**Educational Visit Risk Assessment**

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| **Visit Description** |  | **Team Leader** |  | | | **Year Group** |  |
| **Date of Visit** |  | **Male Staff** |  | **Female Staff** |  | **Number of pupils** |  |

**PLEASE NOTE: this is a working document and will be continuously updated up until the commencement of the trip in order to ensure full coverage of all assessable risks.**

*NB. This trip will be managed by individual schools’ insurance and normal TLT approval and management processes****. Grace Foundation will take responsibility for the organisation and operational running of the trip on behalf of Tove Learning Trust schools. Designated staff (either Grace Foundation or TLT) need to take responsibility for their students at ALL times during the trip.***

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| **Hazard** | **Persons at Risk** | **Risk Description** | **Gross / Initial risk** | | | | **Risk Level** | | **Current Mitigating Action (Existing Controls /Precautions)** | | **Net risk** | | | | **Risk Level** | **I/C** | |
| **Likelihood** | | **Impact/ Severity** | | **Likelihood** | | **Impact/**  **Severity** | |
| Travel | | | | | | | | | | | | | | | | | |
| Travelling to *Manchester* | All | Potential of a road traffic accident | Low | | Medium- High | | Medium | | - All schools will follow school risk assessments relating to travel.  - Students will all be traveling to Manchester in TLT minibuses (except EWS) which have all been serviced and maintained.  - They will be driven by staff with an appropriate licence.  -Students will all be wearing seat belts for the duration of the journey.  - EWS will be making use of two hired minibuses from reputable companies. | | Low | | Low | | Low | Trip leader for each school. | |
| Abduction or loss of a student whilst traveling to Manchester. | Students | Potential to be abducted or lost on the way to or from Manchester | Low | | High | | Medium | | - Staff will be nearby at any stops on the journey and will make clear meeting points and where students are allowed to go.  - Staff members will count all students on and off the minibus.  - Students will be given cards with the contact details of the trip phone, Audacious Church and the accommodation. | | Low | | Low | | Low | Trip leader for each school. | |
| Accident whilst traveling by minibus around Manchester to various venues as well as breakdown of vehicle during travel. | All | Potential of a road traffic accident. Causing illness and injury. | Low | | Low-High | | Medium | | - Students will all be traveling around Manchester in TLT minibuses (Except EWS) which have all been serviced and maintained.  - They will be driven by staff with an appropriate licence.  - Students will all be wearing seat belts for the duration of the journey.  - EWS will be making use of two hired minibuses from reputable companies.  - Sick bags will be available on each minibus for travel sickness  - First Aid kit available on minibus for emergencies.  - In the event of minibus breaking down during travel, group leader is to call breakdown company associated with school and follow their stipulated procedures and/or school procedure.  - Students are to be safe at all times during breakdown period and kept away from any roads.  - Headcount of students done once breakdown has been dealt with and solution has been implemented. | | Low | | Low | | Low | Trip leader for each school and/or staff member responsible for driving minibus. | |
| Accommodation | | | | | | | | | | | | | | | | | |
| Insecure living quarters. | All | Potential for students to be abducted and lost whilst at the YHA Manchester and/or Diamond Lodge Hotel. | Low | | Medium-High | | Medium | | - Students will be sleeping in rooms of 2 and/or dorm rooms of 4.  - The room they sleep in will be allocated before leaving for Manchester and students will all be required to sleep in the allocated room for the duration.  - Staff will check students are in the correct room after unpacking following allocations as well as just before lights out at night, each night.  - Each room is only accessible with a key card (YHA Manchester) and a normal bike key (Diamond Lodge Hotel) and staff will be monitoring corridors that students will be on until an allocated time.  - 24/7 CCTV on corridors signalled through to reception with member of hotel staff on site.  - Students will be told they are not allowed to wander the accommodation in the night.  - Students will be briefed and told they will not be allowed to leave the hotel without a member of staff with them.  - Students will be briefed of appropriate behaviour prior to the trip and throughout the duration.  - Students will have a code of conduct that they will sign prior to the trip. | | Low | | Low | | Low | EW/MS | |
| Loss or damage to belongings | All | Items brought on the trip could get lost, damaged or stolen. | Low | | Low-Medium | | Low | | - Students will be advised to leave all valuable items at home.  - Students will be told to keep any valuable items they do bring, on them.  - Student’s rooms will be locked and only accessible with an issued key.  - All belongings are the responsibility of the students. | | Low | | Low | | Low | EW/MS | |
| Body of open water outside YHA Manchester | All | Canal outside YHA Manchester venue | Medium | | Medium- High | | Medium | | - Students will be briefed and made aware of related safety hazards regarding body of open water  - Sturdiness of barrier surrounding water has been assessed  - Signage is clear.  - Life belt available in YHA Manchester reception.  - There is outside lighting in the canal area.  - The reception is manned 24/7. | | Medium | | Medium-High | | Medium | EW/MS | |
