease Control (COVID 19 considerations for all visits) Do you comply with all relevant Government and public health advice for the management of infectious diseases and the reporting of including COVID-19. This must also include the management of a suspected, or confirmed, case coming to light before, during, or after the visit of a group.	
12.	Please detail any accreditations specific to this prospective booking below	

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that may adversely affect the safety and wellbeing of user groups.

Signed

Date

Name

Name of Provider

Position in Organisation

Website

Email

Thank you for completing this form, please return to the Organiser named on this document.

Appendix 5 - Volunteer Drivers Form

To the Headteacher/Manager at _____

I confirm that I am willing to use my own vehicle for transporting young people on visits. I have checked with my insurers that I am insured for such use and I accept my responsibility for maintaining appropriate insurance cover. I have a current driving license and will ensure my vehicle is roadworthy in all respects.

Signed: _____

Name: _____

Address: _____

Date: _____

The LA and the establishment reserve the right at any time to request copies of any relevant documentation such as registration document, MOT, insurance certificate or driving licence.

Appendix 6 – School Emergency Plan Template

< INSERT SCHOOL NAME HERE > EMERGENCY PLAN

This plan is protected. Do not give any contact details or sensitive information to the media, pupils, parents / carers or members of the public.

Plan administration	
Version number	
Date of issue	
Electronic copies of this plan are available from	
Hard copies of this plan are available from	
Location of emergency grab bag(s)	
Date of next review	
Person responsible for review	

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SECTION 1 - CONTACT DETAILS

1.1 Contact details - school information

School details	
Name of school	
Type / category of school	
School address	
School operating hours (including extended services)	
Approximate number of staff	
Approximate number of pupils	
Age range of pupils	

Office contact details	
Office telephone number	
Office fax number	
Office email address	

Useful websites	
School website / extranet	
Nottinghamshire County Council	www.nottinghamshire.gov.uk www.nottinghamshirevisits.org.uk www.county-supplies.org www.nottinghamshire.gov.uk/schoolsportal
National Health Service	www.nhs.uk/111
Department for Education	www.gov.uk/dfes
Foreign, Commonwealth & Development Office	www.gov.uk/fco
Environment Agency	www.gov.uk/ea
Met Office	www.metoffice.gov.uk
Health and Safety Executive	www.hse.gov.uk
Teacher Support Network	Education Support, supporting teachers and education staff

1.2 Contact details - school staff and governors

Name	Job title	SEMT role(s) (if applicable)	Contact details	Notes (e.g. first-aid trained)

1.3 Contact details - extended services

Name	Type / description of extended service	Operating hours	Contact details	Notes (e.g. key-holder)

1.4 Contact details - Nottinghamshire County Council

An up-to-date list of contact details is available on the Nottinghamshire Schools Portal at:

[Information and resources for schools | NCC Schools Portal](#)

1.5 Contact details - emergency services, government and voluntary organisations

An up-to-date list of contact details is available on the Nottinghamshire Schools Portal at:

[Information and resources for schools](#) | [NCC Schools Portal](#)

1.6 Contact details - local radio stations

An up-to-date list of contact details is available on the Nottinghamshire Schools Portal at:

[Information and resources for schools](#) | [NCC Schools Portal](#)

1.7 Contact details - other organisations

Organisation	Contact details	Notes
Trade union		
Supplier (transport)		
Supplier (catering)		
Supplier (cleaning)		
Supplier (temporary staff)		
Supplier (fuel)		
Utility supplier (gas)		
Utility supplier (water)		
Utility supplier (electricity)		

1.8 Contact details - for completion during an emergency

This table should be left blank so it can be used to record additional contact details during an emergency.

Name	Contact details	Notes

SECTION 2 - ACTIVATION

2.1 Activation - notification of incident

Information about an incident may come from several sources (e.g. a member of staff, pupil, parent / carer, member of the public, the emergency services). Whoever receives the alert should ask for, and record, as much information as possible.

- + **Maintain a written record of your actions using this form and a logbook. You may wish to record any new contact details in section 1.7.**
- + **Offer reassurance and support. Be aware that all those involved in the incident (both directly and indirectly) may be suffering from shock or may panic.**
- + **Find out what has happened. Obtain as clear a picture as you can.**
- + **Discuss with the informant what action needs to be taken and by whom.**

Name of informant:

.....

Contact details of informant:

.....

Date and time of call:

.....

Date and time of incident:

.....

Exact location of incident:

Details of incident:

Where is the informant now and where are they going?

People affected (including names, injuries, where they are, where they are being taken to):

What arrangements are in place for people not directly involved in the incident?

What advice have the emergency services given?

Who has been informed?

- ☐ School staff
- ☐ Governors
- ☐ Pupils
- ☐ Parents / carers
- ☐ Extended services

- ☐ Police
- ☐ Fire & rescue service
- ☐ Ambulance service
- ☐ Nottinghamshire County Council
- ☐ Health and Safety Executive
- ☐ Foreign & Commonwealth Office
- ☐ Media
- ☐ Insurance company
- ☐ Trade union

Does anyone else need to be informed?

.....

.....

.....

Are any other actions required?

.....

.....

.....

+ If the incident happened on an educational visit, please ask the questions below. You might already have these details, but it could be useful to seek confirmation.

Name of educational visit leader:

.....

Number of pupils on educational visit:

.....

Nature of educational visit:

.....

Number of staff on educational visit:

.....

Location of educational visit:

.....

.....

.....

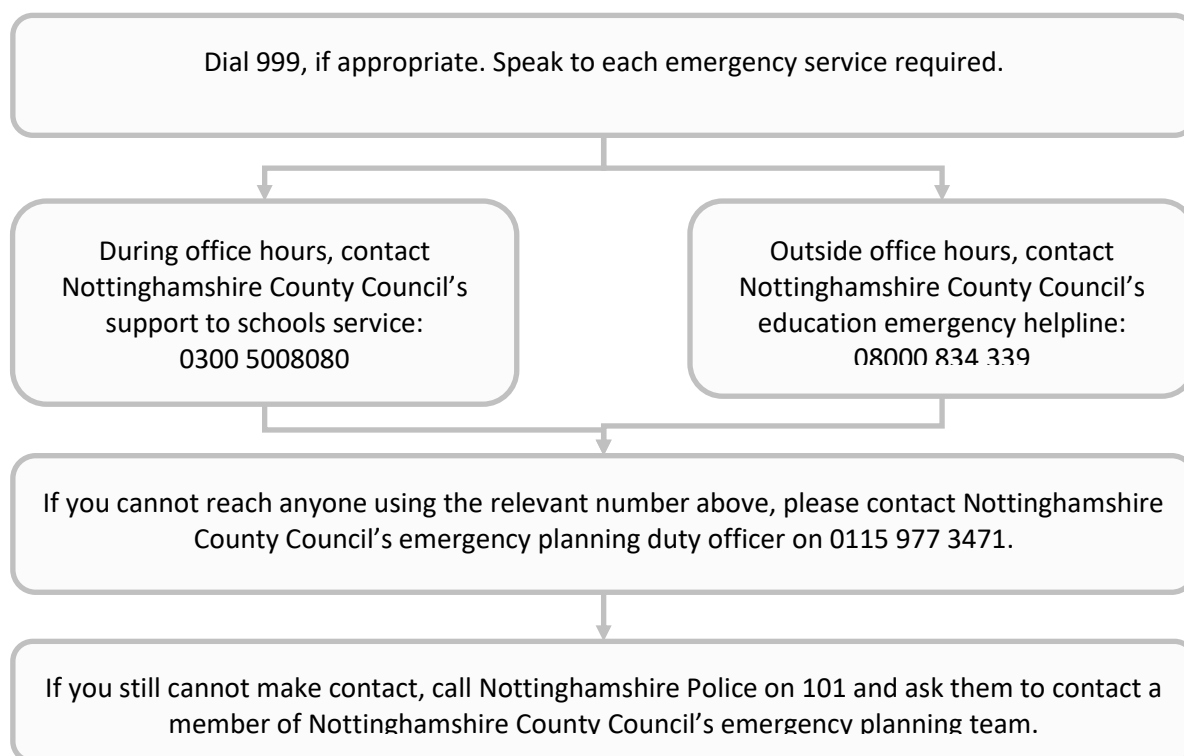
If the incident happened abroad, do the Foreign, Commonwealth & Development Office need to be notified?

2.2 Activation - initial action

Immediately inform the headteacher or nominated emergency contact. If neither can respond (they may be involved in the incident) the senior person present should follow the instructions below.

- + **Assess the situation and establish a basic overview of the incident.**
- + **Take immediate action to safeguard pupils, staff, and visitors.**
- + **If appropriate, dial 999 for the emergency services and provide them with an overview of the situation. If in doubt, dial 999.**
- + **Attend to any casualties and administer first-aid, if appropriate.**

The emergency services notify each other of incidents but consider speaking directly to each organisation required. This will ensure that each service has the information they need to respond appropriately.



These contact details should only be used in an emergency. Do not give them to the media, pupils, parents / carers, or members of the public.

- + **Fetch any equipment that may prove useful (e.g. first-aid kit, grab bag).**
- + **Log all communications and actions.**
- + **Notify staff and consider assembling a School Emergency Management Team (SEMT).**
- + **Refer to the list of emergency contact numbers for additional support if required.**
- + **Where possible, avoid closing the school and try to maintain normal routines.**

SECTION 3 - ROLES AND RESPONSIBILITIES

3.1 Roles and responsibilities - co-ordination

Ref'	Co-ordination - initial response	Tick / sign / time
C1	Establish a basic overview of the incident.	
C2	If the incident has occurred on an educational visit: ▪ Liaise with the educational visit leader on a regular basis. ▪ Consider sending extra staff to support the educational visit leader. ▪ Discuss with the educational visit leader the arrangements for notifying parents / carers. ▪ Consider how parents / carers and pupils will be reunited.	
C3	Wherever possible, assign members of staff to relevant School Emergency Management Team (SEMT) roles: ▪ Business continuity. ▪ Communications. ▪ Log-keeping. ▪ Media management. ▪ Resources. ▪ Welfare.	
C4	Remember to: ▪ Allocate tasks amongst the SEMT. ▪ Ensure that staff are clear about their designated responsibilities. ▪ Establish the location and frequency of SEMT / staff briefings. ▪ Ask staff to maintain a log of actions made and decisions taken. ▪ Assign a log-keeper to provide administrative / secretarial support.	
C5	Inform all other staff of the incident. Ensure staff are briefed (and given tasks) on a regular basis.	
C6	Take action to protect property.	
C7	Work closely with other organisations (e.g. the emergency services, Nottinghamshire County Council) as required. Provide accurate and factually correct information to those arriving on-scene.	
C8	Ascertain the whereabouts of all pupils, staff, and visitors (using timetables, registers and visitor books may help). Ensure the emergency services are aware of anyone who is unaccounted for.	
C9	Inform governors as appropriate.	
C10	Decide the most appropriate method of contacting relatives of pupils / staff affected by the incident. If the matter is very serious (such as a fatality or severe injury) liaise with the police about informing next of kin.	

Ref	Co-ordination - ongoing response	Tick / sign / time
C11	Act as the main contact for co-ordination of the response. Continue to liaise with the emergency services and other organisations.	
C12	Continue to allocate tasks amongst the SEMT. Work closely with the SEMT to co-ordinate their actions and help to resolve any complications or difficulties that arise.	
C13	Seek immediate advice from health & safety personnel if a serious injury or fatality has occurred. These types of incidents, may need to be reported to the Health and Safety Executive.	
C14	Seek advice on legal and insurance issues, if appropriate.	
C15	If the incident is a crime scene or subject to a fire investigation seek advice from the police / fire & rescue service as appropriate.	
C16	Work closely with the 'media management' role to provide regular briefings to the media. Seek support from other organisations if required.	
C17	Ensure that regular briefings are given to: ▪ Staff ▪ Pupils ▪ Parents / carers ▪ Governors ▪ Extended services.	
C18	Check that everyone who should have been notified of the incident has been informed.	
C19	If the response is likely to last for a significant amount of time, consider staff rotation / shift patterns.	

Ref	Co-ordination - recovery	Tick / sign / time
C20	Act as the main contact for the recovery process. Continue to allocate tasks amongst the SEMT and other staff.	
C21	Ensure that post incident support is available to all who may require it (please refer to section 4 for more information).	
C22	Work closely with the 'resources' role in organising remedial work to property and liaise with insurance companies, salvage specialists and loss adjusters as appropriate.	
C23	Complete any necessary forms / paperwork.	
C24	Arrange a debrief for school staff involved in the response.	
C25	Initiate a review of the school emergency plan.	
C26	Consider contacting the headteachers of nearby schools to inform them of any important issues relating to the incident.	

3.2 Roles and responsibilities - business continuity

Please refer to section 5 for more information on business continuity arrangements.

Ref'	Business continuity - initial response	Tick / sign / time
BC1	Assess the nature of the incident, e.g.: ▪ Loss of utility supply ▪ Loss of supplier ▪ Loss of premises ▪ Loss of personnel ▪ Loss of telecommunications.	
BC2	Establish what effect the emergency will have on the operation of the school. Try to ascertain how long the disruption will last.	
BC3	Consider how the incident will affect any extended services that use the school premises. Liaise with these services as necessary.	
BC4	Attempt to recover important documentation, records and equipment if safe to do so (consult the emergency services for advice if necessary).	
BC5	If appropriate, contact organisations which can assist in document restoration.	

Ref'	Business continuity - ongoing response	Tick / sign / time
BC6	Minimise any disruption to the provision of education. Put arrangements in place to keep the school open and try to maintain normal school routines (e.g. teaching, exams) wherever possible.	
BC7	Seek support from other organisations (e.g. Nottinghamshire County Council, other schools, suppliers / contractors) as required.	
BC8	Work with the 'communications' role to ensure staff, pupils and parents / carers are informed of any changes to the school routine.	
BC9	In the event of a public health incident (e.g. pandemic influenza), consider ordering infection control supplies and increasing the cleaning regime.	

Ref'	Business continuity - recovery	Tick / sign / time
BC10	Work with school staff and other organisations to restore the usual school routine as a matter of urgency.	
BC11	Put in place arrangements for remote learning, if necessary.	
BC12	Make an inventory of any equipment which has been damaged. Arrange for important items / documentation to be salvaged, restored or replaced.	

3.3 Roles and responsibilities - communications

Please refer to section 7 for more information on communication arrangements.

Ref	Communications - initial response	Tick / sign / time
CO1	Dedicate telephone lines for incoming and outgoing calls. Arrange extra support at reception if necessary.	
CO2	Record a new message on the school answer phone if appropriate. Consider setting it to 'answer only' mode.	
CO3	Support staff with any communication needs they may have.	
CO4	Inform those involved in the response of any communication difficulties (e.g. poor mobile signal in the area).	

Ref	Communications - ongoing response	Tick / sign / time
CO5	Ensure regular information is provided to: ▪ Pupils ▪ Parents / carers ▪ Governors ▪ Extended services.	
CO6	Consider the most effective arrangements for contacting pupils and parents / carers (please refer to section 7). Ensure that records of calls made to parents / carers are maintained.	
CO7	Liaise with the 'media management' role about contacting local radio stations.	
CO8	Update the school answer phone on a regular basis.	
CO9	Liaise with the 'co-ordination' role in sending a letter home to parents / carers. This could include information on: ▪ What has happened. ▪ How their child was involved. ▪ The actions taken to support those involved. ▪ Who to contact if they have any concerns or queries.	
CO10	In the event of a major emergency, seek support from other organisations (e.g. Nottinghamshire County Council). They may be able to establish a helpline for enquiries from the public.	

Ref	Communications - recovery	Tick / sign / time
CO11	Provide regular briefings to pupils and parents / carers.	
CO12	Assist the 'business continuity' role in providing remote / virtual learning.	
CO13	Check that any information in the public domain (e.g. website content) is accurate and up to date.	

3.4 Roles and responsibilities - log-keeping

Please refer to section 14 for more information on log-keeping.

Ref	Log-keeping - initial response	Tick / sign / time
LK1	Attend School Emergency Management Team (SEMT) briefings. Keep a log of important information, actions taken, and decisions made.	
LK2	Ensure that each member of staff keeps an incident log.	

Ref	Log-keeping - ongoing response	Tick / sign / time
LK3	Provide administrative / secretarial support to the SEMT.	
LK4	Keep accurate records of anyone admitted to hospital or treated by the emergency services.	
LK5	Record details of any expenditure incurred by the school.	

Ref	Log-keeping - recovery	Tick / sign / time
LK6	Collate all incident logs, making copies if necessary.	
LK7	Ensure records related to the incident are archived securely but make these available to authorised staff for future reference (e.g. in the event of a debrief or enquiry).	

3.5 Roles and responsibilities - media management

Ref'	Media management - initial response	Tick / sign / time
M1	Seek support from other organisations (e.g. the emergency services, Nottinghamshire County Council) in responding to media requests.	
M2	Ensure media access to the site, staff and pupils is controlled. Do not let the media onto the school site or give them access to pupils unless there is a specific reason for doing so and permission / consents are in place. Ask for support from the police if necessary.	
M3	Designate a specific area for the media away from the main entrance to the school, so they do not prevent or intimidate people entering and leaving the site.	
M4	Develop a brief media statement (designed to provide reassurance) on behalf of the school. Information given must be limited until the facts are clear and all parents / carers have been notified.	
M5	Arrange for an appropriate member of staff to act as a spokesperson (preferably this person will have received media training). If a suitable spokesperson is unavailable the emergency services or another organisation (e.g. Nottinghamshire County Council) may be able to undertake this role.	
M6	Be prepared to be interviewed by the media.	

Ref'	Media management - ongoing response	Tick / sign / time
M7	Devise an ongoing strategy for responding to media requests. Work closely with the media to establish what information they require and when their deadlines are.	
M8	Gather information from the School Emergency Management Team (SEMT), emergency services and other organisations as appropriate.	
M9	Provide regular statements to the media. Ensure each message conveys an accurate, consistent, and reassuring message. All press releases should be checked and agreed by the emergency services (and other organisations as appropriate).	
M10	Advise staff on where to direct media enquiries. Ask staff, pupils, and parents / carers to avoid speculation when talking to the media.	
M11	Try to prevent the spread of misinformation (especially through the use of mobile phones, messaging systems and social media).	

Ref'	Media management - recovery	Tick / sign / time
M12	Keep the media informed of developments in the recovery process. Present a positive and reassuring image to the public.	
M13	Be aware of media interest in memorials or anniversaries of the event.	

3.6 Roles and responsibilities - resources

Ref	Resources - initial response	Tick / sign / time
R1	Take action to protect property. Consider turning off utility supplies.	
R2	Ensure the emergency services can access / egress the school without hindrance. Consider sending a member of staff to the school entrance to prevent people restricting access by parking in unsuitable places.	
R3	Advise the emergency services of any property related issues / hazards (e.g. asbestos, chemical stores). Consider providing personnel with a site map.	
R4	Work with other staff and the emergency services to control access to the school: - Advise staff and governors that they might have to prove their identity before the emergency services will grant them access. - Provide authorised visitors with identification badges and ensure they sign-in and sign-out. - Ensure that media access to the site is controlled.	

Ref	Resources - ongoing response	Tick / sign / time
R5	Liaise with utility suppliers as required.	
R6	Establish safe and secure areas to assist the response. E.g.: - School Emergency Management Team (SEMT) briefing room. - Briefing area for parents / carers - Media briefing room.	
R7	Work closely with staff and other organisations (e.g. the emergency services, Nottinghamshire County Council, contractors, utility suppliers) to provide access to facilities and resources as required. This may involve opening or closing parts of the school.	
R8	Ensure the school site is secure (e.g. provide temporary fencing around damaged areas, arrange for broken windows to be boarded).	
R9	Work with the 'business continuity' role to arrange temporary accommodation, if required.	

Ref	Resources - recovery	Tick / sign / time
R10	Work closely with the 'co-ordination' role in organising remedial work to property and liaise with insurance companies, salvage specialists and loss adjusters as appropriate.	
R11	Arrange a site visit with relevant personnel (e.g. the emergency services, Nottinghamshire County Council, contractors, utility suppliers) involved in the recovery phase.	
R12	Procure temporary classrooms if appropriate.	

3.7 Roles and responsibilities - welfare

Ref	Welfare - initial response	Tick / sign / time
W1	Establish arrangements to meet the welfare needs of pupils, staff, parents / carers, visitors, and responders.	
W2	Identify pupils who may require additional support: - Those with Special Educational Needs (SEN) - Those with medical needs - Those with Personal Emergency Evacuation Plans (PEEPs) - Anyone who may be particularly vulnerable or badly affected (e.g. those who were involved in, or witnessed, the incident).	

Ref	Welfare - ongoing response	Tick / sign / time
W3	Assess the welfare and emotional needs of all those involved. Continue to monitor and support those who may be particularly affected by the incident.	
W4	Make suitable arrangements for reuniting pupils with their parents / carers. Ensure that a member of staff is present to meet and greet them.	
W5	In groups as small as practicable, inform pupils about the incident. Consider the best way to convey bad news. In the event of a tragic incident, consider seeking support from educational psychologists about the best way to inform and support pupils.	
W6	Where possible, every child should be spoken to, and asked if they are alright, before they leave school.	
W7	Take account of religious and cultural factors. Consider contacting religious leaders within the community for support.	
W8	Ensure that staff take regular rest periods.	

Ref	Welfare - recovery	Tick / sign / time
W9	Please refer to section 4 for information on welfare arrangements and post incident support after the emergency response.	

3.8 Roles and responsibilities - educational visit leader

Ref	Educational visit leader - initial response	Tick / sign / time
E1	Ascertain the whereabouts of all pupils and staff. Ensure the emergency services are aware of anyone who is unaccounted for.	
E2	Contact the headteacher / nominated emergency contact to ask for support. Remember to clarify international dialling codes if abroad.	
E3	Establish a basic overview of the incident. Ensure that accurate, factually correct information is available for those arriving on-scene.	
E4	Put arrangements in place to meet the immediate welfare needs of pupils and staff.	
E5	Identify pupils with Special Educational Needs (SEN) and anyone who may be particularly vulnerable. Inform the emergency services of any pupils or staff with known medical conditions or requirements.	
E6	Ensure that a member of staff accompanies any pupils to hospital but remember the safety of everyone else, even if unharmed. Do not leave anybody on their own and try to maintain an adequate adult / pupil ratio.	
E7	Ensure other staff are briefed (and given tasks) on a regular basis. Ask staff to maintain a log of actions taken and decisions made.	
E8	Keep a log of important information, actions taken, and decisions made.	
E9	Remember to retain any important items / documents. E.g.: ▪ Contact details. ▪ Consent forms (including medical and next-of-kin details). ▪ Maps. ▪ Tickets. ▪ Insurance policies. ▪ Proof of identity. ▪ Passports (if abroad).	
E10	Avoid making comments to the media until parents / carers have been informed.	
E11	Do not discuss legal liability with others.	

Ref	Educational visit leader - ongoing response	Tick / sign / time
E12	Continue to assess any risks to pupils and staff. Take action to prevent further harm if necessary.	
E13	Act as the main contact for co-ordination of the response and work closely with the headteacher / nominated emergency contact. Continue to liaise with the emergency services and other organisations.	
E14	Continue to brief staff and allocate tasks on a regular basis.	
E15	Monitor and reassure pupils. Make arrangements for the longer-term welfare needs of pupils and staff.	
E16	Consult the headteacher / nominated emergency contact about arrangements for notifying parents / carers and reuniting them with their children.	
E17	Liaise with the activity provider / tour operator, if appropriate.	
E18	Try to obtain the names and contact details of any witnesses to the incident. If possible, obtain a written account from them.	
E19	If abroad, contact the Foreign & Commonwealth Office for support.	
E20	If abroad, check your insurance policy and seek insurance / legal advice before incurring any substantial expense (e.g. medical treatment).	
E21	Retain any receipts / documentation for insurance purposes. E.g.: ▪ Medical certificates / hospital admission forms ▪ Police incident number ▪ Records of expenditure.	
E22	Check that everyone who should have been notified of the incident has been informed. Remember that information given must be limited until the facts are clear and all parents / carers have been notified.	
E23	Ask the headteacher / nominated emergency contact to assist with developing a media statement, with support from other organisations as appropriate. Devise an ongoing strategy for dealing with media requests.	
E24	Ask pupils and staff to avoid speculation when talking to the media. Try to prevent the spread of misinformation (especially through the use of mobile phones, messaging services & social media).	

Ref	Educational visit leader - recovery	Tick / sign / time
E25	Please refer to section 4 for providing welfare arrangements and post incident support after the initial emergency response.	
E26	Complete any necessary forms / paperwork.	

