



**Educational Visits & LOtC Risk Benefit Assessment**

This is a generic COVID risk assessment to be used with sport specific / event risk assessment

GENERIC BENEFITS - WHY ARE WE DOING THIS?	SPECIFIC OUTCOMES
Centrally this is for the benefit of the physical and mental wellbeing of participants	Offer a competitive opportunity for young people ready to test their skills against others
Further social interaction between pupils and schools	
<p><b><i>Colour coding for this generic form:</i></b>  <i>Purple text: requires consideration but is likely to remain part of any successful RA</i>  <i>Red text: questions requiring answers subject to your specific arrangements</i>            All fixture Risk Assessments should adhere to the Government Guidelines in place at the time of writing (which can be <a href="#">viewed here</a>) alongside your schools' own Risk Assessment/COVID Outbreak Management Plan and also the relevant national governing body's 'Return to Play' guidance</p>	

Please ensure you give descriptive answers and not a single word answer. Thank you.

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND/OR ACTIONS TO BE TAKEN BY

<p><b>1 ENVIRONMENTAL ISSUES</b> e.g. Weather,</p>	<ul style="list-style-type: none"> <li>• <i>Weather forecast checked</i></li> <li>• <i>Activities programme amended where necessary</i></li> </ul>	<p>'Typical' seasonal weather conditions will not stop the event but weather warnings will be discussed with schools before deciding on appropriate action.</p>
<p><b>2 TRANSPORT</b> e.g. vehicles, drivers, arrival and departure of vehicles, breakdowns</p>	<ul style="list-style-type: none"> <li>• <i>Driving hours limited, with back-up driver on long journeys</i></li> <li>• <i>Seat Belts used at all times</i></li> <li>• <i>Marshalling as group leaves coach, etc</i></li> <li>• <i>Appropriate stops for eating and care arrangements en route</i></li> <li>• <i>LEA guidance on transport in private cars, minibuses, and public transport followed.</i></li> </ul>	<p>You will need to decide how you will travel to and from the event. Walking is without doubt the safest way but should you wish to consider a bus or cars please consult the school guidance and include considerations such as wearing face masks (secondary children). Staff/participants walking or driving to the event need to consider any risk factors on the journey within their RA. Schools should all have an appointed first aider for cover both on the journey and at the event. School groups should arrive at the venue at their allotted time to avoid groups waiting for long periods together.</p>
<p><b>3 EQUIPMENT CLOTHING SUBSTANCES</b></p>	<ul style="list-style-type: none"> <li>• <i>All clothing appropriate to the activities and location, including the use of weatherproof clothing</i></li> <li>• <i>Appropriate footwear worn</i></li> <li>• <i>Special equipment checked</i></li> <li>• <i>All equipment appropriate to the activities and location</i></li> </ul>	<p>Decide on what format you wish to follow – the 'Return to Play' guidance for each sport must be followed. Participants must wear suitable clothing for the activity – usually t shirt, shorts and suitable footwear (such as for football - boots with studs or astro-turf trainers suited to 3G surfaces and all players must wear shin pads). When asked, please bring along your own equipment which is your responsibility to ensure that it is sanitised. Where this is not possible, equipment will be supplied and cleaned by the School Sport Partnership or host school. Please can you bring along your own bibs should a situation where an opposing team are wearing the same colours.</p>
<p><b>4 ACTIVITIES and PROCEDURES</b> e.g. Programme of activities, free time</p>	<ul style="list-style-type: none"> <li>• <i>Detailed programme, including alternatives for bad weather</i></li> <li>• <i>'Free time' arrangements</i></li> <li>• <i>Adequate supervision at all times, with a duty rota in place</i></li> <li>• <i>Agree standards of behaviour and conduct</i></li> <li>• <i>Equipment suitable for activities and abilities of pupils</i></li> </ul>	<p>The event will be overseen by staff from the School Sport Partnership and each school will have their own staff to provide continuous supervision of their participants. Once teams have arrived they will be given a briefing regarding arrangements for players, including what to do during play, when not playing, first aid, toilet arrangements, what to do if they feel unwell and where to go if there is an emergency during the event. They will then be directed to a clearly identified, discrete area for their school where they can leave coats etc and start a warm-up. After warming up the players will proceed to their pitch and games will get underway. The format, rules, playing surface and duration of the games is chosen to be relevant to the participants.</p>

		<p>Equipment will be supplied and cleaned by the School Sport Partnership or host school.</p> <p>Teams will return to their school as soon as the event is completed.</p> <p>Contact between teams should be avoided where it is not necessary – handshakes and helping players up when they fall should be avoided and physical contact during celebration will be discouraged.</p> <p>In the event that an event needs to be postponed or cancelled the School Sport Partnership will do this by 9am for morning activities or 1pm for afternoon activities.</p> <p>In the event that specific measures need to be changed or added to this risk assessment the School Sport Partnership will communicate these no later than 1 week before the event.</p>
<p>5 SUPERVISION COMPETENCE DISCIPLINE</p>	<ul style="list-style-type: none"> <li>• <i>Prior assessment of leaders and helpers in relation to the visit, the pupils involved and the activities taking place</i></li> <li>• <i>Supervision ratio to keep sufficient check on all the party- including accompanying children other than pupils</i></li> <li>• <i>Code of conduct established and maintained</i></li> <li>• <i>Adequate staffing numbers available</i></li> <li>• <i>Appropriate voluntary helpers used and fully briefed on their responsibilities</i></li> <li>• <i>Police check for helpers under the Child Protection Act</i></li> </ul>	<p>Schools should add detail relevant to their safeguarding policy but note that schools should appoint one member of their staff to act as their first aider for entire duration of the visit (journeys and event)</p> <p>Where external volunteers/leaders are used to officiate a fixture or event, the School Sport Partnership or host school will decide who will act as their first aider should this be required, ideally this should be their supervisor/teacher in order to avoid unnecessary contact</p> <p>Spectators – the School Sport Partnership and/or host school will consider government guidance and local public health advice before deciding whether to permit spectators – this decision may be taken term by term or event by event basis according to the local infection/hospitalisation rates. The measures required to permit spectators may include some or all of the following:</p> <ul style="list-style-type: none"> <li>• A register of those attending to support contact tracing if required</li> <li>• Support for messaging regarding lateral flow testing of families of school children</li> <li>• Hand hygiene system such as hand washing or sanitiser</li> <li>• Secure pathway for Spectators around the site with signage</li> <li>• Signage to encourage social distancing between schools/spectators and between spectators themselves</li> <li>• A member of staff with responsibility to oversee spectators in case of emergency and to reinforce the messaging about the measures within the Risk Assessment</li> </ul> <p>A register will be maintained by the host school to record the number of staff, pupils and leaders on site at all times</p>
<p>6 OVERALL PLANNING</p>	<ul style="list-style-type: none"> <li>▪ <i>Only suitable accommodation used and checked for appropriate facilities. Fire precautions and</i></li> </ul>	<p>Schools will ensure that all participants and accompanying adults are free from the symptoms of COVID-19 before setting out for an event.</p>

