

Sapphire Education – Risk Assessment

Location / Activity: Off-Site Excursion/Walking Tour

No.	Identified Risk	Level of Risk*	Required Action to Eliminate Risk	Person(s) Responsible
1	Students spilling off the pavement while getting on and off the coach, also while waiting for the coach	High 2	<ul style="list-style-type: none"> a. Students to be fully briefed on coach timings and arrangements before leaving. b. Staff to ensure orderly queues form while waiting for the coach to arrive. c. Staff to stand at the coach door to supervise getting on and off the coach 	Course Director, Enrichment Manager & Student Mentor
2	Losing contact with students	High 2	<ul style="list-style-type: none"> a. Student body to be broken down into small groups each with their own leader and an Sapphire member of staff; b. Staff members for each group to be clearly identified before departure and staff to wear Sapphire branded t-shirt/waterproof coat. c. Group lists for each group to be comprehensive and include mobile numbers whenever possible; d. Student to be briefed on emergency procedures prior to departure and to be issued with emergency procedure in writing with relevant telephone numbers; e. Students are instructed to stay with their groups at all times; f. Staff to conduct frequent headcounts and always before departing from or arriving to any location stage within the excursion itinerary; f. While walking through public thoroughfares or other locations, one staff member must lead and the other bring up the rear of the group; 	Course Director, Enrichment Manager & Student Mentor

3	Distance from Sapphire Centre	High 2	a. Sapphire staff member leading the group must carry a mobile phone. b. Route taken should be appropriate for age and ability of group.	Course Director, Enrichment Manager & Student Mentor
4	Students being targeted for crime	Low 3	a. Students are instructed to watch and to keep their bags with them at all times b. Students are instructed to carry only small amounts of cash sufficient only for the needs of the moment or of the day;	Course Director, Enrichment Manager & Student Mentor
5	Extreme Weather	Low 2	a. Staff must make themselves aware of the weather forecast and if any weather warnings are in place b. Students must be instructed if there is a need for special clothes for rain or cold weather; c. Staff must be aware of the dangers of strong sun and the need for shade, especially in hot city centre conditions	Course Director, Enrichment Manager & Student Mentor
6	Behaviour	Low 2	a. Sapphire staff member to ensure group behaviour and supervision is acceptable and appropriate at all times.	Course Director, Enrichment Manager & Student Mentor
7	Rough uneven ground	Medium 2	a. Sapphire staff member to ensure that the students are all wearing appropriate footwear. b. Sapphire staff member to give clear verbal warning of any risks c. Sapphire staff member to ensure that good behaviour is maintained and there is no running	Course Director, Enrichment Manager & Student Mentor
8	Crossing roads in busy city centres	Medium 2	a. Students must be made aware that traffic drives on the left and the consequence of this for crossing practice; b. Students must be taken to zebra crossings or pelican crossing points whenever being led in a group on an excursion; c. Students must be made aware of the large number of one-way streets that give rise to unexpected traffic directions	Course Director, Enrichment Manager & Student Mentor

9	Traffic	Medium 2	a. Sapphire staff member to give verbal warnings of any heavy traffic ahead. b. Sapphire staff member to supervise all road/car park crossings	Course Director, Enrichment Manager & Student Mentor
10	River/canals	Low 3	a. Sapphire staff member to have survey route thoroughly beforehand and give advance warning of river/canal hazard	Course Director, Enrichment Manager & Student Mentor
11	First Aid	Low 3	a. Sapphire staff member to carry a first aid kit and a mobile phone b. Sapphire staff members to be aware of students with health problems and check if they have their medication, eg epipens, inhalers	Course Director, Enrichment Manager & Student Mentor
12	Contact with dogs	Medium 2	a. Sapphire staff member to ensure that the Health and Safety briefing to include the importance of not approaching dogs	Course Director, Enrichment Manager & Student Mentor
13	Dehydration	Medium 3	a. Staff and students must be made aware of the dangers of dehydration b. Students should be encouraged to carry bottles of water with them	Course Director, Enrichment Manager & Student Mentor

Risk Assessment compiled by: Andrew McPhee

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**This is measured using two criteria: 1. Severity - High, Medium or Low: 2. Likelihood - 1, 2, or 3 where 1 is most likely, 3 is least likely*