SECTION 4 - POST INCIDENT SUPPORT

Ref	Post incident support - assistance for pupils and parents / carers	Tick / sign / time
P1	Introduce a strategy to monitor pupils and staff who may be particularly affected by the incident. Ensure that staff are aware of this strategy.	
P2	Offer pupils and staff the opportunity for psychological support and counselling. Ensure staff and pupils know that support is available and arrange access to these services as necessary.	
P3	Consider which pupils need to be briefed, how, and by whom.	
P4	Provide opportunities for pupils to discuss their experiences (e.g. promoting discussion during class, arranging a special lesson). Do not discourage pupils from talking about their experiences.	
P5	Consider providing relevant books in the school library.	
P6	Arrange for a member of staff to visit those affected (at home or at hospital). Ask for consent from parents / carers before doing this.	
P7	Make arrangements to express sympathy to those who have been hurt. Consider encouraging pupils to send cards / messages to those affected.	
P8	Be sensitive about the demands practical issues might make on pupils (e.g. deadlines for coursework, imminent exams).	
P9	Send a letter to parents / carers with information on: ▪ The nature of the incident. ▪ How their child was notified of the incident. ▪ Arrangements for support organised by the school. ▪ Who to contact if they would like additional support.	
P10	Maintain regular contact with parents / carers.	
P11	Do not make public any sensitive / confidential information about individuals unless consent has been given by pupils and parents / carers.	
P12	Consider organising an event for parents / carers to discuss any issues or concerns they might have.	
P13	If pupils who were particularly affected by the incident leave school (e.g. transferring from primary to secondary education) consider, sensitively and confidentially, notifying the headteacher of the new school.	

Ref	Post incident support - general actions	Tick / sign / time
P14	Request support from educational professionals trained in psychological debriefing, critical incident stress debriefing, bereavement counselling and trauma management if appropriate.	
P15	Consider requesting support from other organisations. E.g.: ▪ Teacher Support Network ▪ Samaritans ▪ Cruse Bereavement Care.	
P16	Manage any distress that could be caused by ongoing police enquiries, legal proceedings, and media attention.	
P17	Cancel or rearrange any events which are inappropriate.	
P18	Plan appropriate support for staff to enable them to cope with any questions or discussions pupils might have about the incident.	
P19	Ensure that any new roles given to staff do not place too great a burden. Over time, staff may need to be relieved of any additional responsibilities given to them.	
P20	Ensure that new staff are aware of the incident, which pupils were involved and how they were affected.	
P21	Consider any actions which can be taken to support the local community if affected by the incident (e.g. fund raising).	

Ref	Post incident support - returning after a period of absence	Tick / sign / time
P22	Negotiate with parents / carers a suitable date for returning to school after a period of absence.	
P23	Consider if any additional support could be provided which would make the return easier. E.g.: ▪ Initial part-time attendance ▪ Alternative methods of teaching ▪ A sanctuary that pupils could use if upset during the school day.	
P24	Brief pupils who may be able to help in the process of resettling (e.g. close friends).	
P25	Ensure that all staff are aware of the need for sensitivity. Put in place special arrangements for: ▪ Missed work. ▪ Rescheduling projects. ▪ Exams.	

Ref	Post incident support - funeral arrangements	Tick / sign / time
P26	Contact bereaved families to express sympathy on behalf of the school.	
P27	Take account of religious and cultural factors (e.g. some faiths wish to hold funerals within 24 hours of death). Consider contacting religious leaders within the community for support.	
P28	Consult parents / carers sensitively about funeral arrangements. Try to establish if representatives from the school will be invited to the service. It may be useful to consider: ▪ Closing the school on the day of the funeral as a mark of respect. ▪ A senior member of staff attending the funeral on behalf of the school. ▪ If staff and pupils can be allowed time off school to attend the funeral. ▪ Providing transport to take pupils and staff to the funeral. ▪ Providing pupils with information about what happens at funerals. ▪ Arranging floral tributes and / or donations.	

Ref	Post incident support - remembrance	Tick / sign / time
P29	Considering the wishes of the family, consider providing a suitable memorial at the school: ▪ Garden ▪ Seating area / bench ▪ Tree ▪ Book of condolence ▪ Fountain ▪ Sculpture ▪ Painting ▪ Photograph ▪ Prize (e.g. a sporting / academic trophy for older children).	
P30	Be aware of important dates which may need to be prepared for. E.g. ▪ Birthdays ▪ Christmas ▪ Mother's Day ▪ Father's Day ▪ Anniversary of the event	
P31	Discuss with governors, staff, parents / carers, and pupils how to mark anniversaries and other important dates. E.g. ▪ Commemorative service ▪ Special assembly ▪ Concert ▪ Display ▪ Sports event.	
P32	Be aware of renewed media interest near anniversaries of the event.	

SECTION 5 - BUSINESS CONTINUITY

Important paper-based records should be kept in a secure location (e.g. a fire-proof safe). During an emergency do not attempt to recover any records or equipment unless safe to do so.

Paper-based records	Where are they stored?	Effect of loss (short-term, medium-term, long-term)	Back-up measures / restorative arrangements
Coursework			
Examination papers			
Asset registers / equipment inventories			
Insurance documentation			

Electronic records	Where are they stored?	Effect of loss (short-term, medium-term, long-term)	Back-up measures / restorative arrangements
Coursework			
Contact details			
Financial information			
Medical information			

Remote learning	Notes / instructions
Website / extranet	
Email	
Post	

SECTION 6 - SITE INFORMATION

Utility supplies	Location	Notes / instructions
Fuel		
Gas		
Water		
Electricity		

Internal hazards	Location	Notes / instructions
Asbestos		
Chemical store(s)		

Pre-designated areas	Location	Notes / instructions
SEMT briefing area		
Media briefing area		

SECTION 7 - COMMUNICATIONS

Designated telephone lines	Contact number	Location of telephone
Incoming calls		
Outgoing calls		

All relevant parties should be updated regularly about the incident, even if no significant developments have occurred since the last time of contact.

Methods of communication	Notes / instructions
Answer phone	▪ Example of pre-recorded message ▪ Instructions on setting to 'message only' mode ▪ Can it be updated remotely or only from the school site?
School website / extranet	▪ Log-in details ▪ Who is authorised / trained to edit the website? ▪ Can it be updated remotely or only from the school site?
Text messaging system	▪ Log-in details ▪ Who is authorised / trained to use the text messaging system? ▪ Can it be used remotely or only from the school site?
Local radio stations	
Telephone tree	
Sign at school entrance	
Newsletter	
Email	
Letter	
School notice board	

Preferred methods of communication are included below (although these may change depending on the exact nature of the incident).

Group	Preferred method of contact	Contact details are available from
Pupils		
Parents / carers		
Staff		
Governors		
Extended services		

SECTION 8 - SCHOOL CLOSURES

Specific procedures for responding to a school closure can be found on the Nottinghamshire Schools Portal at: [Services for schools | NCC Schools Portal](#)

Ref	School closures - initial response	Tick / sign / time
SC1	Assess the need for closure. Consider whether any mitigation measures are possible, such as: ▪ Partially opening the school to some pupils ▪ Asking another school for assistance ▪ Purchasing infection control supplies (in the event of a public health incident).	
SC3	Follow the school closure procedures on the Nottinghamshire Schools Portal: Services for schools NCC Schools Portal	
SC4	Seek support from other organisations (e.g. Nottinghamshire County Council) as appropriate.	
SC5	Ensure that everyone who needs to be aware of the closure is notified, using the most suitable options in section 7. It may be appropriate to inform: ▪ Pupils ▪ Parents / carers ▪ Staff ▪ Governors ▪ Extended services ▪ Local radio stations ▪ Nottinghamshire County Council.	
SC6	If the closure takes place during the school day, arrange transport for pupils as necessary.	
SC7	If the closure takes place outside school hours, at least one member of staff should be present at the school entrance at the beginning of the school day. This is to ensure that any pupils who do arrive are informed of the closure and are able to return home safely.	
SC8	Make alternative arrangements for exams if necessary.	

If the school is likely to be closed for a significant length of time, consider the actions below.

Ref	School closures - ongoing response	Tick / sign / time
SC9	Ensure pupils, parents / carers, governors, and the media are regularly informed of developments.	
SC10	Consider how pupils with Special Educational Needs (SEN) or medical needs may be affected if the school remains closed for an extended length of time.	
SC11	Ensure the security of the school premises.	
SC12	Put in place arrangements for remote learning (please see section 5).	

SECTION 9 - EVACUATION

Signals	
Signal for fire evacuation	
Signal for bomb evacuation	
Signal for all-clear	

Assembly points - fire evacuation	
Fire evacuation assembly point A	
Fire evacuation assembly point B	

Assembly points - bomb evacuation	
Bomb evacuation assembly point A	
Bomb evacuation assembly point B	

If the premises has been evacuated and pupils are not able to return to school or go home it may be possible to relocate temporarily to another building (e.g. a nearby school or leisure centre).

Pre-identified place of safety / rest centre	
Name of premises	
Type of premises	
Contact name and details of key-holder(s)	
Address	
Directions / map	
Estimated travel time (walking, with pupils)	
Estimated travel time (by coach, with pupils)	
Capacity	
Capacity (sleeping)	
Facilities / resources	
Notes	

SECTION 10 - SHELTER

Signals	
Signal for shelter	
Signal for all-clear	

Upon hearing the shelter signal, take the action below.

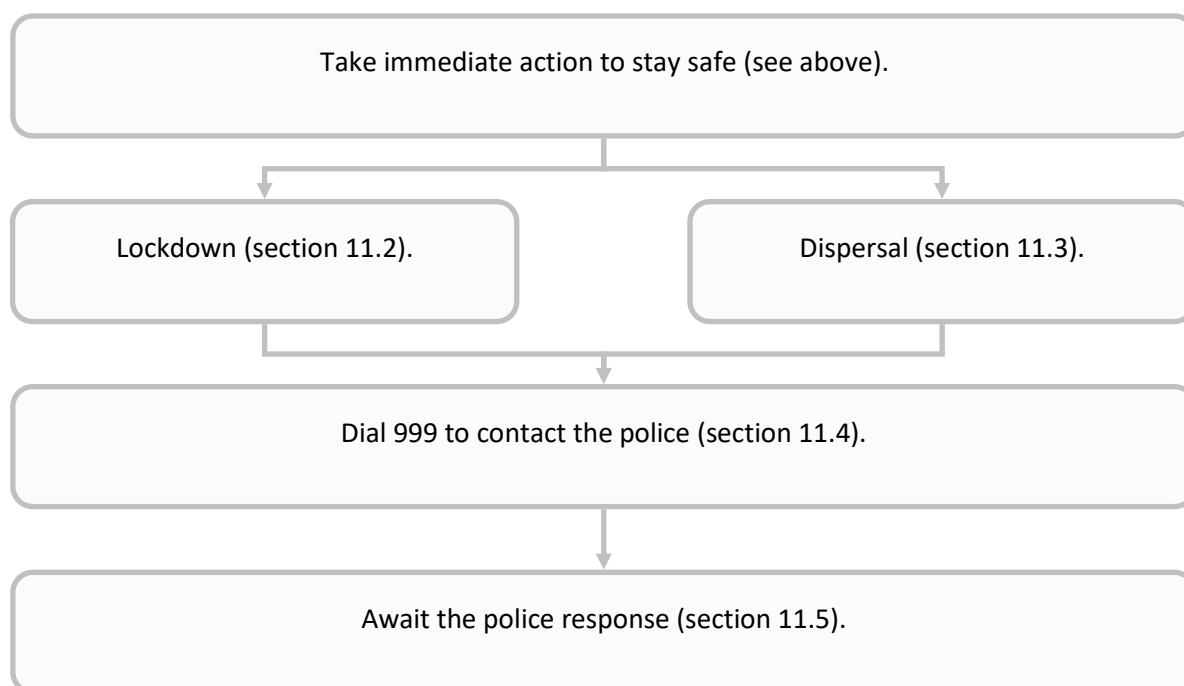
Ref	Shelter - initial response	Tick / sign / time
S1	Ensure all pupils are inside the school building.	
S2	If appropriate, move pupils away from the incident (e.g. to the other side of the building).	
S3	Dial 999, if appropriate. Dial once for each emergency service that you require.	
S4	If sheltering from an environmental hazard (e.g. a smoke plume) ensure all doors and windows are closed and ventilation / air circulation systems are switched off.	
S5	Check for missing / injured pupils, staff and visitors.	
S6	Reassure pupils and keep them engaged in an activity or game.	
S7	Consider asking a representative from the emergency services to visit the school and provide a briefing to pupils.	
S8	Notify parents / carers of the situation.	
S9	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

SECTION 11 - INTRUDERS

11.1 Intruders - initial action

Following the advice below may improve the safety of pupils and staff in the event of an intruder entering the school premises with the intention to cause harm. Remember that the event may be unpredictable and evolve quickly.

- + **Take immediate action to stay safe. Remain as calm as possible.**
- + **Assess the location and nature of the threat. Beware the possibility of multiple intruders.**
- + **Dial 999 for the emergency services and provide them with an overview of the situation.**
- + **Use all the channels of communication available to inform staff, pupils, visitors and neighbouring premises of the danger. Depending on the risk, sound the signal for lockdown or dispersal.**
- + **Do not set-off the fire alarm. Avoid congregating at usual rendezvous points (e.g. fire assembly areas).**



Remember, being out-of-sight does not necessarily mean being out of danger.

Cover from gunfire	Cover from view
Substantial brickwork or concrete	Internal partition walls
Engine blocks of motor vehicles	Curtains
Base of large live trees	Fences
Earth banks / hills / mounds	Vehicle doors

11.2 Intruders - lockdown

Signals	
Signal for lockdown	
Signal for all-clear	
Lockdown	
Rooms most suitable for lockdown	
Entrance points which should be secured (e.g. doors, windows)	
Communication arrangements	▪ Two-way radios ▪ Mobile phones ▪ Instant messaging / email ▪ Other.
Notes	

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Ref	Lockdown - initial response	Tick / sign / time
L1	Try to assess the location and nature of the threat. Beware the possibility of multiple intruders. If appropriate, ask pupils to disperse if this will improve their safety (see section 11.3).	
L2	Ensure all pupils are inside the school building. Keep people out of public areas, such as corridors and foyers.	
L3	Secure the immediate environment and other vulnerable areas: ▪ Lock any entrance points (e.g. doors, windows) ▪ Barricade entrances (e.g. move furniture to obstruct doorways) ▪ Lock yourself and others in a suitable room.	
L4	Ensure there is an escape route (e.g. window or door) which could be used if necessary.	
L5	Ensure people take action to increase their protection from attack: ▪ Keep out-of-sight and remain quiet. ▪ Silence any sources of noise (e.g. mobile phones) ▪ Turn off lights. ▪ Draw curtains / blinds. ▪ Avoid doorways and windows. ▪ Sit on the floor, under tables or against a wall.	

11.3 Intruders - dispersal

Signals	
Signal for dispersal	
Signal for all-clear	

Dispersal	
Possible safe access / egress routes	
Communication arrangements	- Two-way radios - Mobile phones - Instant messaging / email - Other.
Notes	

Upon hearing the dispersal signal, take the action below.

Ref	Dispersal - initial response	Tick / sign / time
D1	Try to assess the location and nature of the threat. Beware the possibility of multiple intruders. If appropriate, ask pupils to lockdown if this will improve their safety (see section 11.2).	
D2	Instruct pupils to: - Leave the school site via the safest route(s) - Move calmly and quietly, leaving bags / personal belongings behind - Assist others in dispersing if safe to do so. - Contact the police as soon as they are safely away from danger. - Avoid congregating at an evacuation assembly point. - Avoid congregating in large numbers.	
D3	If forced to escape from an upper-floor window, people should lower themselves from the windowsill before dropping to the ground, thereby reducing the height of the fall by their body length.	
D4	Ensure all corridors, breakout spaces and external areas are cleared.	

11.4 Intruders - contacting the police

- + Dial 999. Do not assume others have contacted the police.
- + Inform the police of as much information as possible. Be accurate, clear, and brief.
- + Consider using CCTV and other remote methods where able but do not risk your own or other's safety to obtain this information.
- + The safety of staff, pupils and other members of the public remains the priority for the police.
- + It may be useful to provide the police with a basic overview of your school (e.g. address, number and age of pupils, layout of the premises).
- + Leave the telephone line open if possible.

Number of intruders:

.....

Is the intruder known to the caller?

.....

Current location of intruder:

.....

Is the intruder travelling in a particular direction?

.....

What has happened?

.....

.....

Are there any casualties / injuries?

.....

.....

Description of intruder (e.g. gender, age, height, clothes)

.....

.....

Is the intruder carrying a firearm? If so, how many firearms and of what type?

.....

.....

Is the intruder carrying a non-ballistic weapon? If so, how many weapons and of what type?

What is the intruder doing now?

What other equipment is the intruder carrying?

Is the intruder communicating with others?

What actions have you taken (e.g. lockdown, dispersal)?

How many people are there in the vicinity? Where are they located?

Where are you now?

Where will you be moving to?

11.5 Intruders - awaiting the police

Ref	Awaiting the police - initial response	Tick / sign / time
A1	Remain in close contact with the emergency services.	
A2	Check for missing / injured pupils, staff and visitors if safe to do so. Administer first-aid where possible.	
A3	Be aware that someone identifying themselves as a member of the emergency services may be the intruder. Remain cautious of simulated cries for help.	
A4	Avoid quick movements towards the emergency services or screaming / shouting. Keep your hands in clear view.	
A5	Be aware of the police response. In the event of an attack involving firearms or weapons, their priority is to protect and save lives. Remember that the police might: ▪ Not initially be able to distinguish you from the intruder ▪ Be armed and point firearms ▪ Shout, treat people firmly or push them to the ground ▪ Not stop to help the injured in order to pursue their target.	
A6	Follow the instructions of the emergency services.	

SECTION 12 - BOMB THREATS

- + **If you receive a telephone call from someone who claims to have information about a bomb, record as much information as possible.**

Time of call:

Telephone number you were contacted on:

.....

.....

Exact wording of the threat:

.....

.....

- + **Stay calm. Being cautious, and without provoking the caller, try to ask the questions below.**

Where is the bomb right now?

What will cause it to explode?

.....

.....

When will it explode?

Did you place the bomb? If so, why?

.....

.....

What does it look like?

What is your name?

.....

.....

What kind of bomb is it?

What is your telephone number?

.....

.....

What is your address?

.....

.....

- + **Try dialling 1471. You may get information on where the phone call was made from.**

Time the original call ended:

Did dialling 1471 work?

.....

.....

+ **Contact the police (999) and headteacher / nominated emergency contact immediately.**

+ **Carry out further actions based on police advice.**

What gender was the caller?

- ☐ Male
☐ Female

Approximately how old was the caller?

.....

Did the caller have an accent?

.....

Did the caller use a codeword?

.....

Did the caller sound familiar?

.....

What sort of voice did the caller have?

- | | | |
|------------------------------------|--|-------------------------------------|
| ☐ Normal | ☐ Well-spoken | ☐ Impediment |
| ☐ Loud | ☐ Poorly-spoken | ☐ Stutter |
| ☐ Quiet | ☐ Deep | ☐ Lisp |
| ☐ Whispered | ☐ High-pitched | ☐ Slurred |
| ☐ Clear | ☐ Hoarse | ☐ Other |
| ☐ Disguised | ☐ Nasal | |

At what pace did the caller speak?

- | | | |
|---------------------------------|--------------------------------|-------------------------------|
| ☐ Normal | ☐ Quick | ☐ Slow |
|---------------------------------|--------------------------------|-------------------------------|

What manner did the caller have?

- | | | |
|-----------------------------------|-------------------------------------|------------------------------------|
| ☐ Normal | ☐ Upset | ☐ Irritated |
| ☐ Calm | ☐ Angry | ☐ Muddled |
| ☐ Excited | ☐ Rational | ☐ Other |
| ☐ Laughing | ☐ Irrational | |

Were there any distinguishable background noises?

.....

.....

Notes:

.....

.....

SECTION 13 - SUSPICIOUS PACKAGES

Postal bombs or biological / chemical packages might display any of the following signs:

- Excessive wrapping
- Grease marks or oily stains on the envelope / wrapping
- An unusual odour including (but not restricted to) ammonia, almonds or marzipan
- Discolouration, crystals or powder-like residue on the envelope / wrapping
- Visible wiring / tin foil
- Heavy weight for the size of the package
- Uneven weight distribution
- Too many stamps for the weight of the package
- Poor hand writing, spelling or typing
- Delivery by hand from an unknown source
- Wrongly addressed or come from an unexpected / unusual source
- No return address or a postmark that does not match the return address.

The likelihood of a school receiving a postal bomb or biological / chemical package is low. However, if you do receive a suspicious package carry out the actions below.

Ref	Suspicious packages - initial response	Tick / sign / time
SP1	Remain calm. Put the letter / package down gently on a flat surface and note its exact location.	
SP2	Walk away from the package: ▪ Do not touch the package further ▪ Do not move the package to another location ▪ Do not put the package into anything (including water) ▪ Do not put anything on top of the package ▪ Do not switch any electric switches on or off ▪ Do not use mobile phones within 15 metres of the package ▪ Do not use two-way radios within 15 metres of the package ▪ Do not sound the fire alarm using 'break glass' call-points ▪ Do not lock doors.	
SP3	Evacuate the building, keeping people away from the package as far as possible. Ensure that any assembly points are located away from the danger of flying glass.	
SP4	Notify the police (999) and the headteacher / nominated emergency contact immediately.	

If anyone is exposed to a potentially hazardous substance carry out the actions below.

Ref'	Potentially hazardous substances - initial response	Tick / sign / time
SP7	Keep all persons exposed to the material separate from others (in the next available unoccupied room to the incident) but available for medical examination by the emergency services. Ask them to remain calm and avoid touching their eyes, nose or any other part of their body.	
SP8	Any person with powder on their clothes should remove their outer layer and leave these belongings in the original room. If possible, they should wash their hands and face as this is likely to remove 90% of the contaminant.	
SP9	Ensure that ventilation / air circulation systems in the building have been turned off and that all doors (including internal fire-doors) and windows have been closed.	
S10	Anyone experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) should await the response of the emergency services. People should not self-present at medical establishments as this could spread contamination.	

SECTION 14 - LOG-KEEPING GUIDELINES

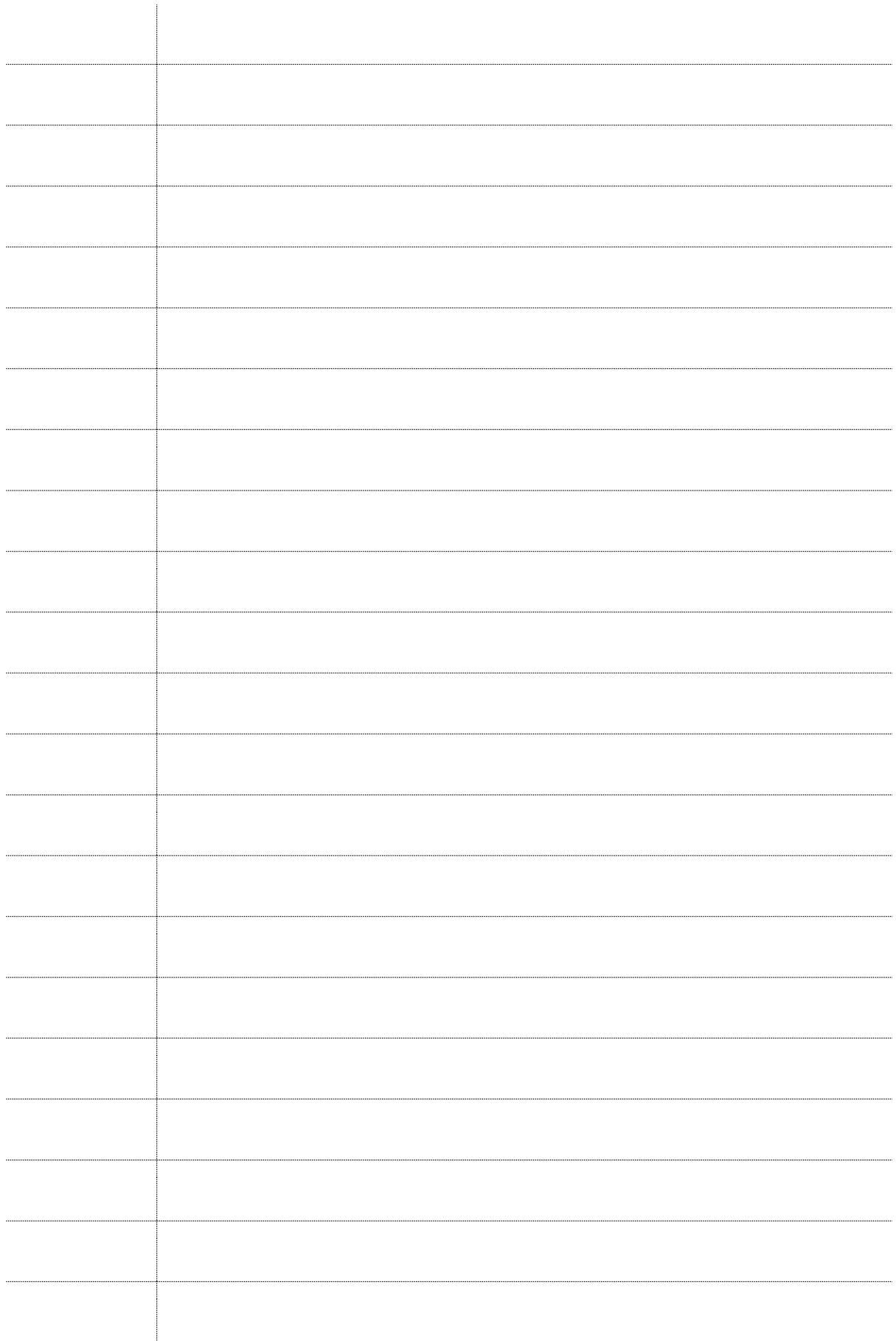
- + Notes should be clear, intelligible and accurate.
- + Use plain and concise language.
- + Include factual information.
- + Keeps records of any expenditure.
- + Do not remove any pages.
- + Do not use correction fluid.

