|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HAZARD OBSERVED** | **RISK BEFORE CONTROL MEASURES** | **PERSONS AT RISK** | **CONTROL MEASURES** | **COMMENTS**  **ACTIONS** | **RESIDUAL RISK RATING** |
| Exposure to weather | Cold injury, heat injury, over-exposure to sun. | Student and accompanying adult | * Consider possible weather conditions and plan appropriate programme, clothing and equipment * Plan for student who may not bring suitable clothing – check before departure and/or bring spares * Daily weather forecast obtained and plans adjusted accordingly | Provide clear information about suitable clothing and equipment to student and parents if applicable. | Low |
| Lost student | Injury, death | Student | * Sufficient supervision * Discuss itinerary and arrangements with student * Briefing to all on what to do if separated from group | Plan supervision before visit and brief accompanying adult and student | Low |
| Illness or injury | Illness, injury | Student, accompanying adult. | * First aid cover accessible and appropriate * Student are reminded to bring individual medication * First aid and travel sickness equipment carried * Mobile phones carried if available * Emergency contacts arranged | Medication brought by student. | Low |
| Special needs of specific student – medical, behavioural, educational | Illness, injury | Student | * Obtain information from student and / or parents * Make necessary arrangements for individual student including individual risk assessment and additional accompanying adult as necessary | Check parental consent form received (if applicable) | Low |
| Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites, etc) | Injury, separation, death | Student | * Check location as suitable for this mode of supervision * Ensure student sufficiently briefed and competent (any individual student for whom indirect supervision not suitable must be directly supervised) * Clear guidelines and emergency procedures set and understood. * Rendezvous points and times set * Student knows how to contact accompanying adult. | Included in information to student / parents | Medium |
| Leader’s own children | Injury or death | Student, other children, accompanying adult | * If accompanying adult’s family joins group, student supervision must not be compromised. * Where accompanying adult’s children are similar age to student, must be supervised with student or separate supervision arranged | Consider before arranging activity | Low |