| Students from the opposite sex in bedrooms. | Students | Inappropriate behaviour between students whilst on the trip. | Low | | Low-High | | Medium | | - Students will be given a code of conduct prior to leaving for the trip.  - The code of conduct will be agreed and signed by students and parents.  - Through code of conduct, students will agree to appropriate respectful behaviour in rooms with other students.  - Students will be told to not engage or begin in any romantic/sexual relationship of any type whilst on the trip.  - Students will be told to sleep in their own allocated beds at all times.  - Students will be reminded of the code of conduct before checking into the YHA Manchester and Diamond Lodge Hotel.  - Students will be allocated into rooms of 2 and/or 4 and will remain the same room for the duration of the trip.  - For those students who do change from YHA Manchester accommodation (dorm rooms of 4) to Diamond Lodge accommodation will be allocated into a twin room of 2  - If students break the code of conduct parents may have to come and collect students.  -Staff will be supervising at the accommodation at all times. | | Low | | Low | | Low | EW/MS | |
| Student/s with special requests related to safeguarding or inclusion needs | Students | Exclusion/discomfort for students due to lack of prior planning to accommodate special requests | Low | | Low | | Low | | - Conversations held with students, DSL and parents via school safeguarding and inclusion/SEND teams. Agreements and reasonable adjustments made with all parties ahead of time regarding students who have made special requests. | | Low | | Low | | Low | Trip leader for each school. | |
| Student isolated due to singular room allocation | Students | Exclusion/discomfort/ security | Low | | Low-medium | | Medium | | - Students allocated to individual rooms have been briefed prior to trip.  - Single students in individual rooms will be checked up on at allocated times.  - Students will be made aware of any extra security precautions due to single occupancy. | | Low | | Low | | Low | EW/MS/ Trip leader for each school. | |
| Fire | All | Choking, smoke inhalation, burns. | Low | | Medium-High | | Medium | | -Trip leads have ensured that accommodation meets national standards  - Students will be briefed on what to do, and where evacuation exists are in the event of a fire.  -External meeting area where pupils can gather for roll call in the event of evacuation will be communicated in accommodation briefing upon arrival  -Staff to ensure that all pupil rooms are clear in the event of an evacuation.  - Staff will safely evacuate students in an emergency.  - Staff will contact the emergency services.  - Staff will give first aid if required. | | Low | | Medium | | Low | EWI/MS/  Trip leader/present staff member for each school. | |
| Food Safety | | | | | | | | | | | | | | | | | |
| Illness due to poor food hygiene | All | Sickness caused by poor food hygiene or badly prepared food. | Low | | Medium–high | | Medium | | - Breakfast will be served as canteen style buffet at YHA Manchester and Diamond Lodge Hotel.  - Lunch will be provided as packed lunch by YHA Manchester.  - Lunch on last day will be from known fast food outlet in Old Trafford Centre  - Dinner will be served by YHA Manchester (canteen buffet style).  - Students staying in Diamond Lodge Hotel will have takeaway Dominos pizza for dinner delivered to hotel. Dinner will be served will newly opened clean disposable plates and napkins OR clean crockery provided by Diamond Lodge Hotel.  - Staff will use anti-bacterial gel before any food preparation.  - Accommodations have been visited by various staff members, risk assessed and agreed that hygiene is of satisfactory standard for students, and themselves.  - All students will be encouraged to wash their hands before eating any meals.  - All dietary requirements are provided in advance and are accommodated for prior to trip.  - Public food outlets made use of will be chosen according to previous reputable experience and knowledge by EW/MS (i.e., Dominos and Old Trafford lunch spot)  - If concern about hygiene arises, group leader will assess affected students(s) immediate health, address situation with outlet staff, request refund if necessary and move to another outlet. | | Low | | Low | | Low | YHA Manchester,Diamond Lodge Hotel, Audacious Church | |
| Injury/illness/adverse reaction to food | All | Illness provoked due to consumption of foods causing an allergic response or adverse reaction including choking. | Low | | Low-Medium | | Medium | | - Any pre-existing food allergies will be asked for in a medical form prior to the trip starting.  - Precautions will be taken to ensure any known food allergies are not triggered.  - Relevant emergency medications provided by students need to be held by students and/or staff at all times.  - First aid will be given by trained staff and any further medical intervention called if required. There is first aid available in The Trafford Centre if trip staff are unavailable. | |  | |  | |  | EW/MS | |
| Illness due to food allergy | All | Illness provoked due to consumption of foods causing an allergic response. | Low | | Low-Medium | | Medium | | - Any pre-existing food allergies will be asked for in a medical form prior to the trip starting.  - Precautions will be taken to ensure any know food allergies are not triggered.  - A list of student allergies and any related medication will be collated and shared with appropriate staff members before the trip  - Relevant emergency medications provided by students need to be held by students and/or staff at all times.  - First aid will be given by trained staff and any further medical intervention called if required. | |  | |  | |  | EWI/MS/  Trip leader/present staff member for each school. | |