	Thursday, 22/10/2015
7.40pm	Received call from the support to schools service (Mike Sharpe) at the County Council. Report of a fire at school (although it's unknown which parts of the building are affected). Police and fire service are on-scene. Mike offered to send someone to the school to assist with the response - I gave him my mobile number and he'll let me know who will attend. I'll contact Philip Healey (site manager) and we'll aim to arrive at school within half-an-hour.
7.50pm	Rang Philip. Number engaged.
7.55pm	Rang Philip. Told him about the situation and asked him to meet me at the school entrance as soon as possible. He'll be there for 8.15pm.
8.05pm	Received text message from Mike - another area officer from the support to schools service (Mary Kieley) will meet us at the entrance in about 15 / 20 minutes.
	Mobile number for Mary: 07802 388 07802 338 202.
8.25pm	Arrived at school, Philip and Mary already there. Spoke to fire officer - one classroom ablaze, adjacent ones likely to be severely affected by smoke damage. Unsure of the cause but arson can't be ruled out at the moment. We'll have to close the school tomorrow. Also need to arrange a site visit in the morning (provisional time 8am).
8.40pm	Informed Anna Hughes (deputy headteacher) about the incident. Asked her to notify parents / carers that the school will be closed tomorrow. She'll arrange for other staff and governors to be told and put a notice on the school website. I'll contact the radio stations.

Notes should be recorded in chronological order.

If you make a mistake don't try to overwrite the original text - cross it out with a single line and start again.

Only include times, dates or initials within the margins.



Appendix 7 - Significant Incident on a Visit

Completion of this form does not indicate an admission of liability of any kind. If an incident involved treatment at a hospital or by a GP, the Nottinghamshire County Council online Accident reporting form should also be completed.

Establishment: _____

Date of incident: _____

Location: _____

What happened?

Learning outcomes/recommendations:

Form completed by: (name) _____ Date: _____

Form reviewed by EVC: _____ Date: _____

EVCs should copy this form to the LA Outdoor Education Adviser if the issues raised might have relevance to other establishments or the LA.

Appendix 8 - Establishments Visits Policy

Introduction

This policy template is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance 2025. It is essential that Nominated Managers, Educational Visits Coordinators and the Visit Leaders are familiar with the contents of this policy and Nottinghamshire County Council guidance before planning excursions.

Policy Statement

The Nominated Managers of _____ (establishment name) accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that participants are kept safe whilst on visits and journeys away from their normal place of attendance.

Statement of Safety Policy

The Nominated Manager recognises that the participation of children and young people in a wide range of visits, journeys and experiences is important in promoting learning and development. As part of their responsibilities the Nominated Manager will take all reasonably practicable steps to ensure the health, safety and welfare of participants while travelling to, and engaged in, activities away from establishment whether provided by establishment or a contracted provider.

Statement of safety organisation

Organisation and responsibilities

Responsibility for all visits rests with the Nominated Manager within individual establishments. The respective roles of each are outlined within Nottinghamshire County Council's Visits Guidance for Children and Young People.

The person named below will oversee and monitor this policy.

--

Nominated Manager

The Nominated Manager will be responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance to Nottinghamshire County Council guidance documents and relevant regulations.

Nominated Managers must authorise all visits and where applicable seek the approval of the Local Authority for Category C events.

The Nominated Manager will confirm the qualifications, training records and experience of the Group Leader who will lead the specific visit and the supervisory personnel, and will approve these people as suitable to lead/supervise the visit/s.

The Nominated Manager will agree, with a named Educational Visits Coordinator (EVC), the duties delegated to the EVC or in absence of a EVC fulfil this function themselves.

Visit Coordinator (EVC)

The Establishment Educational Visits Coordinator is:

--

They will undertake duties as agreed between themselves and the Nominated Manager. (Reference to common duties and responsibilities should be made contained within Nottinghamshire County Council's Visits Guidance).

The EVC will be conversant with Nottinghamshire County Council's Visits Guidance as well as existing good practice, issued by Government Departments, National Governing Bodies and national interest groups (available as downloadable documents or hyperlinks within Nottinghamshire County Council's EVOLVE system).

Visit Leader

The Visit Leader should be conversant with Nottinghamshire County Council's Visits Guidance, service specific guidance and corporate policy and will comply with these requirements.

The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip to ensure that any activities or events that may place staff or other participants at significant risk are assessed and that safety measures are in place prior to the trip taking place.

The Visit Leader will ensure that all parents of children on their trip are provided with all required information, which may include risk assessment information, and that any questions raised are answered prior to the trip taking place.

The Visit Leader named for each visit will have overall responsibility for that visit whilst it is underway.

The Visit Leader will be fully familiar with emergency procedures and contact numbers.

Supervisory staff

All staff assisting with supervision on any trip will be conversant with the Nottinghamshire County Council's Visits Guidance and the specific risk assessment/s for that event.

All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified; they are brought to the attention of the Visit Leader.

Staff will feed back information to the Visit Leader to enable a full review of the trip to be completed.

Arrangements

It is especially important that staff use the most up to date guidance when planning and executing visits away from their normal place of work. The online visit planning and approval system (EVOLVE) has been developed to facilitate this and is regularly updated.

Establishments must use this system or implement alternative arrangements that are similarly robust.

Nottinghamshire County Council identifies 3 categories of visits within its Visits Guidance for Children and Young People, which require differing levels of approval:

Category A – Locally Approved Visits

All such events will be approved by the Nominated Manager and managed in the establishment by adherence to Nottinghamshire County Council visits guidance and establishment-specific operating procedures. This establishment's operating procedures for visits are:

For completion by establishment

Category B - Service Approved Visits

Visits not normally forming part of your regular work, such as all day excursions or trips.

All such events will be processed via the EVOLVE system, approved by the Nominated Manager and managed by adherence to Nottinghamshire County Council visits guidance and establishment specific operating procedures.

Category C Service & Local Authority Approved Visits

Residential visits, visits requiring specific competency to deliver or more hazardous events.

All such events will be processed via the EVOLVE system, approved by the Nominated Manager and be delivered when establishment is in receipt of Local Authority approval.

Where the establishment uses external providers for activity provision, suitable assurance must be sought by the establishment to ensure that they are suitable and appropriate for use.

Signed Nominated Manager: Date:

Appendix 9 – Local Authority Generic Risk Assessments

These risk assessments represent a range of activities delivered on behalf of Children and Families Department Services. They are intended for use on all applicable events where the visit leader has responsibility for delivery of the activity. Risk assessments marked with an asterisk* require specialist skills and training, and may be subject to Adventure Activities Licence regulations. For specific advice on this matter or the suitability of a chosen activity, contact an Outdoor Education Adviser for further guidance.

For activities not listed below, including motor sports, shooting, aerial sports, high ropes, trampolining etc, please check with an Outdoor Education Adviser (OEA) before any commitment is made. Some of these activities may not gain Local Authority (LA) approval depending on the nature of activity, provider or service area worked

1. All external visits
2. Travel on external visits
3. Residential accommodation
4. Use of a providers or tour operator for visits and activities
5. Snow sports and on piste skiing *
6. Foreign exchange visits
7. Walks in normal country
8. Walks in remote terrain *
9. Remotely / indirectly supervised walks (Duke of Edinburgh Award expeditions and similar) *
10. River walks, gorge or stream scramble (planned entry into water as an adventure activity) *
11. Activities in or by inland water (river, stream study, pond dipping, conservation work)
12. Rock climbing & 12a rock climbing artificial walls *
13. Rock hopping, weaselling and bouldering *
14. Outdoor problem solving
15. Swimming, paddling or wading on visits
16. Coastal locations & exploration
17. Farm visits
18. Cycling activities *
19. Mountain Biking and Off Road Cycling*
20. Orienteering led by establishment *
21. Taking part in an organised orienteering event
22. Lightweight camping (Duke of Edinburgh Award or similar mobile camps) *
23. Standing camps
24. Dinghy sailing and windsurfing *
25. Caving and mine exploration *
26. Canoeing / kayaking *
27. White water rafting *
28. Narrowboats, canal boats or motorboats on canals / rivers
29. Travel to developing countries / expeditions to remote areas abroad
30. Sports matches (including after-hours matches)
31. Bushcraft activities, conservation, shelter building and other woodland activities.

- 32. Theme parks, large public attractions.
- 33. Fishing (angling)
- 34. Rowing
- 35. Artificial ski slopes *
- 36. Ice skating rinks
- 37. Horse riding *
- 38. Historic buildings & museums
- 39. Paintball (See risk assessment. Not necessarily a recommended activity) *
- 40. Playgrounds / Adventure Playgrounds / Trampoline Parks
- 41. Quad biking
- 42. Zoo visits
- 43. Battlefield visits
- 44. Go karting
- 45. Indoor skate parks
- 46. Target Sports
- 47. Clip & Climb

Nottinghamshire County Council Local Authority

Children and Families Department – Generic Risk Assessments

For Visits and Activities

(2025/2026)



These risk assessments represent a range of activities delivered on behalf of the Children and Families and Department. They are intended for use on all applicable events where the visit leader has responsibility for delivery of the activity. Risk assessments marked with an asterisk* require specialist skills and training and may be subject to Adventure Activities Licence regulations. For specific advice on this matter or the suitability of a chosen activity, contact an Outdoor Education Adviser for further guidance.

For activities not listed below, including motor sports, shooting, aerial sports, high ropes, trampolining etc, please check with an Outdoor Education Adviser (OEA) before any commitment is made. Some of these activities may not gain Local Authority (LA) approval depending on the nature of activity, provider or service area worked.

48. All external visits
49. Travel on external visits
50. Residential accommodation
51. Use of a providers or tour operator for visits and activities
52. Snow sports and on piste skiing *
53. Foreign exchange visits
54. Walks in normal country
55. Walks in remote terrain *
56. Remotely / indirectly supervised walks (Duke of Edinburgh Award expeditions and similar) *
57. River walks, gorge or stream scramble (planned entry into water as an adventure activity) *
58. Activities in or by inland water (river, stream study, pond dipping, conservation work)
59. Rock climbing & 12a rock climbing artificial walls *
60. Rock hopping, weaselling and bouldering *
61. Outdoor problem solving
62. Swimming, paddling or wading on visits
63. Coastal locations & exploration
64. Farm visits
65. Cycling activities *
66. Mountain Biking and Off-Road Cycling*
67. Orienteering led by establishment *

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

Nottinghamshire County Council Local Authority
Children and Families Department – Generic Risk Assessments
For Visits and Activities

(2025/2026)



68. Taking part in an organised orienteering event
69. Lightweight camping (Duke of Edinburgh Award or similar mobile camps) *
70. Standing camps
71. Dinghy sailing and windsurfing *
72. Caving and mine exploration *
73. Canoeing / kayaking *
74. White water rafting *
75. Narrowboats, canal boats or motorboats on canals / rivers
76. Travel to developing countries / expeditions to remote areas abroad
77. Sports matches (including after-hours matches)
78. Bushcraft activities, conservation, shelter building and other woodland activities.
79. Theme parks, large public attractions.
80. Fishing (angling)
81. Rowing
82. Artificial ski slopes *
83. Ice skating rinks
84. Horse riding *
85. Historic buildings & museums
86. Paintball (See risk assessment. Not necessarily a recommended activity) *
87. Playgrounds / Adventure Playgrounds / Trampoline Parks
88. Quad biking
89. Zoo visits
90. Battlefield visits
91. Go karting
92. Indoor skate parks
93. Target Sports
94. Clip & Climb

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

Nottinghamshire County Council Local Authority
Children and Families Department – Generic Risk Assessments
For Visits and Activities

(2025/2026)



This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

Nottinghamshire County Council Generic Risk Assessment
Children and Families Department

NUMBER 1 ALL EXTERNAL VISITS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when generic controls applied
Exposure to Weather	Participants & Staff Cold / Heat injury. Sun exposure	- Consider possible weather conditions and plan appropriate programme, clothing and equipment - Provide clear information re suitable clothing and equipment to participants and parents / guardians - Plan for participants who may / do not bring suitable kit—check before departure and / or bring spares. - Daily weather forecast obtained and plans adjusted accordingly.			Low
Participant lost or separated from group, inadequate supervision	Participants Injury, assault	- Ensure supervising staff competent and understand their roles. - Ratios in line with Local Authority policy and specific guidance. - Plan and use suitable group control measures. - Discuss itinerary and arrangements with participants and staff. - Briefing to all on what to do if separated from group. - Head counts by leaders particularly at arrival / departure points, and when separating and reforming groups.			Low
Illness or injury	Participants & Staff	- At least one Leader with each group first aid trained appropriate to the complexity of the visit. - Obtain medical information on parent / guardian consent forms and keep these accessible. - Leaders briefed on emergency procedures know how to call emergency services. - Participant and parents / guardians are reminded to bring individual medication and this is kept securely. - First aid and travel sickness equipment carried. - Mobile phones carried if available. - Emergency contacts with line manager / establishment and parents / guardians arranged.			Low

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 1 ALL EXTERNAL VISITS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when generic controls applied
Animals, insects, poisonous plants etc	Participants & Staff Injury, death	- Avoid known high risk situations. - Take necessary avoidance action if encountered. - Ensure those with known allergies carry medication. - Brief participants about potential contact with animals.			Low
Leaders' own children	Other Participants & Staff Injury, death	- If staff or volunteers' families join the group, supervision of Participant must not be compromised. - Staff children are similar age to group and supervised with group <u>or</u> separate supervision must be arranged.	Consider before staffing is agreed as younger children may affect supervision plans.		Low
Specific needs – medical, behavioural	Participants, Illness, injury	- Obtain information from parents / guardians. - Take advice from SENCO if appropriate. - Make necessary arrangements for individual participants including individual risk assessment and additional staffing as necessary. - Briefing, as necessary, of staff and any instructors.			Low
Child Protection	Participants Abduction, injury death Use of mobile phones / social media	- Brief group on appropriate interaction with members of public. - Ensure volunteer helpers are never in charge of a group without direct supervision unless DBS checked and a regular volunteer. - Volunteer adults involved in residential visits must be DBS checked. - Brief group regarding use of social media and mobile phones while on visits.	Include use of mobile phones and digital devices within residential rules / behaviour policy.		Low
Return from visits inc After hours	Participants Injury, death	- Return is pre-planned and parents / guardians are informed where to collect participants from (or where appropriate it is pre-agreed with parents / guardians that older participants will walk home) - Suitable arrangements are made for any participant whose parents / guardians fail to collect them - Include in information to parents / guardians			Low

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REVISED FEBRUARY 2025

Nottinghamshire County Council Generic Risk Assessment
Children and Families Department

NUMBER 1 ALL EXTERNAL VISITS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when generic controls applied
Indirect / supervision (includes; field work, Duke of Edinburgh Award activities, souvenir shopping, theme parks, museums etc)	Participants Danger / personal safety	IF REMOTE SUPERVISION IS PROPOSED: • Check location is suitable for this mode of supervision • Ensure participants sufficiently briefed and competent (any individual Participant for whom indirect supervision not suitable must be directly supervised) • Clear guidelines and emergency procedures set and understood • Participants remain in pairs or groups (eg buddy system - each responsible for named other) Groups of 4 or more ensure that no-one is left on their own if participant's need to send members of the group for help. • Rendezvous points and times are set for participants • Duke of Edinburgh Activities will operate to a prepared route card • Participants know how to contact staff • Staff and volunteers trained to understand that they remain responsible for welfare during indirect / remote supervision. • Parents / guardians informed and specific consent given			Medium
Drugs & Alcohol	Participants & Staff Injury, death	• Participants must not bring alcohol or nonprescription drugs with them on visits. • Clear rules and procedures are in place with regard to the consumption of alcohol throughout the visit. • Supervisory staff do not consume alcohol in order to deal with any incident (and drive if necessary). • Parents / guardians informed if consumption of alcohol may be involved in the visit and rationale should be explored within a specific risk assessment.			

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NUMBER 1 ALL EXTERNAL VISITS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when generic controls applied
Incident / Emergency, security alert	Participants & Staff Incidents, terrorism, fear and anxiety.	- The establishment or service area has an emergency plan for dealing with an incident on a visit - Contact details of parents / guardians and the nominated emergency contact person are carried by the group leader. - Emergency contact person in Nottinghamshire has access to contact details for all present on the visit. - Leader / Supervisor and manager / establishment contact has instructions as to what to do in an emergency – see checklist on emergency cards or existing local protocol. - Ensure all staff understand specific emergency plans in place. - Participants are briefed appropriately on action in event of unforeseen circumstances. - Consider communication lines prior to the event, suitable phone carriers, reception in chosen area, availability of mobile phones in groups etc. - Duke of Edinburgh Award leaders must ensure that all adults involved in managing an expedition are aware of communication and incident procedures for the expedition. - For visits to cities or areas with high security alerts: Check available sources of reliable information eg Home / Foreign Office, police, BBC, transport providers and Police protect UK advice. https://www.protectuk.police.uk/advice-and-guidance/response/act-youth-run-hide-tell - Complete specific risk assessment, inform and consult parents / guardians			Low

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**Nottinghamshire County Council Generic Risk Assessment
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NUMBER 1 ALL EXTERNAL VISITS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when generic controls applied
Contracting Infectious Diseases (including COVID-19)	Participants & Staff	- All participants and staff to be considered within the specific risk assessment process, those individuals identified as at higher risk will need more detailed assessment. - The establishment or service area has an action plan for dealing with a suspected or confirmed infection during a visit, including evacuation/repatriation. - Contact details of parents / guardians and the nominated emergency contact person are carried by the group leader. - Emergency contact person in Nottinghamshire has access to contact details for all present on the visit. - Leader / Supervisor and Manager / establishment contact has instructions as to what to do in the event of a suspected or confirmed infection. - Ensure all staff understand specific infection control and response plans that are in place. - Participants and Parents/Carers are briefed appropriately on signs and symptoms and actions to take in advance, during and post any visit - Consider communication lines prior to the event, suitable phone carriers, reception in chosen area, availability of mobile phones in groups etc. - Venues and providers to provide evidence of specific risk assessment and control measures in place before the visit is authorised - Catering arrangements to be considered as part of the Specific Risk Assessment process - Transport arrangements to be considered as part of the Specific Risk Assessment process - Impact of local, regional or national lock down to be considered as part of the planning and Specific Risk Assessment process			

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 1 ALL EXTERNAL VISITS



Location of visit	Date
Assessment carried out by	Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

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Nottinghamshire County Council Generic Risk Assessment
Children and Families Department

NUMBER 2 TRAVEL ON EXTERNAL VISITS



Hazards <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls applied
Walking to sites	Participants & Staff Slips trips and falls, road traffic accident	• Pre-planned route. • Plan to avoid fast roads wherever possible. • Supervision on pavements, roads and especially crossing of any fast roads is pre-planned. (Often best to cross in lines parallel to road, adult at each end; large groups split into smaller waves). • Choose safest place to cross, lights/ zebra crossing where available. Good visibility in both directions, staff to check both directions and cross in smaller groups allowing for suitable break in traffic. Use of high visibility clothing. • Participants are briefed re hazards and behaviour required. • Avoid walking on roads with no pavement. If necessary, it is usually safest to face on-coming traffic.			Low
Coach travel	Participants & Staff Road traffic accident	• Coach used meets LA recommendations and hired from accredited coach company. • Coaches have seat belts, which staff ensure are used. • Getting on – carefully count heads on seats in the coach before the coach departs. Getting off - count and check coach is empty. • No movement in coach during journey. Often best that some staff seated at back of coach as well as front. • Buses without seatbelts only used for local journeys and never used on high speed roads. If abroad and other standards prevail, make parents / guardians aware. • Supervision ratios appropriate to the needs of the group. • Suitable embarkation points used (eg coach park, exits onto wide pavement). • Close supervision and head counts during any breaks in journey. • Plans and preparation for travel sickness.			Low

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 2 TRAVEL ON EXTERNAL VISITS



Hazards <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls applied
Minibus	Participants & Staff Injury, death, separated from group	- Minibus meets "M2" standard. - Minibus driver has PCV or NCC Permit to drive (PCV licence if abroad). - Bus has small bus permit in windscreen. - Two adults are required in each minibus unless specifically considered in planning. The driver cannot effectively provide pastoral supervision and therefore the second member of staff is required. - Driver ensures seatbelts are used. - Ensure vehicle does not exceed max load permitted (people & luggage). See DVLA guidelines. - Luggage in vehicle securely fastened and clear of aisles. - If abroad, minibus and drivers' hours follow EU requirements. - Driver must read and follow LA policy re minibuses. - Care always taken to park in suitable place for disembarkation. - Close supervision and head counts during any break in journey and getting in and out of bus. - Discuss issues with Transport Services.			Low
Public transport (bus, tram, train etc)	Participants & Staff Injury, death, person left behind / separated from group	- Identify higher risk points including getting on and off transport and have a specific plan for these including briefed staff and participants and head counts. - Larger parties split into manageable groups. Unless remote supervision has been agreed, each party with adequate staffing to ensure participants all get on or off transport safely. For crowded transport situations, such as the London Underground, this can require very high ratios. - All staff and participants know destination and route and what to do if separated from main group. (Unless remote supervision agreed) staff are with participants in each carriage, deck of bus etc. - Consider pre booking seats where this is available.			Low

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NUMBER 2 TRAVEL ON EXTERNAL VISITS



Hazards <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls applied
Use of private vehicles	Participants & Staff Injury, death	- Driver confirms car is insured to carry participants and is roadworthy. - Seatbelts worn at all times. - In vehicles with less than 9 seats, participants under 12 and less than 1.35m (4'5") tall must have booster seats. - Permission obtained from parents / guardians. - Volunteer drivers carrying participants must be DBS checked to safeguarding requirements.	Check section 8 in LA's Visits Guidance		Low
Service station and other breaks in journey	Participants Injury, death, left behind / separated from group	Brief participants: - Re purpose and timings of stop. - How to find coach. - How and where to contact staff. - Remain in pairs or threes (buddy system - each responsible for named other). Groups of 4 or more are better for longer periods of time. - Remind re moving traffic (driving on right abroad). - Careful head count before departure			Low
Air travel	Participants & Staff Injury, lost or separated	- Check passports, any visa requirements and documentation before leaving. - No inappropriate or banned items in hand luggage, no "bomb" jokes etc. - Planned supervision / buddy system in terminals (no one ever alone). - Head count / check groups or subgroups through check in, emigration, departure, arrival, luggage collection etc. At least one adult with each group of participants at each stage.			Low
Channel tunnel crossing by coach	Participants & Staff Injury death	- Movement around carriages as per instructions via channel staff. - Best to arrange toilet visits before driving onto train. If necessary, during journey, arrange in groups well before arrival time.			Low

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NUMBER 2 TRAVEL ON EXTERNAL VISITS



