

Default School

Name of Visit	For Site Visits
Organiser's Name	Group Leader
Report Date	30/04/2007

Activity Name	Venue/Accommodation	Risk Level	medium
Choosing venue and accommodation			
Hazards			
<p>Fire Slips, trips and falls Injury and illness Child protection young person lost or separated from group, specific special needs.</p> <p>Fire</p> <p>Domestic hazards</p> <p>Child protection</p> <p>Specific special needs.</p>			
Persons at risk			
Adults, young people, children of accompanying adults			
Measures to reduce risk			
<p>Pre-visit to gather information regarding fire safety, domestic hazards child protection and accessibility for those with special needs.</p> <p>Adults and young people to be briefed on site safety arrangements.</p> <p>Adults and young people to take part in a fire drill or be briefed on evacuation procedures as appropriate.</p> <p>Accommodation has appropriate external validation of standards.</p> <p>ON arrival, adults and young people report any faulty items or hygiene issues to be taken up with management.</p> <p>Alternative rooms to be sought where necessary.</p> <p>School/group has exclusive use of sleeping accommodation or appropriate management procedures in place.</p> <p>Staff accommodation is on the same floor and adjacent to that of young people.</p> <p>All accompanying adults have been CRB cleared where possible.</p> <p>Where this is not possible, those adults not CRB cleared should be checked against List 99 and not left in sole supervision of young people.</p> <p>External doors and windows are secured against intrusion.</p> <p>Where young people have keys, staff have access to master keys.</p> <p>Young people are checked into rooms at "lights out" and can easily contact staff throughout the night.</p> <p>Information gained from parents prior to visit using recommended consent forms, eg night time tendencies - bed wetting, sleepwalking etc.</p> <p>Suitable supervision arranged to meet needs of young people.</p>			

Activity Name	Standing Camps/Lightweight Camping	Risk Level	medium
Standing Camps/Lightweight Camping			
Hazards			
<p>Extreme weather,</p> <p>Slips, trips, falls,</p> <p>Young person lost or separated from group. Unauthorised entry.</p> <p>Equipment failure.</p> <p>Fires, burns, scalds,</p> <p>Illness or injury.</p>			
Persons at risk			
Adults, young people, children of accompanying adults			
Measures to reduce risk			
<p>Largely a seasonal activity (usually April to October)/</p> <p>Consideration of weather forecast.</p> <p>Use of suitable clothing and equipment, dry spare clothing and emergency equipment available.</p> <p>Pre-planning equipment list to group and parents.</p> <p>Kit checked prior to departure.</p> <p>Pre-visit undertaken for each campsite, hazards individually assessed.</p> <p>Route pre-planned, risk assessed and appropriately supervised.</p> <p>Sufficient supervision is provided at the campsite (remote supervision is only acceptable for competent young people and not appropriate for all ages).</p> <p>Camp rules or operating procedures agreed to minimise risks.</p> <p>Appropriate supervision arranged,</p>			

Ongoing assessment by Group Leader during camp.

Site chosen as a result of pre-visit from minimal public access.
 Group Leader and other adults sleeping in tents close to young people.
 Close supervision at all times by experienced staff.
 If not using an established camp site then organise body or home contact information or, at least, intention and variables.
 Risk reduced but parents and young people understand that risks cannot be completely eliminated.
 Equipment used has been properly maintained and checked before use.
 Equipment erected by experienced and competent adults.

Cooking tent isolated from sleeping tents by at least 3 times its height.
 No smoking or naked flames in sleeping tents.
 Fire procedures made clear and understood by all.
 Fire extinguishers and fire blankets available.
 First aider trained in treatment of burns and scalds.
 Flammable fuel and equipment only used by trained, experienced and competent staff.
 Operating procedures agreed for use of cook tent.
 Young people only use cooking equipment under close supervision by trained, experienced and competent staff, or passed as competent by a qualified leader.

Staff using the kitchen have attended basic food hygiene training, or as a minimum have prepared procedures in consultation with others who have attended this course.
 Camp kitchen operating procedures in place.
 Briefing of all young people and staff regarding good hygiene practice.
 Chemical toilets are managed by trained staff.
 Toilets have adequate washing facilities.
 Hands are always washed before handling food and in between handling raw and cooked food.

Activity Name	Exchange visits with school/group abroad	Risk Level	medium
Exchange visits with school/group abroad			
Hazards			
Inappropriate activities arranged by host school/group/family Child protection Road traffic accident			
Persons at risk			
Young people, children of accompanying adults			
Measures to reduce risk			
<p>Agree detailed programme with host school/group long before departure, early face to face contact with host school./group is essential. If programme involves adventurous activities, check that procedures conform to Sandwell requirements. Good understanding between both schools/groups on standards required. Ensure levels of supervision are adequate. Ensure young people are well matched with hosts. Parents and host family encouraged to make contact. Briefings to young people regarding their own responsibility to take sensible decisions. Remind parents that young people are not always under the direct supervision of staff. Rules agreed and communicated to host school/group regarding higher risk activities, including evening free time. Parental consent to be obtained from higher risk activities. Young people have telephone contact numbers for accompanying staff, carry a mobile phone or have access to a land line. Check on information that host school/group provides to their parent, especially regarding their 'duty of care' for under age guests.</p> <p>Host school/group has adequate vetting procedures for host families (ask if criminal record check is available). Check that adequate procedures are followed - make the level of checks clear to parents. Young people have telephone contact with accompanying staff at all times.</p> <p>Ensure adults and young people are aware of host country's traffic, pedestrian crossing, road signs etc.</p>			