<p><b>MONITORING AND CONTROL</b></p> <p>e.g. Accommodation</p> <ul style="list-style-type: none"> <li>• Emergency Contacts and Communication</li> <li>• Insurance</li> <li>• LEA Notification</li> <li>• Medical Arrangements</li> <li>• Parental Information</li> <li>• Research</li> <li>• Special Needs</li> <li>• Visits Abroad</li> </ul>	<p><i>certification checked and a fire drill carried out</i></p> <ul style="list-style-type: none"> <li>▪ <i>Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the leader of the party</i></li> <li>▪ <i>Mobile telephone available for emergency use</i></li> <li>▪ <i>Established appropriate emergency contacts with schools and parents</i></li> <li>▪ <i>Critical incident procedure functions properly</i></li> <li>▪ <i>Set up effective communication procedures with the group</i></li> <li>▪ <i>Insurance cover checked and parents informed of the limits of cover provided</i></li> <li>• <i>Prior approval/notification of adventurous activities, overseas visits or visits to challenging geographical areas carut</i></li> <li>• <i>Specific adventure activity guidelines being followed</i></li> <li>• <i>All relevant medical information of all participants maintained</i></li> <li>• <i>All appropriate medical arrangements, including first aid</i></li> <li>• <i>Special potential health hazards associated with the site</i></li> <li>• <i>Is it necessary to notify parents. Check this document and local policy</i></li> <li>• <i>Have you provided appropriate information for parents</i></li> <li>• <i>Meeting with parents</i></li> <li>• <i>Parental Consent</i></li> <li>• <i>Do you need and have they given their consent</i></li> <li>• <i>Researched the area, site accommodation, company</i></li> <li>• <i>Pre visit carried out</i></li> <li>• <i>Full account taken of any special needs involved</i></li> </ul>	<p>Social distancing will be encouraged at all times between schools and between participants/sports leaders/any volunteers/other staff at the fixture</p> <p>Events will be planned to take place outdoors where possible. Where this is not possible (either due to weather considerations or the format/sport chosen for the event) then ventilation will be considered in line with the HSE's "Ventilation and air conditioning during the coronavirus (COVID-19) pandemic" guidance (which can be <a href="#">viewed here</a>).</p> <p>A register will be maintained by the School Sport Partnership and/or host school to record the number of staff, pupils, and leaders in site at all times</p> <p>Schools must create and maintain their own register to include emergency contact numbers, medical information for all staff/participants which must be retained by the school for at least 1 week following the event.</p> <p>Any contact tracing protocols advised by Public Health must be followed in the event of a member of staff/participant/volunteer/leader developing symptoms relating to COVID-19 at any time within 2 days of the event.</p> <p>Should a staff member/participant/leader develop symptoms relating to COVID-19 whilst at the event they will immediately be taken into a discrete area at the facility and their emergency contact will be called to arrange to collect them and asked to arrange for a PCR test to be taken.</p> <p>Schools are to provide their own hand sanitiser for staff and participants to use. Any spectators are also to provide their own hand sanitiser.</p> <p>Everyone will be asked to apply hand sanitiser on entry to the site, and should be available for each group throughout</p> <p><b>Toilet trips – host schools must make toilets available and must consider how to minimise trips and how to minimise contacts between children from different schools (including any host schools' own students), include regular cleaning in between visits</b></p> <p><b>The host school should consider additional measures around toilet trips such as queueing (can this be done outside the building?, can 2m markers be put down to encourage distancing?)</b></p> <p>Event leader will have a fully charged mobile phone with good signal in case of emergencies – in the event that the fixture needs to be suspended for any reason (weather incident, safeguarding concerns etc) the event leader will sound a repetitive whistle/ hooter to alert all participants/staff to stop and proceed to the assembly point.</p>
--	---	--

<b>OTHER</b>		
--------------	--	--

**A COPY OF THIS RISK ASSESSMENT, WITH VISIT SPECIFIC CONTROL MEASURES IS TO BE PROVIDED TO THE EVC, HEADTEACHER/MANAGER AND ADDED AS AN ATTACHMENT TO THE EVOLVE VISIT FORM**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please ensure that the risk benefit assessment actually relates to this visit or Learning Outside the Classroom activity.

i.e. It reflects this activity/these activities, at this location/these locations, led by these staff with these young people. Account has been taken of any young people with particular needs and an informed judgment regarding weather and water levels (if relevant) has been made. Please ensure this is shared and understood by all involved in leading the visit.