Hazards <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls applied
Ferry crossing	Participants Injury death, drowning, separated from group.	• Arrange procedures with staff and participants before arrival at ferry. • Close supervision on vehicle deck. • “Rules” established, and participants briefed especially re open deck area (not permitted in the dark or if sea rough). • Remain in pairs or threes (buddy system - each responsible for named other(s)). • Establish a specific seating area / meeting point and have a member of staff there throughout crossing. • Explain the ferries emergency procedures (term muster station etc) to the group. • Plan arrangements for docking reminding group of numbered stairways to coach deck. • Careful head count before disembarkation. • Planned procedure for missing participants - eg member of staff to leave as foot passenger.			Low
Use of ferries, pleasure craft etc	Participants & Staff Drowning, injury	• Leader must check vessel licensed as specified in Visits Guidance section 8. • Leader should risk assess journey with reference to size / age of participants. • Consider areas where smaller participants could fall (overboard / down stairways etc) and arrange close supervision. • Consider if / when personal buoyancy should be worn. • With groups of small children, leader must pre-check craft has sufficient personal buoyancy of appropriate size. • Brief staff and participants re risks and control measures.			Low

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Nottinghamshire County Council Generic Risk Assessment
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NUMBER 3 RESIDENTIAL ACCOMMODATION



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Domestic hazards	Participants & Staff Slips trips and falls, accidental injury.	• Preferably pre-visit and / or check of information / assurance from reputable tour operator. • Accommodation has tourist board rating / environmental health endorsement or other external validation of standards. • Premises are adequately insured. • Assess suitability of facilities on site and in rooms, eg mini bars, TV channels available etc. • Visual inspection of balconies, stairways, glass doors, electrical fittings, hazards in grounds or immediate surroundings. • On arrival, staff and participants to report any faulty items found in rooms. • Brief group re any hazards and establish necessary rules, no climbing on balconies, lifts are out of bounds, overnight procedures etc. • If bunkbeds, consider allocation of top bunks (accessibility issues / sleepwalkers). Brief to take care getting in and out. • Sharing double beds is not good practice.			Low
Identified needs	Participants & Staff Falls	• Pre-visit to assess the suitability of provision / facilities where participants have support requirements for inclusion.			Low
Hygiene	All Illness / infection	• Visual inspections of washing facilities, lighting, heating, ventilation, catering on arrival and during visit. • Ensure good hygiene practises undertaken.			Low
Nighttime tendencies	Participants Falls, safeguarding issues	• Information gained from parent / carers re participants' illnesses, sleepwalking etc via consent form. • Supervision and accommodation arrangements meet participants need.			Low

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**Nottinghamshire County Council Generic Risk Assessment
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NUMBER 3 RESIDENTIAL ACCOMMODATION



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Fire	Participants & Staff Burns and serious injury	• Check accommodation meets national standards i.e. meets fire officer's recommendations / or has fire certificate. • Visual inspection of fire escapes, alarms, equipment, meeting point and procedures. • No smoking –Rules enforced by staff. • Check systems again on arrival take up any issues, such as locked fire doors with management. • Inform group re fire procedures on arrival.			Low
Child protection	Participants Safeguarding issues and injury	• Exclusive use of sleeping accommodation is advised (or complete specific risk assessment of arrangements). • Staff accommodation adjacent and same floor as participants. • External doors and windows secure against intrusion. • Where participants' rooms have keys, staff have access to a master key. • Participants are checked into rooms at "lights out". • Participants can easily contact staff throughout night. • All adults in group are DBS checked.			Low
Caravans / mobile homes	Participants & Staff Injury, death	• Checks made on standard of accommodation. • If younger participants are sleeping without staff in caravans, ensure all gas supplies are effectively turned off at a source outside van. • Site ideally chosen with minimal public access – where there is public access, security is specifically risk assessed.			Low

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 4 USE OF A PROVIDER/TOUR OPERATOR FOR VISITS/ACTIVITIES



ADDITIONAL INFORMATION – A provider is an individual or organisation contracted to deliver a defined service such as a residential programme, visit to an adventure centre, use of freelance instructor, a cultural tour abroad or use of a tour operator. Providers of activities and tour operators must be assessed as suitable for use; a Provider Assurance Checklist should be completed and recorded to evidence that their competence has been checked and evidenced.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Provision does not meet Local Authority standards / best practice	Participants & Staff Exposure to unacceptable risk	• Leader to check provider is reputable and competent, concerns should be raised with the EVC, line manager and or Local Authority. • Gain information from other users, Outdoor Education Advisor or references from other groups. • Check leaders of adventure activities are appropriately qualified / centre has an AALA licence (not necessary for all activities) LOTC quality Badge or other appropriate endorsements such as AAP for DofE. • Pre-visit centre where necessary. • Check all relevant sections of the provider assurance form or ask provider to complete to ensure operator is suitable and sufficient. • Leader maintains on-going risk assessment throughout visit.			Low
Programme does not meet needs of group	Participants & Staff Injury, inappropriate provision.	• Establish aims and objectives prior to booking. • Establishment gives necessary information to provider about age, ability and any special needs in group. • Programme is agreed with provider before visit. • Establishment staff monitor provision and raise any concerns.			Low

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NUMBER 4 USE OF A PROVIDER/TOUR OPERATOR FOR VISITS/ACTIVITIES



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Lack of clarity re split of responsibilities between establishment and provider	Participants & Staff Injury / separation.	- Visit leader should be a member of establishment staff and retains overall responsibility. - Ensure clear programme agreed and separate responsibilities for establishment and provider are clear. Ensure that all aspects of visit, travel, accommodation and activities are properly planned, and risk assessed by establishment or provider. - Where establishment is undertaking responsibility for activities (eg walk, evening activities, town visits) these are properly planned and included in the establishment's specific risk assessment. - Staff retain a duty of care for all participants at all times during a visit and therefore should as far as possible attend and participate with groups to ensure that services offered are suitable and appropriate. - Pastoral care should be considered for the group by the visit leader/establishment with clarity on responsibilities and protocols			Low

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 5 SNOWSPORTS AND ON PISTE SKIING



ADDITIONAL INFORMATION - This risk assessment assumes a ski trip or snow sport course is organised through a tour operator. The leader of the visit and at least one deputy leader should be experienced skiers (e.g. have at least three weeks ski experience, able to comfortably ski blue and most red runs) and must have completed a Snowsport England, Snowsport Organiser Course). All snow sports must be led by staff qualified to teach / supervise the specific activity, usually instructors, nationally qualified, employed by the local ski establishment.
Establishments must organise qualified supervision for any snow sports, which takes place outside of instructed sessions*. Must be identified as 'Adventurous' on Evolve.

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Snowsport activities	Participants & Staff Falls, collisions and serious injury.	Skiing and snowsport activities arranged through a reputable nationally affiliated ski establishment. • Instruction must be provided by instructors qualified through national ski establishments. • Outside instructed sessions, participants may only ski in groups supervised by establishment staff holding the Alpine Snowsport Course Leader award (ASCL) or under the supervision of qualified ski instructors, leaders or supervisors organised through the ski establishment. • Participants understand independent skiing without instructor / qualified leader is not allowed.* • Participants are briefed on sensible behaviour, (following of resort skiing code and / or Ski-way code) is essential, including use of lifts, consequences of unacceptable behaviour and sanctions agreed. • If behaviour on slopes puts others at risk, close supervision must be provided and / or lift pass removed.			Low / medium
Snowsport activities Continued	Participants & Staff Falls and collisions	• Independent skiing is only occasionally agreed for small groups of experienced older participants – must be discussed with a Local Authority Outdoor Education Advisor in advance and requires separate risk assessment and specific parent / guardian permission.			Low / medium

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NUMBER 5 SNOWSPORTS AND ON PISTE SKIING



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Equipment problems	Participants & Staff Falls and injury	- Equipment obtained from reputable supplier and specifically fitted for each person (tape / labels are useful to mark equipment for participants). - Participants briefed not to swap equipment and to let leader know if they have problems. - Participants know safe procedures for carrying skis / walking in ski boots. - Ensure all check their equipment daily and report any problems.			Low / medium
Establishment staff unaware of activities, quality of ski establishment supervision and instruction and issues arising	Participants Inappropriate activities, accidents and injury.	- Staff understand their supervision responsibilities and wherever possible remain with the group. - Instructor to participant ratio is high, Snowsport England recommend 1:8. - Supervision is arranged for any sick or injured participants. - Establishment staff monitor equipment, activities and provision of ski establishment by: a) skiing with groups or by skiing around groups in pairs (poor role model if skiing alone) b) talking to participants / finding out participants views. - Leader to agree monitoring roles with staff. - Establishment staff take action as necessary.			Low

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NUMBER 5 SNOWSPORTS AND ON PISTE SKIING



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Incidents, accidents	Participants & Staff Injury	- Participants briefed to look after each other while skiing – buddy system in place for accidental separation from group (eg meet back at agreed location). - Meeting points agreed for Staff group and instructors at end of ski sessions. - Insurance cards are carried by participants, or if held by staff instructors can contact staff. We advise that travellers hold a valid GHIC to countries in the European Economic Area (EEA). - Staff carry resources in case of an incident eg small first aid kit, contact numbers, phone or radios, notebook, pen, sun protection products, spare hat and gloves. - Prior briefing of group and parents regarding requirements of sensible behaviour and following instructions include in parent / guardian information. - Emergency plan agreed and staff and participants briefed.			Low, medium
Physical demands of the activity	Participants & Staff	- Physical preparation programme before visit. - Knowledge of participants' physical condition and medical conditions. - Access to suitable first aid provision.			Low
Head injury	Participants & Staff Concussion, brain damage	- Brief participants and enforce controlled skiing. - Use of helmets for all snow sports, these are routinely available from hire shops and are compulsory in some countries for under 14's. - Parents / guardians made aware of risks when skiing.			Low

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NUMBER 5 SNOWSPORTS AND ON PISTE SKIING



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Weather: Cold injury, hypothermia, effects of sun	Participants Staff Cold Injury, sun burn	• All briefed re suitable clothing and equipment and the importance of protection against cold and sun. • Participants wear sunglasses and / or goggles on snow and use sunscreen as necessary. • Participants' clothing, equipment, and use of sun protection products monitored by staff. • Judgements made in conjunction with ski school re skiing in bad weather. Any alternative activities are risk assessed.			Low
Hazards in ski resort	Participants & Staff Injury, death	• Specific risk assessment for resort completed by leader and code of practice for 'recreational time' agreed with staff team and participants. • Participants briefed re low risk places / areas in resort they may go and times allowed away from hotel and return times. • Participants know value of foreign currency, warned of dangers of icy surfaces and traffic driving on the right. • No alcohol may be bought or drunk by participants (agree other rules for over age participants). • Participants stay in groups, ideally four or more (buddy system). • Participants know where and how to contact staff member and what to do if separated from group. • Staff know when they are 'on duty' and understand they have responsibility for participants at all times.			Low

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NUMBER 5 SNOWSPORTS AND ON PISTE SKIING



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Hazards during après ski / evening activities	Participants & Staff	• Policy in place re consumption of alcohol by staff. • Check that any activities provided by tour operator are suitably risk assessed. • Where activities are subcontracted by the tour operator, ensure that comparable levels of safety management and assurances are in place. • Activities arranged by establishment leader must be risk assessed by leader. • Leader considers activities suitable for group and provides sufficient establishment staff supervision. • Check that all participants attend or are otherwise supervised. • Staff understand their supervision responsibilities.			Low

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Children and Families Department**

NUMBER 6 FOREIGN EXCHANGE VISITS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Inappropriate programme arranged by foreign establishment - high risk activities or insufficient supervision	Participants & Staff Accidental injury / exposure to unacceptable risk.	• Good understanding between both establishments on standards required. Best to exchange with an establishment you know well and / or within your town or area twinning relationship. • Pre visit unless you have visited this establishment recently. • Agree detailed programme from host establishment well in advance of departure. • If programme involves swimming, adventure activities etc. check procedures / plans with Local Authority well in advance of visit. • Ensure supervision arrangements for your participants meet Nott's Local Authority standards.			Low medium
Remote supervision	Participants Safeguarding, assault and injury.	• Careful matching of participants and host families. • Thorough briefing of participants re personal safety. • Parents / guardians fully informed and have an opportunity to raise issues with establishment staff. Parents meeting normally required. • Code of conduct and expectations shared with all parties.			Low
Remote supervision continued	Participants	• 24-hour telephone contact available to all parties. • Bilingual help cards prepared and distributed with contact names, numbers, and some useful key phrases. • Leaders should maintain appropriate regular contact with participants.			Low

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 6 FOREIGN EXCHANGE VISITS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
High risk activities during home stays	Participants Exposure to high risk and injury	• Good understanding between establishments re standards of provision required. • Participants well matched with hosts. • Parents / guardians and host family encouraged to make contact and agree to placement. • Foreign establishment inform host families re their “duty of care” to underage guests (Check information host establishment provides to their parents / guardians). • Briefings to participants and parents / guardians re young person's responsibility to take sensible decisions. • Agree rules re higher risk activities including evening free-time, alcohol, relationships, swimming, cycling, driving etc. • Parental / carers consent obtained for any increased risk activities supervised by hosts. • Participants have telephone contact number for accompanying staff at all times.			Low / Medium
Differing traffic direction	Participants & Staff Road traffic accident	• Remind everyone re right hand traffic during planning and visit. • Explain host country's traffic systems, pedestrian crossings etc. • Provide training if necessary.			Low

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**Nottinghamshire County Council Generic Risk Assessment
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NUMBER 6 FOREIGN EXCHANGE VISITS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Safeguarding children	Participants Assault, physical injury	• Host establishment has adequate vetting procedure for host families (find out what vetting arrangements are available / in place eg are any criminal and family backgrounds known). • Schools hosting home stays in Nottinghamshire must exercise careful selection of hosts and take reasonable steps to ensure that overseas students are placed in appropriate homes. • Schools must consider arrangements and establish if hosts are in regulated activity and DBS check where they are. • Homes should be sample visited before and / or during stays. • Participants have own bed - in own room or sharing with same sex child of similar age and have sufficient privacy for washing, changing etc. • Access to child's bedroom is not via an adults' room. • Participants have telephone contact with accompanying staff at all times and know an agreed 'code' word or phrase which will indicate problems.	Level of checks carried out is made clear to parents / guardians.		Low

Location of visit	Date
Assessment carried out by	Date

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 7 WALKS IN NORMAL COUNTRY & DofE TRAINING WALKS



ADDITIONAL INFORMATION - Normal Country = parks, enclosed farmland and field. (NOT moorland, mountain and not more than 30 minutes from a road.) (Assumes leader with group – if appropriate, see indirectly supervised walks.) Must be identified as ‘Adventurous led by establishment staff’ on Evolve.

Leader competence must be approved by Establishment Visits Coordinator, with advice from LA Outdoor Education Adviser as necessary. Measures of competence to include relevant training in walking skills such as Nott’s LA Countryside Leader training, Basic Expedition Leadership (BEL), Mountain Training England (MTE) – Lowland Leader Award or higher and / or evidence of recent and relevant experience in type of terrain to be walked.

Hazards Considered <i>Step 1)</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Steep ground, water hazards. Lymes Disease	Participants & Staff Falls, drowning	• Leader experienced in walking in terrain and leading groups. • Route researched and preferably pre-walked – significant hazards (cliffs, water hazards, quarries etc) avoided or carefully assessed. • Weather forecast obtained and conditions monitored; route changed if necessary. • Leader completes risk assessment for each walk as necessary. • Ongoing assessment by leader during activity. • Group briefed on potential for tick bites. • Inspection after walking in high risk areas particularly grazed grassland and woods. • Removal only by specific tick removal device or fine tweezers. • Awareness of symptoms. See Resources section for information.	Correct removal of ticks within 24 hours reduces the risk of contracting Lymes Disease. Consult GP if any symptoms occur.		Low

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REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
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NUMBER 7 WALKS IN NORMAL COUNTRY & DofE TRAINING WALKS



Hazards Considered <i>Step 1)</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Getting lost	Participants & Staff Late return and or injury	• Leader has sufficient navigational skills and current experience. • Competency checks as above. • Group size and supervision determined by Specific Risk Assessment and within NCC Visit Guidance ratios. • Large groups are best split into small groups each with competent leader, frequent head counts carried out. • Duke of Edinburgh Award training walks can operate with two groups (up to a maximum of 14 participants). • Briefing of participants and staff re supervision arrangements. • Simple routes used with easy access to know locations.			Low
Injury or emergency away from immediate help	Participants & Staff	• One leader with each group first aid trained to an appropriate level. • First aid kit carried. • Gain information about pre-existing medical conditions and ensure medication carried. • Pre-plan emergency procedures and communications. • Leaders have planned emergency procedures in place and other leaders have been appropriately briefed. • Communications considered (mobile phones or alternatives used – be aware of no signal zones).			Low
Animals	Participants & Staff Infection / injury	• Brief group about dangers of infection from animal faeces (EColi) and preventative measures. • Avoid contact / injury from large animals (cattle, horses etc.) do not encourage animals to approach. • If footpath crosses a field containing animals, assess the situation and act appropriately, e.g. cross quietly as a group or take another route. • If animals approach at speed, it is usually best to stand ground, shout and wave arms. • If animals appear agitated or group are intimidated use an alternate route.			Low

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 7 WALKS IN NORMAL COUNTRY & DofE TRAINING WALKS



Hazards Considered <i>Step 1)</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Exposure to extreme weather – cold, wet, heat and sun	Participants & Staff Cold injury	- Daily weather forecast obtained and considered; plans adapted as necessary. - Parents / guardians and participants given checklist – kit checked before departure. - All participants have suitable footwear, clothing and equipment to match expected conditions.			Low
Winter conditions	Participants & Staff Cold, injury, slips trips and falls.	Leader must check plans with LA Outdoor Education Advisor; routes must be in known locations with light snow cover not obscuring terrain features. - Duke of Edinburgh Award training events must be discussed with the Award Office prior to delivery. - Leader must take into account the appropriateness of the activity, route and the ability of the group given the prevailing and predicted conditions. - Additional personal equipment (eg extra warm clothes, spare gloves) should be available. - Additional group equipment such as warm drinks, group shelter may be required. - Build in to planning the effects of snow on navigational features such as paths and snow slowing progress. - Avoidance of ice or hard snow on paths / roads and steep slopes. - Snow play on slopes (eg polybagging) requires careful risk assessment (particularly of run-out), planning and supervision.	It may be necessary to amend planned activities if winter conditions arrive unexpectedly; however, winter conditions may be relatively benign such as lying snow on a fine day.		Low

Location of visit	Date
Assessment carried out by	Date

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families and Department**

NUMBER 8 WALKS IN REMOTE TERRAIN AND DofE WILD COUNTRY TRAINING WALKS



ADDITIONAL INFORMATION Where it is possible to be more than 30 minutes from an accessible road. Assumes leader with group – if appropriate see indirectly supervised walks. Must be identified as ‘Adventurous led by establishment staff’ on Evolve.

Leader competence must be approved by LA Outdoor Education Adviser; DofE events must be in accordance with Expedition Requirements.

In addition to evidence of recent and relevant experience in type of terrain to be walked, leader must have:

FOR SUMMER CONDITIONS:

Mountain Leader Training England (MLTE) Hill & Moorland Leader or Mountain Leader

Moorland areas UK: successful assessment of MTE, Hill & Moorland Leader or Mountain Leader, **Dark Peak: successful assessment of Hill & Moorland Leader (HML).**

Mountain areas UK: successful assessment of Mountain Leader Award (covers wild camping).

FOR WINTER CONDITIONS

Winter conditions as defined by the MTE: when snow and ice prevail or are forecast. Not defined by time of the year: in any remote terrain UK: successful assessment report for Mountain Leader Training Scotland (MLTS) Winter Mountain Leader Award, Mountain Instructor Certificate or British Mountain Guide carnet.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Terrain hazards	Participants & Staff Falls drowning.	• Leader experienced in walking in terrain and leading groups. • Route researched and if necessary pre-walked –specific hazards (cliffs, water hazards, boggy ground etc.) Risk assessed. • Weather forecast obtained. • On-going assessment of conditions and adjustment of plans by visit leader. • Group briefed on potential for tick bites. • Inspection after walking in high risk areas particularly grazed grassland and woods. • Awareness of symptoms. • Removal only by specific tick removal device or fine tweezers.	Correct removal of ticks within 24 hours reduces the risk of contracting Lyme Disease. Consult GP if any symptoms occur.		Low
Lymes Disease					

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

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**Nottinghamshire County Council Generic Risk Assessment
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NUMBER 8 WALKS IN REMOTE TERRAIN AND DofE WILD COUNTRY TRAINING WALKS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Injury, illness or emergency away from immediate help	Participants & Staff Injury, death	• Leader holds an appropriate first aid award for intended location or suitable first aid certificate to maintain competency status in the activity. • Second adult with most groups to assist with group management. • First aid kit and information about pre-existing medical conditions and medication carried. • Leader has planned emergency procedures. • Communications (mobile phones / radios) arranged and extent of reception known.			Low
Getting lost	Participants & Staff	• Leader has sufficient navigational skills. • Maximum group size 12 or less, frequent head counts. • DofE groups must have second adult present at training. • Briefing of participants and staff re conduct on day.			Low
Exposure to extreme weather – cold, wet, heat and sun	Participants & Staff Cold, heat and other injuries.	• Daily weather forecast obtained, on day conditions assessed and plans adjusted as necessary. • Parents / guardians and participants given checklist of clothing and equipment – kit checked before departure. • Winter conditions - when snow and ice prevail or are forecast –avoided without additional qualifications, approval and risk assessment. • All participants have suitable footwear, clothing and equipment for expected conditions. • Emergency equipment carried including group shelter.			Low

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families and Department**

NUMBER 8 WALKS IN REMOTE TERRAIN AND DofE WILD COUNTRY TRAINING WALKS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Winter conditions as defined above.	Participants & Staff Cold injuries, slips and trips.	• Additional experience and qualifications required for leader; adult assistant must be present. • Consideration given to the appropriateness of age of group to prevailing conditions and itinerary. • Additional personal equipment to deal with snow, ice and adverse weather. Includes clothing, access to warm drinks, ice axe and crampons (as required depending on terrain) sufficient training in their use must be provided in a controlled environment. • Additional group emergency equipment. • DofE activities must not take place under winter conditions – where snow and ice prevail or are forecast.			Low

Location of visit	Date
Assessment carried out by	Date

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 9 REMOTELY/INDIRECTLY SUPERVISED WALKS & DofE EXPEDITIONS



ADDITIONAL INFORMATION Duke of Edinburgh Award activities and similar, not suitable for winter conditions when snow and ice prevail.
DofE expeditions must occur in accordance with Award Expedition Requirements, leader competence must be approved by LA Outdoor Education Adviser.
Must be identified as 'Adventurous led by establishment staff' on Evolve.
In addition to evidence of recent and relevant experience in type of terrain to be walked, leader must have:
Normal Country: Nott's LA Countryside Leader, Award in Basic Expedition Leadership (BEL), Mountain Leader Training England (MLTE) Awards, Lowland Leader Award or higher award and recent and relevant experience.
Dark Peak/Wild Country: successful assessment of MTE Hill & Moorland Leader or Mountain Leader.
Moorland areas UK: successful assessment of MTE Hill & Moorland Leader or Mountain Leader.
Mountain areas UK: successful assessment of Mountain Leader Award.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Insufficient competence of group.	Participants Various injuries	- Participants are trained appropriately before the venture as part of a progressive programme. All preparatory work is recorded. - Competence to work independently is assessed by the leader.			Medium
Insufficient supervision		- Supervision arranged is flexible and may become tighter or looser as the situation dictates. - Route is risk assessed by the supervisor and check points / meeting opportunities are planned for key locations. - Participants are in small groups, usually 7 or less. - Leaders remain in a position to intervene and assist should need arise and are aware they remain responsible for participants at all times.	Where parent volunteers are used, the nature of task must be appropriate to their level of competence and knowledge.		Medium
Falls, Drowning	Participants & Staff Falls and drowning.	- Route researched and if necessary pre-walked – specific hazards (cliffs, marshes / bogs, water hazards etc.) risk assessed and avoided where necessary. - Participants briefed regarding action if swollen streams / flood water is encountered.			Low
Getting lost	Participants & Staff Late return / injury.	- Participants have known competence and specific briefing; Staff remain in sufficient contact to prevent significant errors. - Group have planned venture and produced a detailed route card.			Low

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**Nottinghamshire County Council Generic Risk Assessment
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NUMBER 9 REMOTELY/INDIRECTLY SUPERVISED WALKS & DofE EXPEDITIONS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Injury illness or emergency	Participants & Staff Accident & reduced access to assistance	- Participants and all leaders trained in emergency procedures and first aid, first aid kit carried by group and leaders. - Information gained re medical conditions; medication carried. - Leader has planned emergency procedures. - Communication process arranged extent of reception known and contingency are plans in place. - Group trained re welfare issues, basic food hygiene procedures, importance of hand washing etc.			Low
Exposure to extreme weather – cold, wet, heat and sun	Participants & Staff Cold / heat injury	- Weather forecast obtained, on day conditions assessed and plans adjusted as necessary group briefed on changes. - Parents / guardians and participants given checklist of suitable clothing and equipment – kit checked before departure. - Additional clothing / equipment taken for expected conditions on the day, group briefed on action in event of emergency.	Where winter conditions are forecast or prevail – reschedule the expedition.		Low
Animals	Participants & Staff Falls trampling.	- Brief participants about crossing fields containing stock and action when being approached by animals. - Check routes for hazards. - If animals appear agitated and / or group intimidated, either contact staff for advice or use alternative right of way. - Where necessary cross calmly and quietly, keeping close together. - Do not encourage animals to approach. - If animals approach at speed, usually best to stand ground, shout and wave arms.			Low

Location of visit	Date
Assessment carried out by	Date

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**Nottinghamshire County Council Generic Risk Assessment
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NUMBER 10 RIVER WALKS, GORGE OR STREAM SCRAMBLE



ADDITIONAL INFORMATION - Leader competence must be approved by LA Outdoor Education Adviser. In addition to evidence of recent and relevant experience of activity, leader must have training relevant to nature and location of stream. In remote terrain, leader must hold relevant walking award, and to use ropes, a rock-climbing award or site-specific training. Contact OEA prior to committing to the activity.
Must be identified as 'Adventurous led by establishment staff' on Evolve.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Extreme weather, cold water	Participants & Staff Cold injury	- Seasonal (usually April – October) activity, consideration of forecast and prevailing conditions on day, suitable clothing and equipment, dry spare clothing and emergency equipment available. - Equipment lists given to group; kit checked before departure.			Low
Deep and / or fast flowing water	Participants & Staff Drowning and injury	- Guidance in the document '<i>Group Safety at Water Margins</i>' available from resource section of EVOLVE must be followed. Each stream must be individually risk assessed by leader with advice from technical adviser (Mountain Instructor Award (MIA) or otherwise approved by LA) - written control measures and / or operating procedure produced. - Weather forecast obtained and leader makes decision whether or not to proceed or adapt activity on basis of weather forecast, strength of water, conditions on day. - Location has easy access and egress for duration of route. - Ongoing assessment by leader at start and during activity.			Low
Steep ground, loose rock and cliffs	Participants & Staff Falling, head injury	- As part of site-specific risk assessment, decision is made regarding necessary equipment – helmets (usual), type of footwear etc. - Use of familiar locations with little objective danger. - Close supervision by experienced staff. - Ropes, or terrain requiring ropes, may only be used by qualified staff working to an operating procedure agreed by MIA as above.			Low

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**Nottinghamshire County Council Generic Risk Assessment
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NUMBER 10 RIVER WALKS, GORGE OR STREAM SCRAMBLE



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Water Quality Pollution	Participants & Staff Infection / illness	- Take sensible hygiene precautions: cover wounds, grazes etc, do not drink river water, wash hands before eating. - Obtain and follow LA guidelines re Weil's Disease. - Brief group on hazards and hygiene. - Consider and check possible sources of pollution.			Low

Location of visit	Date
Assessment carried out by	Date

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NUMBER 11 ACTIVITIES IN/BY INLAND WATER (RIVER, STREAM OR POND DIPPING)

ADDITIONAL INFORMATION

Leader should have recent and relevant experience of this activity and operate in a known environment. In remote terrain, leader must hold relevant walking award. If activity IN water is proposed, a detailed specific risk assessment will be required, leader competence must be approved by the Outdoor Education Adviser.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Extreme weather, cold water	Participants & Staff Cold, injury, death	- Consideration of forecast and conditions on the day, leader makes decision whether or not to proceed or adapts activity on basis of weather forecast, strength of water / conditions encountered on the day. - Pre-planned activity, known site used, equipment lists provided to group and kit checked before departure. - Emergency equipment carried including spare clothes.			Low
Proximity to water	Participants & Staff Drowning	- Guidance in the document '<i>Group Safety at Water Margins</i>' available from resource section of EVOLVE must be followed. - Risk assessment of route, banks, crossings etc. - Awareness that water levels change and need to assess conditions before and during activity. - Other route MUST be taken if route (eg bank side path, stepping stones) are unsafe. - Close supervision provided to ensure sensible behaviour.			Low
Weil's disease Pollution Water quality	Participants & Staff Illness and infection.	- Do not use obviously contaminated sites. - Take advice from Environment Agency if necessary. - Obtain and follow guidelines re Weil's Disease. - Take sensible hygiene precautions: cover wounds, grazes etc, do not drink river water, wash hands before eating. - Brief group re hazards and hygiene.			Low

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REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
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NUMBER 11 ACTIVITIES IN/BY INLAND WATER (RIVER, STREAM OR POND DIPPING)

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Environment (bank and water) – slips, trips, falls.	Participants & Staff Injury, Drowning	- Participants briefed and supervised re approach to, and departure from water. - Leaders must have competence / action plan in case of a person getting into difficulties eg ability to reach, throw line. - Written specific risk assessment required where access and egress is problematical. - Emergency clothing, first aid available.			
Planned activity IN water (for field studies etc)	Participants & Staff Drowning	- Each location must be risk assessed by leader and appropriate operational procedures should be produced. - Sites must comply with - - easy access and exit from water, - no significant hazards on banks eg (water flowing onto overhanging trees), - no immediate significant down stream hazards (waterfalls, etc), - a suitable depth, where participants can stand easily in water to be entered and underwater surface is suitable, - participants can be seen and supervised by staff - suitable footwear and clothing must be worn, - ongoing risk assessment.			Low
Informal swimming <u>Wading</u> (usually in streams for flow rate data)	Participants & Staff Drowning	- Never allow impromptu swimming or paddling – see swimming risk assessment. - Wading is defined as entering water deeper than knee level (depth including depth of mud where present). - Check and note access and egress points – at the site used and down stream. - Risk assess the swimming ability of participants. - Risk assess the flow rate prior to participants entering. - There must be a minimum of one first aider present.			Medium

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 11 ACTIVITIES IN/BY INLAND WATER (RIVER, STREAM OR POND DIPPING)



Location of visit	Date
Assessment carried out by	Date

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 12 ROCK CLIMBING



ADDITIONAL INFORMATION- Leader competence must be approved by LA Outdoor Education Adviser. In addition to evidence of recent and relevant experience leader must hold either:

- Mountain Training - Rock Climbing Instructor or Single Pitch Award
- Mountain Training - Mountaineering and Climbing Instructor or Mountain Instructor Award
- Mountain Training - Winter Mountaineering and Climbing Instructor or Mountain Instructor Certificate
- International Federation of Mountain Guide Association Guide certificate

Must be identified as 'Adventurous led by establishment staff' on Evolve.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Avoidable dangers / unsuitable location for ability of group	Participants & Staff Falls and impact injuries	- Known location is specifically risk assessed by leader - Operational procedures are in place and followed where appropriate.			Low

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NUMBER 12 ROCK CLIMBING



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Falls from height, objects falling from above, trips and slips at foot of face	Participants, Staff & other people at venue. Head injury and falls	• Qualified supervision as above, instructors working within remit of qualification. • Group size and ratios suitable (a maximum 12 students with 2 adults per group). • Appropriate specialist climbing equipment used (ropes, helmets, harnesses etc). • Proper briefing of participants, behaviour monitored and managed appropriately, vigilance of all staff during activity. • Helmets worn whilst at base of rock face as well as whilst climbing. • Leader ensures own safety and that of others via briefings, use of assistants and self-protection while rigging. • Belayers are tailed by another person and leader remains in a position to intervene where necessary.			Low
Equipment failure, inappropriate use of equipment	Participants & Staff Disabling or fatal injury, falling	• Qualified supervision as above. • Instruction / monitoring of use of equipment. • Equipment regularly checked, logged and maintained according to manufactures recommendations.			Low
Exposure to environment - heat, cold, rain, wind, etc	Participants & Staff Cold / heat injury	• Adequate protective clothing and equipment. • Check weather forecast. • Ability to change plans if weather inappropriate. • Kit list to parents / guardians, kit checked before departure.			Low
Illness or existing condition	Participants & Staff Medical emergency.	• Leader first aid trained. • Information about existing medical conditions known by staff. • Accident / emergency procedures known by leaders. • First aid equipment carried by party.			Low

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 12 ROCK CLIMBING



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Use of inappropriate routes	Participants & Staff Muscle strains, falls, objective dangers	• Leader is familiar with site and suitable group locations. • Session follows a logical progression and includes warm up activities and increased challenges where suitable. • Leader operates within the remit of their award.			Low
Bouldering	Participants & Staff Fall, twisted ankles / injury	• Participants briefed about activity and site risks. • Particular areas of potential danger highlighted and made out-of-bounds except when specifically supervised. • High level of vigilance maintained.			Low

Location of visit	Date
Assessment carried out by	Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 12a ROCK CLIMBING (ARTIFICIAL WALLS)



ADDITIONAL INFORMATION- Leader competence must be approved by LA Outdoor Education Adviser. In addition to evidence of recent and relevant experience leader must hold either:

- A Site-Specific approval from operator
- Mountain Training - Climbing Wall Instructor
- Mountain Training - Rock Climbing Instructor or Single Pitch Award
- Mountain Training - Mountaineering and Climbing Instructor or Mountain Instructor Award
- Mountain Training - Winter Mountaineering and Climbing Instructor or Mountain Instructor Certificate
- International Federation of Mountain Guide Association Guide certificate

Must be identified as 'Adventurous led by establishment staff' on Evolve.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Avoidable dangers / unsuitable location for ability of group	Participants & Staff falls and impact injuries	- Known locations are used – pre visit required for new sites. - Leader is registered with the site and has been inducted into its operating procedures or systems. - Sites have appropriate insurance and facilities – use provider assurance form where necessary.			Low
Equipment failure, inappropriate use of equipment	Participants & Staff Disabling or fatal injury, falling	- Qualified supervision as above. - Ongoing monitoring of maintenance and use of equipment, if establishments own harnesses and equipment records are kept and available for inspection.			Low

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 12a ROCK CLIMBING (ARTIFICIAL WALLS)



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Use of unsuitable part Climbing Wall / facility for ability of group.	Participants & Staff Strains and other injuries.	- Location is known to and activity specifically risk assessed by leader. - Progression appropriate to group and part of session. - Warm up activities or easy routes / problems used prior to more challenging routes / problems. - Use of Gym equipment, campus boards etc restricted unless specifically considered and supervised by the leader.			Low
Fall from height, objects / climbers falling from above	Participants & Staff Collision and head injury.	- Qualified supervision as above, instructors working within remit of qualification. - Group size and ratios suitable (usually up to 12 students plus extra adult). - Appropriate specialist climbing equipment used (ropes, helmets, harnesses etc). - Proper briefing of participants, behaviour monitored and managed appropriately, vigilance of all staff during activity. - Peer belaying includes use of person tailing rope and leaders remain in a position to intervene if required. - Wearing of helmets specifically assessed on roped systems. - No helmets when using auto belay systems due to risk of helmet getting hung up on holds when lowering. - Leaders ensure own safety.			Low
Illness or existing condition	Participants & Staff Medical emergency.	- Leader first aid trained. - Information about existing medical conditions known by staff. - Accident / emergency procedures known by leaders. - First aid equipment carried by party.			Low

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 12a ROCK CLIMBING (ARTIFICIAL WALLS)



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Bouldering areas – walking beneath sections where others are climbing	Participants & Staff Collision and head injury.	- Participants briefed about activity and site risks. - Particular areas of potential danger highlighted and made out-of-bounds except when specifically supervised. - High level of vigilance maintained. - Group briefed on maintaining bouldering areas clear and not using matting area as place to sit.			Low

Auto-belay systems and venues

Fall from height	Participants & Staff Injury, death	- Correctly fitted climbing harness, fitted to participant, checked by activity staff. - No helmets when using auto belay systems due to risk of helmet getting hung up on holds when lowering. If an individual needs to wear a helmet due to a medical need, they should not use auto belays. - Inspected and well-maintained belay systems and supervision. - Suitably trained and competent establishment staff member clipping in participants. - Clip & Climb staff should hold site specific sign off as a minimum			Low
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Location of visit	Date
Assessment carried out by	Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 13 ROCK HOPPING, WEASELING & BOULDERING



ADDITIONAL INFORMATION This activity involves rock scrambling on, around and under boulders and small rock edges typically in the Dark Peak, Derbyshire. In addition to evidence of recent and relevant experience, leader must be approved by the LA Outdoor Education Adviser to lead this activity. Leaders of rock hopping will normally hold the following awards:

- **Mountain Training - Rock Climbing Instructor or Single Pitch Award**
- **Mountain Training – Mountain Leader Award**

and have been observed by a Technical Advisor *delivering* the activity at their chosen location.

Must be identified as ‘Adventurous led by establishment staff’ on Evolve.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Avoidable dangers, site unsuitable for group	Participants & Staff Falls and injury	• Use of known locations. • Route is specifically risk assessed prior to session with advice from technical adviser. • Rope not to be used without approval from LA.			Low
Fall from height, objects falling from above	Participants & Staff Other people at venue, trips and slips, collision with people or objects	• Briefing of participants, behaviour monitored and vigilance of all staff during activity. • Leader and other adults understand how to “spot” participants. • Participants involved in spotting are trained. • Group size and ratios suitable (12 max with 2 Adults). • Climbing helmets must be used when climbing on or crawling under rocks.			Low
Pollution / infection (from any waste encountered)	Participants & Staff Cuts and infections	• If crawling involved, provision of protective outer clothing. • Participants briefed re hygiene. • Visual inspection of crawls and problems prior to use.			Low
Exposure to environmental factors	Participants & Staff Heat / cold injury	• Check weather forecast prior to activity. • Adequate protective clothing and equipment used. • Ability to change plans if weather inappropriate. • Kit list to parents or guardians, kit checked before departure.			Low

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 13 ROCK HOPPING, WEASELING & BOULDERING



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Existing medical conditions.	Participants & Staff Medical emergency.	• Leader first aid trained / first aid equipment carried. • Participants' medical conditions known by staff. • Accident / emergency procedures known by leaders. • Medication carried.			Low

Location of visit	Date
Assessment carried out by	Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

Nottinghamshire County Council Generic Risk Assessment
Children and Families Department

NUMBER 14 OUTDOOR PROBLEM SOLVING



ADDITIONAL INFORMATION This activity provides group challenges in a non-hazardous outdoor environment. Some equipment may be used, including planks, ropes, ladders, barrels. Blindfolds are sometimes used. Leaders should 'dry run' the activity before using it with participants.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Unsuitable location	Participants & Staff Trips, slips and falls	- Location is known by the leader and suitable with no objective dangers (eg steep slopes, uneven ground). - Usually close to accommodation, communications, first aid etc.			Low
Fall from height, objects falling from above.	Participants & Staff Falls and collision	- Activities are specifically assessed by a practice run. - Low level, no activity above reach of participants. - Leader and other adults understand how to 'spot' participants. - Participants involved in spotting are trained. - Group size and ratios established via risk assessment. - Good briefing of participants, behaviour monitored and vigilance by staff during activity particularly if participants blindfolded.			Low
Equipment failure, use of equipment	Participants & Staff Trips	- Any equipment used is tested and found suitable for the task. - Lifting of heavy items is avoided, or properly managed with clear briefings (safe manual handling taught and carried out).			Low
Illness or injury if away from base	Participants & Staff	- Visit leader first aid trained First aid equipment carried by party. - Information about existing medical conditions known by staff. - Accident / emergency procedures known by leaders.			Low

Location of visit	Date
Assessment carried out by	Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

NUMBER 15 SWIMMING, PADDLING & WADING ON VISITS



ADDITIONAL INFORMATION For swimming or paddling in natural waters, leader competence must be confirmed by Outdoor Education Adviser and be identified as 'Adventurous led by establishment staff' on Evolve.

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This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISÉD FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 15 SWIMMING, PADDLING & WADING ON VISITS



Paddling in natural waters	Participants & Staff Drowning	Paddling is defined as a shallow water activity where depth is no greater than knee high on participants. • <u>Never</u> allow impromptu paddling – always check and risk assess the proposed venue <u>in advance and on the day</u> for tides, currents, rocks, weeds, nature of bottom and sides, (this will normally require an assessment from <u>in</u> the water). In a river or stream, check up and downstream and consider possible sources of pollution. Also, assess ability of participants and staff for activities proposed. The person in overall charge should not normally be in the water. They should arrange: • Adequate ratio (1:10 participants maximum). • Defined safe area for the water activity, which is understood by all. • Signals for distress and recall. • Deployment of adults including usually some in water but at least one adult to stay out of water. • Constant head counts. • Briefing of participants and staff. • First aider must be present. • Inform parents / guardians of activity and gain consent. Reassess on day - prepare all for the fact the activity may not take place if conditions are unfavourable. Guidance in the document '<i>Group Safety at Water Margins</i>' available on EVOLVE must be read and followed.	Guidance on EVOLVE 'Handbook for Group Leaders' and the leaflet 'Group Safety at Water Margins'.		Low
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This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 15 SWIMMING, PADDLING & WADING ON VISITS



Swimming in the sea or other natural waters.	Participants & Staff Drowning	• <u>Never</u> allow impromptu swimming. • Use beaches with lifeguards if possible and ensure that they are aware of and realistically able to keep an overview of the group. • If no lifeguards, at least TWO leaders must hold a recognised OUTDOOR lifesaving qualification and act as a lifesaver. • Always check and risk assess the proposed venue <u>in advance and on the day</u> for tides, currents, rocks, weeds, nature of bottom and sides, (this will normally require an assessment from <u>in</u> the water). In a river or stream check up and downstream and consider possible sources of pollution. Also assess ability of pupils and staff for activities proposed. The person in overall charge should not normally be in the water. They should arrange: • Access and egress points to be noted; at the site used and down stream. • Adequate ratio (1:10 pupils' maximum). • Defined safe area for the water activity, which is understood by all. • Signals for distress and recall. • Deployment of adults including usually some in water but at least one adult to stay out of water. • Constant head counts. • Briefing of pupils and staff. • Be particularly aware of participants who may require additional support (SEN or other medical condition) and allocate additional supervisors. • Local / specialist knowledge is essential in establishing an appropriate venue.	Inform parents / guardians and gain permission. Guidance on EVOLVE 'Handbook for Group Leaders' and the leaflet 'Group Safety at Water Margins'.		Medium
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Location of visit	Date
Assessment carried out by	Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 16 COASTAL LOCATIONS AND EXPLORATION



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Sea shore exploration, walking or activities by the sea.	Participants & Staff Drowning, cut off by tide, pollution.	- Each venue should be visited and individually risk assessed by leader with advice sought from the coast guard, if necessary. - Leader knows high and low tide times and effect of tide on beach conditions. - Weather forecast obtained and leader makes decision whether or not to proceed or adapt activity on basis of weather forecast and state of sea. Alternative activities are available. - Paddling and swimming not allowed unless organised according to LA Policy and risk assessment 15. - Brief group to be aware of hazards on beach eg sharps, glass, faeces, slimy seaweed on rocks. - Identify activity area and exit route and inform group. - Brief regarding care to avoid windblown or thrown sand in eyes, carry clean water as first aid to flush eyes. - Ongoing assessment by leader at start and during activity. - Guidance in the document '<i>Group Safety at Water Margins</i>' available from the resources section of EVOLVE must be followed.			Low
Extreme weather	Participants & Staff Heat / cold injuries	- Seasonal (usually April – October) activity, consideration of forecast, use of suitable clothing and equipment, dry spare clothing and emergency equipment available. - First aider with each group or smaller groups sufficiently close for rapid access to first aider.			Low
Falling rocks & crumbling cliffs, fossil hunting below cliffs	Participants & Staff Head injuries, crushing	- Considered within a specific risk assessment. - Use of known sites or pre visit undertaken. - Carefully planned supervision by experienced staff. - Avoid being below apparently loose areas. - Avoid locations after periods of heavy rain / freeze thaw.			Low

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 16 COASTAL LOCATIONS AND EXPLORATION



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Group control	Participants & Staff Falls drowning	- Close supervision, large groups split into small groups each with leader known to participants. Visit leader remains in touch with all groups and can recall effectively. - Pre-plan activities and supervision. - Brief assistant leaders.			Low
Cliff walks		- Cliff walks are potentially high risk especially where there is rapid erosion, such as on the Yorkshire Coast. Leaders should have recent knowledge of the location and conditions of route. - The walk should not take the group more than 30 minutes from a road unless additional competency is held (Countryside Leader, Lowland Leader or higher Award).			
Cliff walk Unstable ground	Participants & Staff Falling	- Cliff walks should be pre visited prior to use. - Leaders aware that apparently solid ground may be undercut and that footpath erosion can cause weakness. - group to walk on landward side of any cracks in the ground away from the edge. - Brief group and assistants before walk and at specific danger spots. - Plan to be able to turn back route affected by recent movement.	Pre-visit, pre-walk.		Low Low
Cliff walk	Participants & Staff Falling	- Essential that leaders are in a position to intervene – <u>before</u> participants put themselves in danger – therefore participants in small supervised groupings. - Avoid cliff walks on windy days. - Check weather forecast. Have alternative plan. - Brief leaders to be alert to: situations where attention may not be given to proximity of cliffs, eg toilet stops, taking photos.			Low

Location of visit	Date
Assessment carried out by	Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 17 FARM VISITS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Hazards on site including machinery, chemicals, slurry pits, animals, barbed wire, electric fences	Participants & Staff Entrapment, contact with hazardous materials	• Site is pre-visited by leader and risk assessed. • If farm is not a regular visitor attraction, ask manager for their risk assessment for visiting groups and review these. • Avoid moving machinery. • Do not climb on bales, walls or fences. • Keep away from slurry tanks. • Do not touch barbed wire or electric fences. • Do not enter fields containing animals and do not touch or feed animals unless the farm personnel are supervising / give permission. • ongoing assessment by leader at start and during activity.			Low
Infection and illness (including EColi 0157)	Participants & Staff Illness / death	• Follow good hygiene rules in national guidance document 7.1g 'Farm Visits'. • Check hand washing facilities on pre visit. • Manage transmission of infection from hand to mouth. • Wash hands thoroughly before eating. • Use animal free designated eating areas. • Change or clean footwear before leaving site, wash hands. • Close supervision must be maintained for under 5's, suitable ratio established via a specific risk assessment. • Pregnant women avoid contact with lambing ewes. • Brief all staff and participants.			Low
Lack of adequate supervision	Participants	• Close supervision is planned and maintained throughout the visit. • Large groups split into small groups each with leader known to participants. • Leader of each group understands hazards and control measures. • Overall leader remains in touch with all groups.			Low

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 17 FARM VISITS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Tractor and trailer rides	Participants & Staff	- Trailer rides are prohibited on public highways and must only occur on privately owned farm where suitable and sufficient control measures are in place. - Ensure that providers operate to the standards outlined in the HSE guidance 'Carrying Passengers on Farm Trailers' document, (available in EVOLVE / Resources).			Low

Location of visit	Date
Assessment carried out by	Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 18 CYCLING ACTIVITIES



ADDITIONAL INFORMATION All Cycling activities should be considered as 'higher risk' and must be recorded as an 'Adventurous Activity-led by establishment staff' on EVOLVE to ensure that the Authority can approve these plans.

This risk assessment is pertinent to cycling activities on metalled roads, surfaced cycle trails and disused railway lines maintained as cycle ways.

Specific to the national Bikeability scheme.

Bikeability in Nottinghamshire is delivered by Via with NCC as a trusted partner (alternative providers must be discussed with the Visits Advice Team before submission).

School always retains pastoral responsibility on a school visit, including during Bikeability sessions, and through risk assessment should establish how best to meet the support needs of the group/individual children. In line with Visits Guidance, it is advised that a member of staff is present, however as a trusted partner, school may decide that a staff member does not need to be present at all times during the session and this may be appropriate if the following is in place:

- Detailed discussion and sharing of any risk assessment with Bikeability and Bikeability staff has taken place and deemed this approach suitable
- No specific risk or support need identified within the group
- No lone working by Bikeability staff – always two
- Bikeability staff have worked with the group previously (e.g. school grounds rider assessment and bike condition assessment)
- Location is very close to school
- Venues used are pre-assessed and approved by Bikeability
- School staff are contactable/close at hand and able to assist at all times.
- Agreed emergency procedure is in place
- Informed consent is in place clearly setting out school staff not always present (this is included in Bikeability consent form)

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 18 CYCLING ACTIVITIES



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Route choice and supervision.	Participants & Staff Road traffic accident, falls and collisions.	- Suitable off-road route planned, pre cycled and individually risk assessed by the visit leader. - Group size maximum 12 with 2 fit and competent leaders. - One leader should have sufficient first aid training. - Major risks identified within Specific Risk Assessment (road crossings dangerous junctions, fast roads, fast / steep downhill sections. - Dismount and push as required where route is problematical. - Helmets worn and any other appropriate equipment eg gloves, high visibility clothing or lights where necessary. - Staff positioned so as to effectively supervise the group.			Low
Loss of Control	Participants & Staff Collisions and injury	- Participant experience / ability considered during the visit planning process. - Clear initial briefing, and training in use of brakes, gears and safe riding distance. - Briefing immediately prior to any identified hazards. - Close supervision throughout the activity. - Participants involved in risk assessment process. - Helmets used.			Low
Mechanical fault	Participants & Staff Falls, collisions and injury	- Cycles must be safe and well maintained and suitable for the activity or hired from reputable provider. - Tools, spare inner tube / spares carried. - Leader should have sufficient mechanical skill to conduct safety checks and conduct minor repairs. - Participants should not be left on their own in the event of a mechanical failure.			Low

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 18 CYCLING ACTIVITIES



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Lost or separated Participant	Participants Safeguarding incident or injury	- Route known to leader. - Max group size observed 2:12. - Line of sight with group must be maintained. - Group not left unsupervised. - Participants given overview of the venue / location. - Briefed on what to do if separated from group.			Low
Remote supervision	Participants Serious Injury	Not routinely carried out. Must be discussed and agreed with LA Outdoor Education Advisor and be specifically approved.			Medium

Location of visit	Date
Assessment carried out by	Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 19 MOUNTAIN BIKING AND OFF-ROAD CYCLING



ADDITIONAL INFORMATION – Mountain biking includes travelling off road on untreated surfaces with additional obstacles - steep ground / descents and uneven ground where route choice is required. Locations may be designated forest mountain bike trail areas or bridle ways and byways. Leaders of mountain biking must have a nationally recognised mountain bike leader award and be competent for the activity undertaken.

For remote locations, other qualifications are also required, such as HML or ML qualifications. Mountain Biking must be recorded as an 'Adventurous Activity-led by establishment staff' on EVOLVE.

For activities combining metalled roads / easy designated cycle, trails (disused railway lines etc) see GRA18 'Cycling'. Contact OEA for clarification if required.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Inadequate supervision	Participants & Staff Accidents and incidents causing injury.	• Leader(s) trained and hold a recognised national mountain bike award. • Suitable off-road route selected based on ability and experience of participants. • Individual hazards identified and control measures detailed within a Specific Risk Assessment. • Small groups -Max 12, two fit and competent adult leaders. At least one person trained in First Aid, first aid kit carried. • Helmets worn and any other appropriate equipment eg gloves, shin pads etc.			Low
Environmental conditions Weather	Participants & Staff Injury	• Weather report obtained before each ride. • Kit list provided and all clothing to be checked by staff. • Drinks and food carried where appropriate. • Frequent breaks to match the ability of participants. • Alternatives to planned activity identified and adopted if conditions dictate. • Ongoing assessment by leader at start and during activity.			Low

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REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 19 MOUNTAIN BIKING AND OFF-ROAD CYCLING



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Loss of control	Participants & Staff Collisions and falls	- Participant ability is assessed prior to activity. - Clear initial briefing and training on safe riding distance and appropriate use of gears, brakes and safe riding distances. - Alternative easier route identified. - Group halted and briefed prior to any identified hazard. - Participants involved in ongoing risk assessment process. - Close supervision provided while negotiating hazards. - Route changed on basis of observation if required.			Low
Mechanical faults	Participants & Staff Falls	- Mountain bikes used are mechanically sound and appropriate for the route undertaken or hired from reputable provider. - Inspection by leader prior to activity day. Unsuitable / poorly maintained cycles must not be used. - Simple tools and spares carried and leader competent to perform basic mechanical tasks. - Breakdown plan agreed. Participants should not be left unsupervised. - Leader to be responsible for safety checking bikes prior to use.			Low
Remote supervision	Participants Lost group, Injury	Must be discussed and agreed with Outdoor Education Adviser.			Low

Location of visit	Date
Assessment carried out by	Date

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 20 ORIENTEERING LED BY ESTABLISHMENT



Additional information – Except for enclosed safe areas (eg establishment site, public parks) leader competence must be approved by LA Outdoor Education Advisor. Appropriate British Orienteering qualification or training (Teaching Orienteering Part 1 & 2, UKCC Level 1 or Level 2) required for certain locations and events.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Running over rough / steep ground, woodland areas	Participants & Staff Falls, collision.	• Leader familiar with the site used. • Site specific risk assessment in place. • Areas of concern identified as out of bounds and supervised. • Appropriate footwear and clothing advice to participants. • First aider present and first aid equipment available.			Low
Extreme weather	Participants & Staff Heat or cold injury	• Consideration given to prevailing forecast. Special regard to high winds in wooded areas. • Use of suitable clothing and equipment, dry spare clothing and emergency equipment. • Access to cold / warm drinks where necessary.			Low
Getting lost	Participants' distress, child protection issues	• Use of known risk assessed venues. • Participants normally run in pairs. • Supervision planned particularly at key junctions. • Plan made for emergency eg lost young person. • Provide accurate maps correctly copied or pre-marked in waterproof covering if necessary. • Set suitable finish time. • Sites used with defined / secure boundaries.			Low
Pre existing medical conditions	Participants & Staff Illness / injury	• Obtain information from parents / guardians and ensure medication available. • Plan suitable courses using pairing, shadowing or close supervision as appropriate. • Appropriate first aid cover for the participants and activity.			Low

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 20 ORIENTEERING LED BY ESTABLISHMENT



Location of visit	Date
Assessment carried out by	Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

Nottinghamshire County Council Generic Risk Assessment
Children and Families Department

NUMBER 21 TAKING PART IN AN ORGANISED ORIENTEERING EVENT



ADDITIONAL INFORMATION Leader competence: At introductory events (eg LA orienteering festivals) specifically organised for establishments; leaders may have limited experience but should attend pre-event briefing. At British Orienteering events, leader should be a proficient orienteer, eg regular participant in local orienteering events and be first aid qualified.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Natural and artificial hazards, Running over rough / steep ground, woodland areas	Participants & Staff Falls, injury	• Check that organised event is British Orienteering or LA approved. • If British Orienteering, Nott's Schools Orienteering Association or LA event, venue will have been risked assessed by organiser and suitable routes planned. • Appropriate footwear, full body cover, advice to participants. • Information to participants and parents / guardians regarding nature of event. • Appropriate first aid cover for the participants and activity.			Low
Extreme weather	Participants & Staff Cold / heat injury	• Consideration of forecast, use of suitable clothing and equipment, dry spare clothing and emergency equipment. • Pre planned event, equipment list provided to participants, kit checked prior to activity. • Ongoing risk assessment throughout the event.			Low
Getting lost	Participants & Staff Distress, child protection issues.	• At most events, there will be many orienteers on the course who will help minimise these hazards. • Choose suitable routes for participants with advice from organisers if necessary. • Assist participants with preparation for their run. • Younger people can run in pairs on easier courses. • Establishment staff remain at agreed location (eg finish) so that participants can locate them. • Ongoing assessment by leader at start and during activity.			Low

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 21 TAKING PART IN AN ORGANISED ORIENTEERING EVENT



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Pre-existing medical condition (asthma, epilepsy, diabetes etc)	Participants & Staff Illness, death	- Obtain information from parents / guardians and ensure medication available. - Ensure medication available. - Use suitable courses using pairing, shadowing or close supervision as appropriate.			Low

Location of visit	Date
Assessment carried out by	Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

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Nottinghamshire County Council Generic Risk Assessment
Children and Families and Department

NUMBER 22 LIGHTWEIGHT CAMPING - DOFE AWARD OR SIMILAR MOBILE CAMPS



Leader competence must be approved by LA Outdoor Education Adviser and be in accordance with NCC Duke of Edinburgh Award Expedition Requirements as detailed in the NCC DofE Operations manual and NCC DofE Field Manual.’ Found in the resources section of Evolve under the DofE tab. Must be identified as ‘Adventurous led by establishment staff’ on Evolve.

Suitable competency checks include Mountain Leader Training England (MTE) Awards with relevant camping module where required, Nottinghamshire Countryside Leader with camping module or Basic Expedition Leadership (BEL). Leader must have recent and relevant experience of camping and equipment to be used. This activity is not suitable when winter conditions prevail or where snow or ice is forecast.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Hazards on route and campsites used	Participants & Staff Drowning, falls, Injury	- Route is pre-planned, risk assessed and appropriately supervised (consult appropriate activity risk assessment applicable to expedition activity and Expedition Requirements). - Pay particular attention when briefing of hazards such as road crossing's, mine workings, cliffs and bodies of water near route/ campsite. - Each camp site used pre-visited, and risk assessed by leader. - Training provided to participants in camp skills and any specific campsite issues present. - Sufficient supervision is provided at camp site (indirect supervision is acceptable for competent participants). - Brief participants to avoid walking bare foot especially after dark. - Ongoing risk assessment by leaders throughout the expedition. - Leader camps / stays close by to offer support where required.			Low
Hygiene	Participants & Staff Illness, infections	- Good practice followed. Groups are trained in basic hygiene. - Reinforces importance of hand washing during training especially before handling food.			Low
Insufficient supervision of participants	Participants Injury, child protection issues	- Parents/ legal guardians provided with appropriate information about activity. e.g. Supervision arrangements. - Particular attention paid to communication arrangements between group and staff team.			Low

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families and Department**

NUMBER 22 LIGHTWEIGHT CAMPING - DOFE AWARD OR SIMILAR MOBILE CAMPS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
		- Pre-assessment of competence of group, particularly if remote supervision is planned. - Participants are provided with sufficient supervision for their competence, age and behaviour. - Participants know how to contact staff / summon help. - Where possible, give landowners / site managers contacts of supervisors in case of group causing disruption. - Large groups should be directly supervised overnight.			
Site security – unauthorised entry by intruder or exit by young person	Participants & Staff Death, injury	- Sites chosen with minimal public access and preferably away from pubs; large public sites should be avoided. - Leaders sleep on site unless participants trained and assessed as sufficiently competent to camp under indirect supervision. - Risks reduced, but participants and parents / guardians understand all risks cannot be eliminated.			Low
Extreme weather.	Participants & Staff Cold / heat injury	- Seasonal activity (usually April – October) consideration of forecast and amendment of plans if necessary, use of suitable clothing and equipment, dry spare clothing and emergency equipment. - Postpone if forecast is unseasonal or severe weather warning is in place. - Equipment lists provided to group as part of planning process, kit checked before departure.			Low
Fire, heat hazards	Participants & Staff Injury, burns, scalds	- Training provided in use of stoves by qualified member of staff records held of training provided by the centre. Training in accordance with manufacturer's guidance. - Cooking activities supervised during training. - Equipment used has been properly maintained and is checked by leader before use.			Low / Medium

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families and Department**

NUMBER 22 LIGHTWEIGHT CAMPING - DOFE AWARD OR SIMILAR MOBILE CAMPS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
		- Flammable fuel and cooking equipment only used by trained competent staff and participants (or by participants under close supervision of trained and competent staff). - Procedures are in place for refuelling, and storage of fuel as per training. - Liquid fuel must be stored in fuel bottles with safety valves; only resealable gas canisters must be used. - Gas canisters / fuel bottles must be disconnected from the stove during transit and storage. - Use of flammable substances at least 2 meters away from tents. - No smoking or naked flames in tents rules enforced. - Tents pitched at least 2 meters apart. - Fire procedure understood by all. - Leader (or if indirectly supervised, participants) trained in burn treatment and first aid kit available.			

Location of visit	Date
Assessment carried out by	Date

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 23 STANDING CAMPS



ADDITIONAL INFORMATION - Leaders should have recent and relevant experience of camping and equipment to be used.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Hazards on site and immediate surrounds	Participants & Staff Drowning, falls, Injury.	- Site must be visited and individually risk assessed. - Ongoing assessment by leader during camp. - Camp rules or operating procedure agreed to minimise risks. - Appropriate supervision arranged. - Ground rules established for participants (out of bounds areas, curfews etc).			Low
Site security – unauthorised entry by intruder or exit by young person	Participants & Staff Lost participants failure to safeguard young people.	- Site ideally chosen with minimal public access - where there is public access, security is specifically risk assessed. - Leaders sleep in tents close to participants (specific procedures in place where leaders need to supervise participants closer than this or sleep in the same tents where support needs are high). - Close supervision by experienced staff. - Local police informed of location if not using an established camp site. - Parents / guardians understand all risks cannot be eliminated.			Low
Equipment failure	Participants & Staff Trips, slips, burns.	- Equipment used has been properly maintained and checked before use. Erected by competent staff. - Staff monitor guy lines and equipment daily. - Ongoing risk management / monitoring of equipment.			Low

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 23 STANDING CAMPS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Fire, heat hazards	Participants & Staff Burns, scalds and injury	• Cooking tent is isolated from sleeping tents by at least 3 times height of tent. • No smoking or naked flames in sleeping tents. • All briefed on fire procedure and understood by all. • Fire extinguishers and fire blankets available. First aider trained in burn treatment and first aid kit available. • Flammable fuel and equipment only used by trained competent staff. • Operating procedures agreed for use of cook tents. • Participants only use light weight cooking equipment under close supervision by trained staff or assessed as competent by qualified leader.			Low / Medium
Hygiene	Participants & Staff Illness / infections	• Good practice followed. Leaders using kitchen have attended Basic Food Hygiene training. • 'Elsan' type toilets are managed as per manufacturer's instructions. • Toilets / kitchen has adequate hand washing facilities • Hands are always washed before handling food.			Low
Extreme weather	Participants & Staff Cold, heat injury	• Seasonal (usually April – October) activity, consideration of forecast, use of suitable clothing and equipment (hats, sun screen etc), dry spare clothing and emergency equipment. • Pre-planning, equipment lists to group, kit checked before departure.			Low

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Assessment carried out by	Date

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REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 24 DINGHY SAILING & WINDSURFING



ADDITIONAL INFORMATION - In addition to evidence of recent and relevant experience, the leader of any sailing or windsurfing session must hold the relevant Royal Yachting Association (RYA) Senior Instructor Certificate (with tidal endorsement if sailing / surfing on tidal waters). Leader must be approved by LA Outdoor Education Adviser and certification held on EVOLVE in staff profiles. Must be identified as 'Adventurous' on Evolve.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Use of unsuitable location	Participants & Staff Collision, injury, drowning	- Location is an RYA approved centre or location has been specifically assessed by technical adviser - Senior Instructor minimum - as suitable for activity planned. - Ability / experience of group taken into account. - Leader operates to content of specific risk assessment.			Low
Water environment	Participants & Staff Drowning	- A senior Instructor is present and overseeing all activities. - Participants supervised in RYA recommended ratios by qualified staff. - Staff hold first aid and resuscitation awards. - Rescue craft are provided to RYA recommendations. - Shore location risk assessed and participants on shore are suitably supervised. - Personal buoyancy meets RYA recommendations and leaders check always worn when afloat. - All craft have suitable buoyancy.			Low
Equipment failure	Participants & Staff Drowning, injury	All equipment is checked before use; an equipment log is maintained, and an annual maintenance programme is undertaken.			Low
Collision with boom	Participants & Staff Head injury	Participants are briefed re risk. Helmets and padded booms used if conditions dictate with beginners.			Low
Water quality	Participants & Staff Illness / infections	- Local advice taken re water quality. - Open cuts and sores covered. - Participants and parents / guardians briefed re Weil's diseases and any other specific risks.			Low

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 24 DINGHY SAILING & WINDSURFING



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Exposure to weather	Participants & Staff Heat / cold injury	• Provide clear information re suitable clothing and equipment to participants and parents / guardians. • Plan for participants who may not bring suitable clothing – check before departure and / or bring spares. • Shelter and changing arrangements provided. • Weather forecast obtained, wind and water conditions constantly monitored and activity adjusted accordingly; alternative programme available if conditions unsuitable. • Emergency telephone available.			Low

Location of visit	Date
Assessment carried out by	Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 25 CAVE AND MINE EXPLORATION



ADDITIONAL INFORMATION In addition to evidence of recent and relevant experience, leader must hold an appropriate British Caving Association qualification for the system and route they intend to lead and be approved by the LA Outdoor Education Adviser and hold a first aid qualification. Must be identified as 'Adventurous' on Evolve.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Unsuitable route for ability of group	Participants & Staff Disabling or fatal injury	- Route has been specifically risk assessed and is on the leader's list of approved caves / mines in Local Cave and Mine Leader Assessment (LCMLA) logbook page (unless CIC holder). Leader continually assesses risk during activity. - Leader has up to date local knowledge / advice from appropriate local caving organisation (eg Peak Instructed Caving Affiliation / Derbyshire Cave Association etc) or CIC holders about system. - Ability / experience of group taken into account. - Operational procedures in place where required.			Low
Fall from height, objects falling from above, holes in floor, trips and slips	Participants & Staff Slips, trips and falls, falling objects.	- Leader and other adults understand how to 'spot' participants appropriately. - Leader uses ropes as trained. - Participants involved in spotting are trained. - Group size and ratios suitable (up to 12 students with additional adult). - Helmets and suitable footwear worn. - Proper briefing of participants, behaviour monitored and vigilance of all staff during activity.			Low
Flooding	Participants & Staff Drowning	- Knowledge of system. - Observation of weather several days before trip and forecast on the day.			Low
Cold temperatures (including surface hazard)	Participants & Staff Cold injury	- Adequate protective clothing and equipment identified. - Kit list to parents / guardians; kit checked before departure. - Check weather forecast / account of surface water temperature if active stream cave. - Ability to change plans if weather inappropriate.			Low

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 25 CAVE AND MINE EXPLORATION



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Pollution slow moving water	Participants & Staff Illness (Radon, Weil's disease etc.)	- Provision of protective outer clothing, Gloves provided, if appropriate to system. - Participants briefed re hygiene; Cuts covered before trip. - Participants and parents / guardians briefed re risks and action required where necessary.			Low
Deep water, flooded passages	Participants & Staff Drowning cold injury	- Use of appropriate caves / mines to ability of group. - Briefing of group (eg near sumps). - Suitable equipment / clothing / emergency equipment. - Avoid entering / diving any sumps. - Generally not advisable to enter deep water with groups, may be appropriate for small group with prior caving experience to wade deep water advice should be sought from CIC holder.			Low
Illness or injury	Participants & Staff Disabling / fatal injury / illness	- Leader first aid trained. - Information about existing medical conditions known by staff. - Medication carried. - Accident / emergency procedures known by leaders. - First aid equipment carried by party.			Low

Location of visit	Date
Assessment carried out by	Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 26 CANOEING & KAYAKING



ADDITIONAL INFORMATION - In addition to evidence of recent and relevant experience, the leader must hold the appropriate British Canoeing qualification for the activity proposed, see British Canoeing Terms of reference or seek advice from the Outdoor Education Advisor. The visit must be identified as 'Adventurous'

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Avoidable objective dangers / unsuitable location	Participants & Staff Entrapment, submerged objects, injury and drowning	- Location has been specifically assessed by a qualified leader as suitable for activity planned. - Operating procedures in place where appropriate. - Ability / experience of group taken into account. - Weather forecast obtained, weather and water conditions constantly monitored and activity adjusted accordingly; alternative programme available if conditions unsuitable. - Appropriate manual handling techniques used.			Low
Water environment	Participants & Staff Drowning	- The leader holds the appropriate BC qualification for the craft, the water (inland or sea) and conditions prevailing. - Leader follows BC code of practice. - Participants supervised in BC recommended ratios by qualified staff. - Participants on shore are suitably supervised. - The leader holds first aid and resuscitation awards. - Personal buoyancy meets BC recommendations and leaders check buoyancy always worn correctly when afloat. - All boats have suitable buoyancy. - Equipment as recommended by BC is carried and used as appropriate. Participants are appropriately trained in use.			Low
Equipment failure	Participants & Staff Drowning, cuts and injury	All equipment is checked before use. An equipment log is maintained and regular maintenance programme is undertaken.			Low

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

**Nottinghamshire County Council Generic Risk Assessment
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NUMBER 26 CANOEING & KAYAKING



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Water quality	Participants & Staff Infections and illness	- Local advice taken re water quality. - Open cuts and sores covered. - Participants and parents / guardians briefed re Weil's disease and action to take if appropriate.			Low
Head injury	Participants & Staff Impact injury	Helmets used if conditions/venue or group/session dictate.			Low
Exposure to weather	Participants & Staff Heat / cold injury	- Provide clear information re suitable clothing and equipment to participants and parents / guardians. - Check for suitability of clothing and footwear and change of clothes. - Spare clothing and emergency equipment available to group. - Plan for participants who do not bring suitable clothing – check before departure and / or bring spares. - Weather forecast obtained, wind and water conditions constantly monitored and activity adjusted accordingly. - Emergency telephone available.			Low

Location of visit	Date
Assessment carried out by	Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

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**Nottinghamshire County Council Generic Risk Assessment
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NUMBER 27 WHITE WATER RAFTING



ADDITIONAL INFORMATION In addition to evidence of recent and relevant experience, the leader must hold the appropriate British Canoeing qualification for the activity proposed or seek advice from the LA Outdoor Education Adviser.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Avoidable objective dangers / unsuitable location	Participants & Staff Drowning, serious or disabling injury	- Unless delivered at Holme Pierrepont, location has been specifically assessed by technical adviser and approved by LA OEA. - Written site-specific risk assessment and operating procedures. - Ability / experience of group taken into account. - Weather forecast obtained, weather and water conditions constantly monitored and activity adjusted accordingly; alternative programme available if conditions unsuitable.			Low
Water environment	Participants & Staff Drowning / injury	- The leader holds the BC Raft Guide Award. - Leader follows BC code of practice. - Participants supervised in BC recommended ratios by qualified staff. Any participants not in the raft are suitably supervised. - The leader holds first aid and resuscitation awards. - Personal buoyancy meets BC recommendations and leaders check buoyancy always worn correctly when afloat. - All boats have suitable buoyancy. - Equipment as recommended by BC is carried and used as appropriate. Participants are appropriately trained in use.			Low
Equipment failure	Participants & Staff Drowning	All equipment is checked before use; an equipment log is maintained, and regular maintenance programme is undertaken.			Low
Head injury	Participants & Staff Impact to head	Helmets must be used.			Low

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 27 WHITE WATER RAFTING



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Water quality	Participants & Staff Infections and illness	- Local advice taken re water quality. - Open cuts and sores covered. - Participants and parents / guardians briefed re Weil's disease and action to take if appropriate. - Brief prior to activity.			Low
Exposure to weather	Participants & Staff Hypothermia	- Provide clear information re suitable clothing and equipment to participants and parents / guardians. - Spare clothing and emergency equipment available to group. - Plan for participants who may / do not bring suitable clothing – check before departure and / or bring spares. - Weather forecast obtained, wind and water conditions constantly monitored and activity adjusted accordingly. - Emergency telephone available.			Low

Location of visit	Date
Assessment carried out by	Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 28 NARROW BOATS, CANAL OR MOTORBOATS ON RIVERS OR CANALS



ADDITIONAL INFORMATION - In addition to evidence of recent and relevant experience, the leaders acting as Skippers must hold the appropriate qualification for the activity proposed and be approved by the LA Outdoor Education Adviser.
Must be identified as 'Adventurous led by establishment staff' on Evolve.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Water environment	Participants & Staff Drowning, crushing and other injury	- The skipper holds suitable qualification for the boat and water; either Royal Yachting Association (RYA) Inland Waters Helmsman with river and tidal endorsement if appropriate or Community Boat Association Certificate in Community Boat Management. - Participants supervised by at least one other adult in addition to skipper. This adult should pre visit the boat and meet skipper to become familiar with the boat and procedures. - At least one leader holds first aid and resuscitation awards. - Personal buoyancy meets RYA recommendations and leaders check buoyancy always worn correctly. Buoyancy is always worn by participants and adults on whilst on deck on rivers if boat is moving; worn on canals unless assessment by skipper of group and prevailing conditions suggest safe not to do so. - Entry and exit of boats managed and supervised. - Ramps and hoists (for people with disabilities) are used by trained staff. - Participants and staff briefed at start of journey re rules, procedures and sensible behaviour.			Low
Route taken	Participants & Staff Drowning, injury	- Skipper has prior knowledge of route. - Route is suitable for ability / experience of group. - Weather forecast obtained, weather and water conditions constantly monitored and activity adjusted accordingly.			Low

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 28 NARROW BOATS, CANAL OR MOTORBOATS ON RIVERS OR CANALS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Locks, operation of winches and lock gates	Participants & Staff Falls, entrapment and drowning	• Skipper provides clear instructions and management. • Close supervision of participants. • Buoyancy aids worn by participants and staff (skipper has discretion to decide not to wear buoyancy personally depending on nature of lock).			Low
Water quality	Participants & Staff Illness and infections	• Local advice taken re water quality. • Open cuts and sores covered. • Participants and parents / guardians briefed re Weil's disease and action to take if appropriate.			Low
Exposure to weather	Participants & Staff Drowning, fire, injury	• Provide clear information re suitable clothing and equipment to participants and parents / guardians. • Spare clothing and emergency equipment available to group. • Plan for participants who may do not bring suitable clothing – check before departure and / or bring spares. • Weather forecast obtained, wind and water conditions constantly monitored and activity adjusted accordingly. • Emergency telephone available.			Low

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 28 NARROW BOATS, CANAL OR MOTORBOATS ON RIVERS OR CANALS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Boat and equipment		- Boat has British Waterways / National Rivers Authority Boat Safety Certificate or Maritime and Coastguard Agency Certificate. - Vessel and equipment are always checked before use; an equipment log is maintained, and regular maintenance programme is undertaken. - Consideration is given to layout of stern and helming area and skipper takes action to avoid risk of anyone falling overboard by, for example, being pushed by the tiller. - Boats with gas have gas alarm. - Skipper trained in fire procedures and use of extinguishers. - Safety briefing for participants and staff provided on entry to boat. - There is a written operating procedure for use of boat by groups or skipper and leader write specific risk assessment and control measures for the venture.			Low

Location of visit	Date
Assessment carried out by	Date

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REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 29 TRAVEL/EXPEDITIONS TO REMOTE/DEVELOPING AREAS OVERSEAS



Additional information - *It is essential that arrangements are discussed with the LA before any financial commitment is made*

The leader should have specific in-country and activity experience or the journey must be organised by a reputable and experienced organisation who can provide a well researched and planned venture, appropriate leadership, and UK and in-country support.

A specific written risk assessment relating to the activities and country visited must be completed.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Chosen location - Security, civil unrest, crime, terrorist activity	Participants & Adults Death or injury, loss	- Refer to and follow all available Foreign, Commonwealth and Development Office (FCDO) advice. - Make an early decision on the advisability of visiting any particular country. Monitor situation and FCDO advice up to departure and until end of trip. - Seek advice from in-country hosts and contacts regarding local conditions. - Inform parents / guardians of risks and precautions. - Whole group to be well briefed and aware of risks, precautions, and emergency procedures. - Produce specific risk assessment and control measures for country of travel – amend risk assessment if situation changes, be ready to amend plans if necessary. - Be aware of the potential charges levied for cancellation, early discussion with provider to look at alternative plans are advised where issues are present in chosen country.			Medium / Low depending on country
In country travel transport	Participants & Staff Road traffic accident	- Plan travel to reduce risks, usually avoid travel on local buses, avoid travel at night, and use vehicles with seatbelts if available. - Use of reputable transport provider (see FCDO recommendations). - Inform parents / guardians of any specific concerns.			Medium
Insurance	Participants & Staff Access to medical / repatriation support while abroad	- Check programme and level of cover with Insurance provider. - Ensure travel is arranged through a bonded agency. - Make all aware of nature of cover and any limitations.			Low

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 29 TRAVEL/EXPEDITIONS TO REMOTE/DEVELOPING AREAS OVERSEAS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Health, hygiene	Participants & Staff Infections, illness, effects of attitude other medical conditions.	• Leaders must research hazards in areas to be visited. • Use of NHS choices website for information. • Signpost participants to GP for country specific health advice. • Ensure any inoculations required are carried out. • All participants must be briefed re possible hazards and trained in precautions required.			Medium
Accommodation	Participants & Staff Fire, personal safety	• Accommodation must be assessed in relation to risks of fire and security. Plans must be made for evacuation in the event of emergency and the group briefed. • Parents / guardians must be informed of risks involved.			Low
Adventure activities (eg rafting) etc	Participants & Staff Drowning, falls, injury, death	• Establishments must refer to LA Outdoor Education Adviser before committing to any ventures. Providers of such activities must be able to demonstrate adequate competence and experience and risk assessment of the activity. • Pre-planning and parent / guardian approval required before the journey.			Medium
Programme / itinerary	All participants Injury.	• Specific Risk Assessment is required for any self-led activity. • Local Authority supervision ratios must be followed. • Parents / guardians made aware of significant risks.			Low

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 29 TRAVEL/EXPEDITIONS TO REMOTE/DEVELOPING AREAS OVERSEAS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Walking, trekking, mountaineering, jungle travel, safari, back country and remote experience etc.	Participants & Staff Drowning, falls, illness far from medical help	- The Outdoor Education Advisers guidelines should be followed in the planning of any expedition, these are available in resources on EVOLVE. - Routes must be pre-planned. - Scope for rescue and evacuation must be considered, before the location is finalised. - Plan is suitable for participants' competence and fitness; participants are provided with adequate structured training. - Route and leaders' qualifications must be approved by LA OEA. - Competence of guides used must be assessed. - Assistant leader must have competence to lead group back to safety. - Leader must hold first aid at work and first aid trained for remote situations; assistant leader must have two day approved first aid training. - Communications must allow rescue to be summoned effectively with minimum delay; areas where difficulty of evacuation could be life threatening should not be used. - Specific risks of locality (terrain, rivers, wildlife, weather patterns, culture etc) must be specifically assessed. - Parents / guardians must be informed of hazards and level of risk.			Medium

Location of visit	Date
Assessment carried out by	Date

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 30 SPORTS MATCHES (INCLUDING AFTER HOURS MATCHES)



Additional information – *Sporting fixtures and regular matches are suitable for management as category A visits and suitable arrangements for these can be included in a site-specific visits policy statement.*

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Communication failure	Participants, parents / carers Anxiety / lack of parent / guardian approval	- Parents / guardians informed in writing of their child's involvement in away and after-hours sports fixtures (this may be a termly or annual letter). - It is good practice to obtain parent / guardian consent for after-hours activities - this could be a general consent covering a term, year or at entry to the establishment. - Parents / guardians should be provided with (normally in writing) accurate dates and times of after normal hours activities. - Ask parents / guardians and participants to inform and update you of relevant medical conditions. - Have a system for contacting parents / guardians in the event of incident or travel delay.			Low
Travel	Participants & Staff Road traffic accident, safeguarding.	- Follow LA generic risk assessment for travel. - Foresee any use of private cars and ensure parent / guardian permission is given if participants are to be transported in private cars, taken home by other parents / guardians etc. - Where this is organised by the establishment, ensure that volunteer drivers are DBS checked and that booster seats are available as necessary.			Low
Inadequate supervision	Participants Injury or loss of participant	- Pre-plan supervision and ensure sufficient staff to provide suitable supervision for participants participating and spectating, changing etc, and to deal with any injuries or emergencies. - Ensure staff and participants understand arrangements. - Have a list of who is in the group. Head count especially when leaving establishment, on arrival and departure.			Low

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 30 SPORTS MATCHES (INCLUDING AFTER HOURS MATCHES)



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Return from visits after establishment hours	Participants Risk of assault	- Return is pre-planned and parents / guardians are informed where to collect participants from (or it is pre-agreed with parents / guardians that older participants will walk home). - Suitable arrangements are made for any participants whose parents / guardians fail to collect them. - Written information provided to parents and guardians regarding arrangements.			Low

Location of visit	Date
Assessment carried out by	Date

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

**NUMBER 31 BUSHCRAFT, CONSERVATION, SHELTER BUILDING AND
OTHER WOODLAND ACTIVITIES**



Additional information - Activities of this kind should be identified as 'Adventurous led by establishment staff' on Evolve and an Activity Leader Form completed. ('ALF'; This is an online form embedded in the visit creation process if the 'Adventurous led by establishment staff' option has been checked).

Discuss with OEA if clarification required.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Use of tools, natural materials and bushcraft activities	Participants & Staff Injury, cuts and wounds	- Supervision by trained staff (i.e. conservation rangers / workers, 'forest schools' staff or competent establishment staff experience can be identified in the ALF). - Appropriate protective clothing and equipment (eye protection, gloves, boots, full arm and leg cover, as judged necessary by trained staff). - Close supervision in appropriate ratios. - Specific risk assessments in place for each activity. - Consider site suitability for activity. - Brief participants on use of tools / safety issues.			Low
Cooking	Participants & Staff Poisoning, infection, scalds and burns	- Close supervision at all times. - Staff to manage cooking activities at all times. - Brief participants about good hygiene methods. Use anti- bacterial wipes and cleaning gel / fluid. - Cooking of simple low risk foodstuff only ie Marshmallows (beware of hot centres) baked potatoes, toasting etc. - Access to hand washing facilities wherever possible.			Low

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

**NUMBER 31 BUSHCRAFT, CONSERVATION, SHELTER BUILDING AND
OTHER WOODLAND ACTIVITIES**



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Building shelters with natural materials	Participants & Staff Injury from materials or structure falling onto participants	• Build on level ground. • Use suitably sized materials for age and size of participants. • Operating procedures are planned and agreed including size and type of materials that can be used and means of carrying and lifting. • Participants and staff to continually assess suitability of materials for soundness and stability of structure built. • Participants may not enter shelter until it is assessed for stability by staff (do not sleep in shelters built of heavy material – tarps are an alternative). • Do not pick or use living material, litter or waste. • After activity ends dismantle shelters with care (main supports last) and leave area as undisturbed as possible.			Low
Edged and Bladed Tools	Participants & Staff Cuts and puncture	• Leader to have knowledge of the participants and to have judged the use of edge and bladed tools as appropriate. • Clear briefing by trained leader (i.e. Forest Schools leader, Ranger etc) on use of tools. • Close supervision. • Knives only to be used when sat or kneeling. • Tools to be stored on a locked box issued where necessary and collected back in after use.	Brief participants and staff		Low

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

**NUMBER 31 BUSHCRAFT, CONSERVATION, SHELTER BUILDING AND
OTHER WOODLAND ACTIVITIES**



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Fires, Kelly kettles	Participants & Staff Burns, Injury Inhalation of smoke	• Close monitoring and supervision by leader / supervising staff. • Use of a fire pit, brazier or contained area to limit spread of fire. • Instructor demonstrates ignition, holding of tinder bundle / adding to kindling prior to closely supervising participants. • Briefing regarding behaviour, seating, adding material to fire. • Close access to water for extinguishing fire and immersing / cooling burns. • Burns kit available. • Loose clothing and long hair tied back. • Safe distance maintained between fire and group. • Fire size appropriate to task. • Fire location on flat ground and away from overhanging / nearby vegetation, trip hazards and shelters / tarps.			Low
Wild Food	Poisoning / adverse reaction.	• Wild foods only to be part of activity if discussed with OEA. Specific knowledge and training is required.			Medium

Location of visit	Date
Assessment carried out by	Date

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REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 32 THEME PARKS, LARGE PUBLIC ATTRACTIONS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Unstructured activity	Participants & Staff Injury	• Clear purpose for visit understood by participants and leaders. • Clear structure in place for visit and group well briefed.			Low
Rides, machinery and theme park attractions	Participants & Staff Injury	• Use of publicly well-recognised, usually permanent or semi-permanent facilities. • Pre-visit should occur where leaders are unfamiliar with sites used. • Theme parks should be able to provide documentation, which shows that they are run according to the Amusement Devices Inspection Procedures Scheme (ADIPS), or other HSE recognised scheme, attractions must have minimum £5m public liability insurance. • Participants and staff have copies / are aware of park rules and regulations and have a map of site. • Discussion of hazards, control measures and expected behaviour is required for participants. • Information for parents / guardians regarding plans for the day.			Low
Terrain features eg water, cliffs, steep ground	Participants & Staff Injury or death	Participants briefed re: • Requirement to obey notices and theme park instructions. • Awareness of water hazards and what to do in case of incident. • No unauthorised / unsupervised entry into or onto water for swimming, paddling or rides, water-sports, boats etc.			Low
Fear and anxiety	Participants & Staff	• Awareness of special needs, medical conditions and personalities in group which may require additional management. • Progressive use of rides (less demanding / scary first). • Awareness of coping strategies eg say "no" to peer pressure. • Venue considered as age appropriate.			Low

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 32 THEME PARKS, LARGE PUBLIC ATTRACTIONS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Participant separated from group / group require assistance	Participants Injury, child protection	• Leader researches site's provision for emergencies such as staff with radio / telephone contacts, first aid facilities etc and group briefed on these. Participants in difficulty know to contact site staff. • Location identified where to meet in event of emergency. • Participants and staff know how to identify and locate coach in coach park.			Low
Remote supervision	Participants Assault, child protection	• Site pre visited, all site rules followed, staff hold overall duty of care during all remote supervision. • The site is fenced and / or has a clear boundary. • Consider making park managers aware of group presence. • Leaders know how to contact park manager if necessary. • Supervision planned with sufficient staff, careful head counts at regular times. Communication plan in place. • Participants operate in groups and understand responsibility to look out for others. • Central meeting point identified and appropriately staffed. • All understand arrangements including times and location of meeting points. • Specific consent obtained for plans from parents / guardians.			Low

Location of visit	Date
Assessment carried out by	Date

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 33 ANGLING/FISHING



**Additional information - Leader must be a regular angler in the type of fishing being undertaken and be familiar with the location used.
This risk assessment should be used in addition to generic risk assessment Number 11 – Activities by Inland Water**

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Environment –bank, water, weather conditions	Participants & Staff Slip, falling, drowning. Cold / heat injury	- Careful consideration given to location – shallow water at banksides, stable / accessible fishing platforms / pegs. - Ongoing supervision of group, staffing sufficient to allow line of site supervision for all in the group. - Follow the guidance in the 'Group safety at water margins' NG document. - Suitable footwear worn for planned activity. - Location away from power cables and areas where casting. - Participants briefed re access / egress from, water where necessary. - Forecast checked and suitable clothing, food and drinks brought, ongoing monitoring of conditions, advice provided re use of sunscreen, hats or need for insect repellent.			Low
Hooks or other equipment	Participants & Staff Injury	Equipment used by beginners under competent supervision; participants instructed in correct use.			Low
Infection including Weil's Disease	Participants & Staff Infection, death	- Group briefed re Weil's disease, prevention, symptoms and action required if ill. - No direct contact with food / mouth by wet hands or equipment used, group well briefed and rules enforced. - Access provided to hand washing facilities and hand sanitizer.			Low
Pastoral care	Participants	- Communication plan in place, known by staff & participants in case of emergency. - Leader has first aid training and first aid kit.			Low

Location of visit

Date

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 33 ANGLING/FISHING



Assessment carried out by

Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 34 ROWING



Additional information- This RA is for rowing as a sport *supervised by an Amateur Rowing Association (ARA) qualified coach*: Other, recreational rowing eg on shallow ponds or lakes in boats for public hire requires a specific risk assessment but may not need ARA qualified staff – contact the LA Outdoor Education Adviser for advice.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Water	Participants & Staff Drowning, hypothermia	- Activity organised in accordance with Amateur Rowing Association guidance. - Qualified instruction is provided in ratios of one instructor to 10 participants. - Arrangements for lifesaving: launch boat with powerboat qualified person on standby. - Participants to wear personal buoyancy during lessons. - Check whether participants are able to swim. - Buoyancy not usually worn by rowers during club sessions and competitions; buoyancy always worn by coaches and coxswains. - Throw bag always available on bank.			Low
Weather conditions	Participants & Staff Injury hypothermia	- Bring and wear appropriate clothing for weather conditions during visit. - Briefing of participants and parents / carers. - Check and act upon weather forecast and conditions at the time of the visit as appropriate including cancelling activity if necessary (Holme Pierrepont may close in bad weather). - Dry set of clothes available ashore.			Low
Collision	Participants & Staff Injury	- Participants understand one way rule on course, river or practice area. - Participants taught emergency stop.			Low

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 34 ROWING



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Equipment	Participants & Staff Injury	• Equipment is suitably maintained and a log maintained. • all equipment is correctly fitted, sized and adjusted by competent people. • Demonstration to participants of correct use of equipment used. • Equipment is carried correctly to minimize risk to individuals and others.			Low
Physical demands of the activity	Participants & Staff Sprains & Injury	• Physical preparation programme before and during activity. • Appropriate warm-up activities. • Knowledge of participant's physical condition and medical conditions. • First aid equipment and first aider available.			Low
Water quality	Participants & Staff Illness / infections	• Local advice taken re water quality. • Open cuts and sores covered. • Participants and parents / guardians briefed re Weil's disease and action to take if symptoms are present.			Low
Participants on shore	Participants Injury, drowning	• Supervision is arranged for participants not on the water and participants briefed.			Low

Location of visit	Date
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REVISED FEBRUARY 2025

Nottinghamshire County Council Generic Risk Assessment
Children and Families Department

NUMBER 35 ARTIFICIAL SKI SLOPES



Additional information - All activity on the slope must be supervised by qualified instructors. Provider assurances should be obtained.

Establishment staff are responsible for the overall supervision of participants including any participants not under instruction.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Artificial ski surface	Participants & Staff Injury, death	• Leaders check ski slope arrangements and facilities. • Brief participants and parents / guardians re clothing required. • Skiers wear suitable protective clothing, gloves, long sleeves, long trousers. • Qualified instruction and supervision, briefing on how to fall and get up again.			Low
Skiers and other slope users,	Participants & Staff Injury, death	• Ski in control on slopes appropriate for skiers' ability. • Awareness of and skiing in accordance with the ski-way code. • Good group management, supervision and briefings. • Progressive practice. • Briefing of participants, leaders on-going risk assessment of provision.			Low
Ski tows	Participants & Staff Injury, death	• Qualified instruction and progressive practice. • Good supervision and briefings. • Awareness of others. • Ski tows supervised and operated by ski slope personnel. • Leaders on-going risk assessment of provision.			Low
Terrain features, jumps, half pipes etc.	Participants & Staff Injury, death	• Appropriately qualified instruction / supervision. • Skiers ski within limits of ability on suitable terrain. • Progressive introduction to these features.			Low
Weather conditions	Participants & Staff Injury, hypothermia	• Bring and wear appropriate clothing for weather conditions during visit. • Awareness of the effect on skiers' speed of wet / dry conditions. • Check and act upon weather forecast and conditions at the time of the visit as appropriate.			Low

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NUMBER 35 ARTIFICIAL SKI SLOPES



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Equipment	Participants & Staff Injury	• Use suitably maintained equipment, footwear, skis, bindings, boards etc, which are fit for purpose. • Ensure that all equipment is correctly fitted, sized and adjusted by competent people. • Ensure equipment is carried correctly to minimise risk to individuals and others. • Ensure participants are aware of correct use of equipment, how to walk in ski boots and to be aware of slipping. • When participating in skiing, snowboarding or toboggans, users must wear appropriate safety helmets and equipment.			Low
Physical demands of the activity	Participants & Staff Injury	• Physical preparation programme may be required before visit. • Start with appropriate warm-up activities. • Knowledge of participants' physical condition and medical conditions. • Access to suitable first aid provision.			Low
Stairs in building (if present)	Participants & Staff Injury	• Appropriate briefings, conduct and supervision. • Brief to walk, not run, and awareness of other people.			Low

Location of visit	Date
Assessment carried out by	Date

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NUMBER 36 ICE SKATING RINKS



Additional information -All participants must be supervised by establishment staff. At least one leader should be able to skate competently. Unless public session on permanent rink, provider assurances should be sought and venue should provide staff on duty at the rink side

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Skating	Participants & Staff Falls, collision with barriers or other skaters, injury from other skaters' blades	- At least one member of establishment staff to skate and be on ice with participants. - Additional supervision provided by rink staff. - Book in advance for group where ever possible. - Skaters wear suitable protective clothing including long sleeves, long trousers, no loose clothing, dangling jewellery or hair. - Brief participants and parents / guardians re clothing required. - Gloves must be used on all ice rinks. - Participants briefed and supervised to ensure skating in control – rink can usually provide briefing for a group before the session. - Follow any instructions / rules displayed at venue. - Skate in direction of flow of traffic. - Warn participants that if their hands (esp fingers) are on the ice they are at risk of injury from other skaters- bunch fingers after a fall.			Low
Cold environment	Participants & Staff Cold injury	Participants instructed to bring and wear appropriate clothing.			Low
Equipment	Participants & Staff Injury, blisters	- Tell participants to bring thick socks. - Skates in good repair provided by staff at the rink. - Check skates are correctly done up. - Group supervised during use, no running or horseplay with skates.			Low
Physical demands of the activity	Participants & Staff Injury	- As with any sports activity, consider physical preparation before and during activity. - Brief group to start skating slowly to warm up. - Consideration of participants support / medical needs. - Access to suitable first aid provision.			Low

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NUMBER 36 ICE SKATING RINKS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Rink complex	Participants. Falls, Injury	- Participants adequately briefed and supervised while not on the ice. - Out of bounds areas identified where required and managed by staff. - Obtain advice from rink prior to visit if an unknown venue.			Low

Location of visit	Date
Assessment carried out by	Date

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NUMBER 37 HORSE RIDING



Additional information - Activity should take place from British Horse Society (BHS), Association of British Riding Schools (ABRS) or Riding for the Disabled Association (RDA) approved riding establishments (not livery yards) under the supervision of BHS or ABRS relevantly qualified staff. Establishments should check the level of approval and the scope of the riding school they intend to use with the relevant organisation. Provider assurances should be sought from riding schools.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Falls from horses, equipment, or vehicles	Participants & Staff Injury.	- Activity is appropriate for the group. - Discussion with the provider regarding the activity and needs of participants. - Programmes are designed to be progressive. - Brief participants and parents / guardians re clothing required. - Suitable clothing and helmet correctly fitted and worn. - Adequate briefing and supervision is provided by riding school. - Appropriate supervision made by establishment staff in stables and around animals.			Low
Physical demands of the activity	Participants & Staff Injury	- Knowledge of participants' physical and medical conditions and information passed to riding school instructors. - Activity and location agreed as suitable for group by visit leader and riding school.			Low
Health issues, Infection and illness ie EColi	Participants & Staff Illness and infection	- Briefing of staff and participants. - Wash hands thoroughly before eating. - Change or clean footwear before leaving site, wash hands. - Existing medical conditions / allergies known. - Access to suitable first aid provision.			Low

Location of visit	Date
Assessment carried out by	Date

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**Nottinghamshire County Council Generic Risk Assessment
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NUMBER 38 HISTORIC BUILDINGS & MUSEUMS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Site Hazards	Participants & Staff Falls, injury	- Site previsited / known by leader and advice sought from management on procedures for groups. - Significant hazards risk assessed (some facilities offer information on hazards and control measures for groups).			Low
Young person separated from group,	Participants Assault, injury or lost participant	- The site is enclosed and / or has a clear boundary. - Check sites lost and found arrangements. - Pre-planned supervision and sufficient staff, careful head counts at arrival and departure and during visit, staff carry lists of participants. On large sites, staff may need to communicate with each other by phones. - If participants are remotely supervised, they work in groups and understand responsibility to look out for each other, participants are never on their own. - Central meeting point arranged staffed by full time rota or at very regular times. - Leaders and group understand arrangements including time and place of meetings. - Participants briefed about sensible personal security.			Low
Emergency Fire Alarm	Participants & Staff Injury	On arrival, brief participants of location of exits and to follow site staff instruction.			Low
Lack of focus on activity	Participants & Staff Injury,	- Clear educational purpose identified and understood by group and leaders. - Structured learning activity, which is of suitable length. - Obtain or design learning materials.			Low

Location of visit	Date
Assessment carried out by	Date

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NUMBER 39 PAINTBALLING



Additional information: Paint ball activities are NOT routinely approved. Check that this activity is permitted by your service area and consider alternative activities to achieve your aims. Activity should have a clear educational purpose, read risk assessment below before any commitment is made. A pre visit is advised to check standards and the suitability of operational and supervision procedures in place

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Promotion of inappropriate behaviour	Participants	- Consideration given to the potential for bullying as an outcome of the activity if not appropriately managed. - If you do take participants to paintball, provide discussion for all participants before and after visit: on nature of guns, recreational, legal and illegal use etc. - Discuss with Establishment SMT and / or governors before any commitment is made, individual services may not allow.			Low if requirements complied with, otherwise high
Impact of paintballs on rest of body	Participants & Staff Bruising which can be severe	- Site provides adequate full body, face and head protection. Female participants should have chest shields or consider use of artificial targets. - Site organises games particularly designed for participants, which do not encourage close shooting. - Participants and parents / guardians must be briefed on hazards prior to activity.			Low (if targets used) otherwise medium
Trips and falls	Participants & Staff Injury	- Sites have removed significant trip hazards (tree stumps etc) in playing areas. - Site check play areas for any other hazards daily before play begins - Ensure that group are supervised adequately throughout the activity and reinforce ground rules.			Low

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NUMBER 39 PAINTBALLING



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
'Disclaimer', 'waivers', indemnity or consent forms, public liability	Establishment, parents, guardians or participants may sign away rights to claim against provider in case of injury	- Always gain approval for wording on any forms to be signed through from your insurance provider/ Risk and Insurance section at County Hall. - Obtain satisfactory assurances from provider (including statement re public liability cover) Provider assurance form completed. - Ensure specific consent from parents / guardians or guardian. - Check with Insurance provider and OEA before any commitment is made.			Low (if wording approved)

Location of visit	Date
Assessment carried out by	Date

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**Nottinghamshire County Council Generic Risk Assessment
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NUMBER 40 PLAYGROUNDS / ADVENTURE PLAYGROUNDS / TRAMPOLINE PARKS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Choice of site	Participants & Staff Inappropriate facilities, falling, collisions and injury	• Pre visit recommended and on-going risk assessment required. • Leaders check site for sharps, animal faeces, broken glass and broken equipment. • Identify any areas or equipment you consider unsafe / unsuitable and inform group. • Equipment designed for one person (eg a normal swing) should only be used by one person. • Leaders supervise participants to ensure equipment is used as it is intended and participants are standing clear of danger while others are on moving, or high elements. • All signs and instructions at site enforced by staff.			Low
Participant separated from group,	Participants Assault, abuse by public, injury	• The site is fenced and / or has a clear boundary. • Pre-planned supervision with sufficient staff careful head counts at arrival and departure and during visit, staff carry lists of participants.			Low

Trampolining / Trampoline Parks

The Association of PE teachers (who provide us with guidance on sporting activities) advise that **trampoline activities should only be supervised by trampoline qualified staff directly supervising** and we endorse this view. They also advise that younger children (pre-secondary) should not use trampolines. They advise against taking groups to trampoline parks.

Trampolining as an activity always has an inherent risk of injury; this risk is exacerbated within trampoline parks, because of the varied nature of trampolines used and the fact that they are large open spaces with other users. This environment makes it hard for staff to supervise and manage effectively.

Due to the above, most trampoline parks have a waiver system in place, where parents agree not to take legal action against anyone that is injured through use of their facility. It is our standard advice that schools should not encourage parents to sign such documents and should ascertain, via your legal department/ , Risk and Insurance section at County Hall, if the content of the specific waiver is an issue.

For the above reasons, we do not routinely approve Trampolining activities unless the waiver in place has been deemed suitable by establishments insurance for parents to sign, that visit leaders hold a suitable Trampolining award and that a clear management plan is in place.

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**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 40 PLAYGROUNDS / ADVENTURE PLAYGROUNDS / TRAMPOLINE PARKS



**Nottinghamshire
County Council**

Hazards Considered <i>Step 1</i>	Who might be harmmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
There are lots of trampoline sites and some are very well managed; however, such activities do need to be carefully considered, as school holds ultimate duty of care for participants, which cannot be negated via the use of a disclaimer.					

Location of visit	Date
Assessment carried out by	Date

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NUMBER 41 QUAD BIKING



Additional information: Quad bike riding is a high-risk activity especially where inexperienced riders use heavy bikes at high speeds and / or on rough surfaces. Some providers cater for thrill seekers and risk-takers and this is not appropriate in an educational context. Other providers may control risks well. The British Activity Providers Association (BAPA) provides a code of practice for low risk quad biking for children at their sites. The European ATV Safety Institute (EASI) provides training for Quad Bike leaders and promotes safe standards of use. Establishments should check that any provider used follows BAPA guidance or uses EASI qualified staff and safety guidance. Leaders should ideally assess the suitability of provision through a pre visit, activity observation and completion provider assurance form. Where this is not in place, refer to LA Outdoor Education Adviser before making any commitments.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Use of vehicle	Participants Injury, death	- Participants given initial safety briefing and induction in use of bike. - Helmets and protective clothing worn (overalls, balaclava and visor or goggles) equipment laundered / cleaned between use. - High provider staff ratio not in excess of 1:3 bikes. - Distance between bikes maintained. No racing or / overtaking. - Low speeds must be maintained and rules strictly enforced.			Low
Quad bikes out of control	Participants & Staff Injury, death	- Safety briefing and demonstration of controls are iterated prior to use. - Hazards close to track / activity area identified, observers at a safe distance. - Low speeds maintained via use of speed-restricted quads, low cc vehicles and close supervision. - Frequent stops made prior to management and negotiation of obstacles. - Leader to raise any concerns or issues with the provider.			Low
Falling off or rolling quad bike	Participants Injury, death	- Safety briefing including body position on bike and when making manoeuvres. - Use on simple terrain only no steep gradients or complex ground. - Automatic engine cut off in place where riderless. - First aid and trained first aider present.			Low

Location of visit	Date
Assessment carried out by	Date

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NUMBER 42 ZOO VISITS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Infection and illness (including EColi 0157)	Participants & Staff Infections	- Follow hygiene rules in place on site – additional good practice guidance is on EVOLVE, see NG document '<i>Farm visits guidance</i>'. - Avoid transmission of infection from hand to mouth. - Check hand-washing facilities on pre visit. - Wash hands before eating. - High ratio in place for under fives where animal petting is allowed. - Briefing of staff and participants.			Low
Hazards on site including animals, machinery	Participants & Staff Fall, Injury	- Follow safety advice, instructions and notices. - Appropriate supervision and ratios – small groups each with designated leader. - Supervision at known hazards, road crossings, car parks etc.			Low
Safeguarding children	Participants Assault	- Close supervision with frequent headcounts. - Clear procedure if child goes missing / gets separated– children and staff all know what to do / where to go.			Low
Remote supervision	Participants & Staff Injury, child protection issues	- Considered within risk assessment and must be appropriate for the age group. - Participants in small groups and understand the need to look out for each other. - Participants briefed about conduct and contact with public. - Staff monitor and remain accessible.			Low

Location of visit	Date
Assessment carried out by	Date

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**Nottinghamshire County Council Generic Risk Assessment
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NUMBER 43 BATTLEFIELD VISITS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Battlefield debris	Participants & Staff Injury	• Appropriate supervision at known managed sites. • Brief group not to handle or kick any items or debris. • Observe out of bounds areas. • Ensure any souvenir objects obtained are appropriate.			Low
Pesticides in cemeteries	Participants & Staff Poisoning	• Brief not to handle vegetation. • Wash hands before eating. • Wear suitable footwear – not sandals.			Low
Tunnels, trenches and craters	Participants & Staff Falling, crushing, cuts and injuries	• First aider with group. • Adequate supervision. • Briefing to take care – especially around barbed wire, corrugated iron sheeting, steep slopes and low roofing / bridges; No jumping in or out of trenches. • Suitable footwear – especially if muddy. • Tunnels explored as part of organised activity with guide.			Low
Remote supervision	Participants & Staff Injury and assault.	• Only at managed sites and as appropriate for the group determined by a specific risk assessment. • Participants in small groups and understand the need to look out for each other. • Participants briefed about conduct and contact with public. • Staff monitor behaviour and remain accessible.			Low

Location of visit	Date
Assessment carried out by	Date

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**Nottinghamshire County Council Generic Risk Assessment
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NUMBER 44 GO KARTING



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Unsuitable provision	Participant & Staff Injury,	• Pre-visit to check operation. • Check provider is a member of the National Karting Association. • Ask provider to complete a Provider assurance checklist. • Check standard of equipment. • Fire extinguishers available and fire safety code exists. • Do not sign any disclaimer without approval of Risk and Insurance section at County Hall. • Provider supplies a briefing to riders appropriately and actively monitors adherence to risk controls during the activity. • Crashes are actively discouraged. • Additional supervision provided by visit leaders any observed concerns discussed with provider staff immediately.			Low
Inadequate supervision	Participants & Staff Injury, crashes	• All of the course should be visible to supervisors. • Number of karts restricted to ensure appropriate supervision ratios. • Track staff actively enforce rules. • First aid is available for group.			Low
Accidents	Participants & Staff Injury	• Safe watching and waiting areas. • Clearly marked track. • Speed limiters used. • Numbers of karts restricted. • Protective clothing worn including helmet with visors, gloves full body cover and neck braces where appropriate to helmet fit – discuss with provider.			Low
Poisoning	Participants & Staff Asphyxia	• Adequate ventilation is provided on site.			Low

Location of visit	Date
Assessment carried out by	Date

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NUMBER 44 GO KARTING



This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

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NUMBER 46 TARGET SPORTS



Additional information -The use of a BMX / Skateboard facilities is considered to be 'higher than normal risk' and should be identified as such on EVOLVE. Sites must be assessed by staff as being an appropriate venue for group use. Adequate insurance cover, facilities and management procedures must be in place. This should be assessed by the completion of a Provider Assurance Form. *Informed consent must be gained for this activity.*

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Falling from platforms / ramps / half pipes, during activity	Participants Falls and injuries	- Briefing by supervising facility / venue staff. - Follow all procedures identified by venue. - Participants must wear protective helmet, protective clothing padding, knee pads elbow pads and wrist protectors determined via a specific risk assessment. - Equipment should be appropriate for the activity and fitted as per manufacturer's instructions. - Staff ratio 1:10 max to ensure safe participation. - Minimum of 2 staff supervising at all times. - First Aid trained. - Only attempted by skaters / riders under close supervision - establishment staff vigilant for over ambition / lack of ability. - Staff vigilant for tiredness of participants. - Staff to inspect surfaces to ensure smooth and debris free.			Medium
Poor Equipment Equipment failure	Participants Injury	- Pre activity briefing and inspection of bikes / equipment. - Unsafe equipment will not be used during activity. - Hired bikes must be inspected by staff before use. - Staff to be aware of what constitutes mechanically safe equipment, otherwise additional advice should be sought.			Low
Collision	Participants & Staff Injury	- Briefed by establishment staff on awareness of other users. - Briefing not to block the lines of other riders. - Briefing to keep ramps clear. - Keep away / off from Ramps if not actively using them. - Vigilance by staff to ensure safe practice.			Low

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NUMBER 46 TARGET SPORTS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Group Safety on site	Participant	- Briefing to establish clear boundaries and no go areas. - Provider assurance form used to assess sites suitability. - Staff responsible for small groups. - Regular Head counts / vigilance by staff. - Novice participants should be identified and restricted to lower risk activities and elements on site.			Low
Clarity on activity risk	All – unanticipated injury	- Parents / Guardians are aware of the nature of the visit and that the use of a skate parks, while being a managed environment will always have a residual risk. - Informed consent has been gained from parents.			Low

Location of visit	Date
Assessment carried out by	Date

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NUMBER 46 TARGET SPORTS



Additional information - Check generic control measures are in place. Generic advice for activities is listed as well as specific notes on individual activities. Provider Assurance form should be obtained from provider of activity. Activity leaders for these types of activity should have site-specific training and / or National Governing Body award qualifications to deliver these activities e.g. Archery GB Instructor for Archery. When considering whether to participant in Target Sports that involve simulated battle activities, a clear educational purpose should be identified.

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Other people entering the activity area	Participants, Staff & members of the public. Injury, death	- Activity area sited away from other activities and people. - Clear boundaries in place, including use of fence / closed gate. - No entry sign prominently displayed at entrance to activity.	Brief participants. Control measures.		Low
Equipment breaking, accident	Participants, Staff & members of the public. Injury, death	- All equipment to be checked by the instructor prior to the session. - Any faulty equipment to be put aside and reported to the appropriate person.	Regular checks of equipment		Low
Trips and falls	Participants & Staff	- Sites have removed significant trip hazards (tree stumps etc). - Site check of area for any other hazards daily before activity commences. - Ensure that group is supervised adequately throughout the activity and re-enforce ground rules. - Appropriate clothing and footwear worn.	Brief participants. Control measures.		Low
Falling onto equipment	Participants & Staff	- No pushing to be allowed during the session. - No running to be allowed for static shooting activities. - Only people who are shooting allowed into the shooting area.	Brief participants.		Low

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

Nottinghamshire County Council Generic Risk Assessment
Children and Families Department

NUMBER 46 TARGET SPORTS



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Weather Sunburn, head exhaustion, wind, cold, hypothermia	Participants & Staff	- Shaded area available during periods of hot weather. - Encourage use of sun cream, hats and regularly drinking water. - Appropriate clothing to be worn. - Appropriate group safety kit available.	Brief participants. Control measures.		Low
Archery Flying arrows, falling on arrows and bows, arrows over shooting target area	Participants & Staff. Injury, Death	- No participants to be allowed past the shooting line unless specifically authorised by the instructor. - Adequate briefing a start of session. - Proper supervision of participants. - Have obvious shooting and waiting area. - Use of clear commands by instructor. - Archery nets used to stop arrows. - Activity curtailed in strong wind conditions. - Long sleeves recommended / arm protection.	Site-specific training for anyone running archery sessions.		Low
Axe throwing	Participants & Staff.	- Suitable barriers and trained instructors. - Have suitable safety zones and no movement until throwing has stopped. - Full instruction delivered by instructor at start. - Continuous supervision by trained instructor. - Adequate safety drop off space behind / side of targets. - Minimum throwing distance defined. - Axes only to be thrown at targets. - Area cordoned off with signs. - Tools to be kept sharp. - Netting behind targets or appropriate exclusion zone.	Site-specific training for anyone running axe throwing sessions.		Low

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED

FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**



NUMBER 46 TARGET SPORTS

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Stimulated battle / action games eg Laser Tag Lasers pointed at eyes, over exertion, collision	Participants & Staff	- Participants intentionally shooting at eyes to be warned and removed from the game if behaviour continues. - Regular breaks for rest and water to be provided as required. - Laser guns to be held at waist height with two-handed operation included in briefing. - Good briefing and supervision of play area. - Time-outs / walking rules introduced if required. - Consideration given to the potential for bullying as an outcome of the activity if not appropriate managed.	Good safety briefing by instructor and supervision		Low
Foam target games eg Archery tag Flying tag arrows, ground anchors, archery bow-inner elbow slapping.	Participants & Staff	- Masks worn at all times. - Players shown safe zones and briefed not to engage anyone in these areas at any time. - Referee stops game with whistle if any conditions not met. - Use of defined cordoned area a safe distance beyond arena boundary, marking area for players and close limit for spectators. - Suitable clothing and footwear worn at all times. Secured bunkers and targets identified to participants in briefing. - Instructors show participants how to use bow. Long sleeved clothing recommended.	Good safety briefing by instructor and supervision		Low
Plus have regard for the nature of the group, any pre-existing medical conditions and continually risk assess throughout activity.					

Location of visit	Date
Assessment carried out by	Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED

FEBRUARY 2025

**Nottinghamshire County Council Generic Risk Assessment
Children and Families Department**

NUMBER 47 CLIP & CLIMB



Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures:	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Injury during descent. Bumping holds.	Participants & Staff	- All staff to attend initial safety briefing. - Establishment staff vigilant and ensure climbers use feet during descent. - Establishment staff ensure landing area clear. - Climbers briefed to call down before beginning descent. - Ensure warn up. - Establishment staff to ensure activity appropriate for participants via Specific Risk Assessment.			
Hit by descending climber.	Participants & Staff				
Physical Injury.	Participants & Staff				
Emotional trauma, climber freezes / stuck	Participants.				

Additional information

Activities in "Clip & Climb" facilities do not require specialist qualification but the activity must be carefully supervised by establishment staff who must hold a site-specific competency as a minimum.
Parents should be made aware of the risks associated with the activity and the nature of staffing / supervision.
The activity should be identified as 'Adventurous led by establishment staff' and an ALF form completed during the visit form creation submission on Evolve.

Location of visit	Date
Assessment carried out by	Date

This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, establishments must also make an assessment of any specific risks associated with their visit, including travel, sites used, activities and specific group needs.

REVISED FEBRUARY 2025

Appendix 10 - Summary of responsibilities for the delivery of visits

General organisational responsibilities

- Specific policies and operational protocol for visits - Nominated Managers/ Headteachers and where applicable, Governing Body.
- Monitoring implementation of establishment policy - where applicable Governing Body, Nominated Manager/Head Teacher and Visit Coordinator.
- Monitoring of implementation of Local Authority guidance re visits - LA Outdoor Education Adviser (OEA) Health and Safety Advisers.
- Planning appropriate visits – Nominated Managers/Headteacher, Visit Leaders and Educational Visits Coordinators.
- Ensuring an appropriate specific risk assessment is in place - Nominated Manager, Group Leader and Educational Visits Coordinator.
- Training to support safe visits - Nominated Managers/Headteachers and the LA.
- Approval for visits - Nominated Managers/Headteachers, Governing Bodies and the LA.
- Provision of advice to schools and CFCS establishments - the LA.

Planning and checking procedures prior to visits

- Informing and discussing visits with line management – Group Leader and Visit Coordinator.
- Assessing competency of Visit Leader and accompanying visit staff - Nominated Manager/Headteacher and Educational Visits Co-ordinator.
- Assessing competency of staff to lead adventurous activities – OEA.
- Detailed planning of the visit – Visit Leader, accompanying staff and Educational Visits Coordinator.
- Pre-visit – Visit Leader with agreement from nominated manager.
- Pre-visit risk assessments – Visit Leader with support from Educational Visits Coordinator and where used, external provider for activities delivered.
- Completion of approval forms and supporting documentation – Visit Leader and Educational Visits Coordinator.
- Approval for Category A visits– Nominated Managers.

- Approval for Category B visits - Nominated Managers/Headteacher, Governing Body where applicable.
- Approval for Category C visits – Nominated Managers, Governing Body where applicable and the Local Authority.
- Where visits have a higher than normal risk the visit is submitted to the LA irrespective of duration or nature and will be categorised as .

Safety standards and supervision during visits

- Safe supervision throughout visits - Visit Leader and accompanying staff.
- Specialist instruction and supervision while on activities - external providers where contracted, establishment staff where assessed as competent by the OEA or in accordance with standards described within generic risk assessments.
- Ongoing risk assessment throughout visit – Visit Leader and accompanying staff.
- First aid cover – Visit Leader and accompanying staff, where level of first aid provision is identified via a risk assessment, external providers when delivering contracted services.
- Emergency contact cover back at base - establishment responsibility shared between nominated staff.
- Emergency plan, major accident /incident - the LA and establishment.

Reviewing visits

- Establishment specific policy review - Governing Body/Headteacher/Nominated Manager.
- Accident/near miss reporting – Visit Leader and Educational Visits Coordinator.
- Recording details of all visits and submitting to the LA – Nominated Managers and Educational Visits Coordinators.
- Sharing information and outcomes of reviews with staff - Governing Body, Nominated Managers/Headteacher and Educational Visits Coordinator.
- Collation of relevant information and sharing updates across establishments - LA.

Appendix 11 - The Health and Safety Executive (HSE) 5 step process for the production of risk assessments

Risk assessment step 1: what are the significant hazards?

Hazard means anything that can cause harm e.g. a fast flowing stream, the top of a cliff, a busy road. Risk is the chance, high or low, that someone will be harmed. Concentrate on significant hazards which could lead to death or serious disabling injury for example from falls, traffic, drowning, fire, over exposure to sun, heat or cold, poisoning, infection, injury from animals, moving machinery, abduction, abuse or getting lost. For a specific risk assessment, establishments are advised to think through all of the significant hazards on their visit this may include issues such as:

Travel

Using the generic risk assessment '*Travel on Visits*', think through your journey to and from your location and any intermediate journeys. Are there any specific hazards you need to plan for, such as:

- ☐ Breaks in journey
- ☐ Road crossings
- ☐ Use of private cars?

Accommodation (e.g. hotels, hostels, campsites)

Referring to the generic risk assessments and your pre-visit, consider:

- hazards at the accommodation including fire hazards, building standards, stairs, balconies, hygiene
- security of accommodation (including risk of intruders)
- hazards in the grounds or immediate location.

Locations/sites

- It is best to consider each location/site the group will be visiting in turn (e.g. city centre, beach, river, country walk, farm). Identify any specific hazards e.g. water, fast traffic, crowds, contact with animals or machinery etc, which will require specific consideration.
- For visits abroad, also consider the hazards specific to the country (visit the Foreign and Commonwealth Office website as a start).

Activity hazards

Consider all activities you will be undertaking with the relevant generic risk assessments and follow the generic risk assessment control measures. If the generic risk assessments do not cover your activities, contact the Outdoor Education Adviser.

Hazards during 'informal' activities

- Arrangements for any activities under remote or indirect supervision.
- Evening, recreational or 'free-time' activities.
- Night-time arrangements.

Note that these are the times when most incidents occur and supervision levels are most likely to be questioned. Therefore, it is vital to ensure that these times are properly planned and that adequate control measures are in place.

Medical, behavioural and special needs

- Individual specific educational or medical needs (take advice from the establishment's special needs coordinator and from parents via a parental consent form) some individual participants with special needs may have, or may require, their own specific risk assessment.
- Illness or injury, particularly if this could occur away from immediate medical assistance.
- If abroad, health hazards specific to the country to be visited.

Supervision of the group

- The age and ability of the participants – the control measures will include the number and competence of staff required and rules for behaviour.
- If indirect or remote supervision is proposed (e.g. souvenir shopping), the specific control measures should include the plan for this.
- Issues of child protection and personal safety. □ Homes used for exchange visits.

Other significant hazards specific to the visit

- Refer to any similar previous visits and any 'near-miss' reports held by the EVC.
- Consider if there are any other significant hazards not covered above.

Changeable factors –alternative plan

- E.g. if weather could affect the programme, control measures should include obtaining a forecast and being able to change plans if necessary; include an alternative 'Plan B' which is also risk assessed.

Emergency plan

- Incident or emergency - control measures should include a planned emergency procedure. Sensible standard emergency plans would include access to a first aider and first aid materials, having a means of communication and access to contact numbers. Further guidance on action in the event of an emergency is contained in section 11.

Risk assessment step 2: who might be at risk?

Consider:

- participants
- leaders
- other people.

Risk assessment step 3: evaluate the hazards and risks and decide what needs to be done to reduce the risks to an acceptable level.

What control measures need to be in place before the visit? These may include:

- following the LA policy for visits and generic risk assessment control measures, relevant procedures of the establishment and, if abroad, following Foreign Office advice
- relevant establishment policies and procedures (for example a school's behaviour policy, emergency plan or lone worker guidelines)
- ratios, experience and training of staff, including first aid
- specific supervision arrangements for the visit (how staff will be deployed)
- specific knowledge of area to be visited, pre-visit and check of locations and providers
- flexibility to change programme, an alternative plan B, if circumstances dictate
- planned emergency procedures
- briefing of leaders, participants and parents
- other controls.

What further control measures or actions are needed before, at the start of, or during the visit? These may include:

- check of participants' equipment and clothing
- daily review of weather and programme
- briefing of leaders
- briefing and monitoring of participants
- other measures specifically required for the visit. e.g. if in or near water, review of water levels and weather forecast.

The control measures specified in the risk assessment must be followed in preparation for and undertaking the visit.

After considering the control measures, is the residual risk acceptable or not? If not, more needs to be done or the programme altered accordingly.

Risk assessment step 4: record your findings

A template for specific risk assessments is available for establishments to use. Establishments should use this form as a planning tool to identify significant hazards and actions to be taken.

For regular visits, establishments can develop a portfolio of specific risk assessments and, if helpful, a code of practice for running these visits. For these regular visits these risk assessments can then be referred to for each visit rather than rewritten every time it occurs.

All leaders, participants, parents and guardians should be aware of the risk assessments and control measures relevant to them. Visit leaders should provide other leaders with copies of the risk assessments, using the risk assessment proforma to identify who needs to be informed of what, and ensure they are appropriately briefed on procedures for the visit

Risk assessment step 5: reviewing your assessment

Generic and specific risk assessments must be reviewed before every visit. This ensures leaders are familiar with the hazards and control measures and provides a check that circumstances have not changed and that the risk assessment needs amendment. It is good practice that risk assessment portfolios are reviewed annually. Risk assessments should also be amended as a result of any relevant learning outcomes from visits or any unforeseen occurrence.

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