| Social Action Activities | | | | | | | | | | | | | | | | | |
| Injury or illness from moving around the sites of Social Action | All | Risk of accidental injury or medical illness whilst working on homes and gardens. Including the potential of slipping, tripping, or falling on uneven surfaces whilst gardening.  Risk of injury from gardening equipment being used at the different homes. | Medium | | Medium | | Medium | | - Students will be supervised and there will be a first aider on site.  - Student’s parents will complete a medical/allergy slip before leaving on trip to be able to take part in any activity.  - Students will be fully briefed of expected behaviour before leaving for the activity.  - Students will be advised to wear suitable footwear and clothing (such as comfortable trainers, appropriate clothing for weather conditions and practicality (e.g. trip hoodie, t-shirt and jeans OR leggings OR appropriate tracksuit bottoms) whilst taking part in the activities.  - If students do not have these items, conversations will be help between Ethos leads and students prior to trip to accommodate what students do have and the suitability thereof for trip and/or activities.  -At least one qualified First aid trained staff will be always be on site with students | | Low | | Low | | Low | Trip leader/present staff member for each school. | |
| Safeguarding | All | A safeguarding incident happens on the trip, or a disclosure of a safeguarding incident occurs on the trip. | Medium | | Medium | | Medium | | -Briefing for all staff and students (separate briefings) regarding.  - Safeguarding arrangements for the trip and what is covered by Grace foundation and what is covered by individual schools to cover both disclosure of abuse but also ways of keeping students and staff safe.  - Where a disclosure of abuse is made, the appropriate DSL (or alternative contact) is contacted as soon as possible.  - Where these are not available out of hours children’s services will be contacted. This will be the children’s services where the child lives (there may be a need to also contact Manchester/Salford social services in addition).  - Each school should have contact details for their Designated Safeguarding Lead and alternative contact details if they are not available.  - Staff members not to be present in rooms when students are changing.  - Arrangements for checking student rooms will be set out to avoid issues where students feel uncomfortable or an allegation against a staff member is made. | | Medium | | Low | | Low-Medium | EWI/ MB - ensure training happens for all participants.  All  staff members. | |
| Young people going missing/being abducted. | Students | Potential for students to go missing or be taken by an unknown adult while on site of different projects. | Medium | | High | | Medium | | - Students will be working in groups during the activities. – Staff members of school (specific to school groups) and/or Audacious staff will be supervising overall project activities and thus students will be in same vicinity as staff at all times as well as regularly counted throughout time at project site and across activities.  - Students will be briefed on safety requirements for the trip before they leave.  - Staff will be allocated a group of students to monitor. - Students will be briefed on appropriate behaviour and conduct before the activity.  - Students briefed that they are not able to leave site unless with a staff member.  - Students will be given cards with the trip phone contact details and the details of the YHA Manchester, Diamond Lodge Hotel and Audacious Church. | | Low | | Low - Medium | | Low | Trip leader/present staff member for each school. | |
| Students’ items being damaged due to working outside. | Students | Students’ clothes/ other items being damaged due to working outside. | Low | | Medium | | Medium | | - Students will be wearing gloves and suitable footwear.  - They will be advised to leave anything of value at home.  - Students to be advised of appropriate behaviour when gardening, decorating, cleaning or giving out food and drink.  - Parents will be informed about the activities taking place so they are able to provide students with suitable clothing for activities. | | Low | | Low | | Low | Trip leader/present staff member for each school. | |
| Adverse weather conditions. | All | Risk of exhaustion, dehydration, sunstroke and hyperthermia. | Low | | Low-Medium | | Low | | - Weather information will be looked at before activities.  - Students will be asked to drink before they leave for the activity and have a drink when they return. Also reminded to drink throughout the activities.  - Weather appropriate clothing will be worn.  - Students will be asked to bring layers of clothing.  - Students will be asked to bring sun cream and warned to be careful at all times. | | Low | | Low | | Low | Trip leader/present staff member for each school. | |
| Injury from a sharp or heavy item. | All | When collecting litter students may come across sharp or heavy objects that could cause injury. | Medium-High | | Medium- High | | Medium | | - Students will be told that large objects or sharp objects must not be touched, and students are to make staff aware.  - Students will be briefed before starting the activity. - Students will be working within groups with staff adjacent to their group. | | Low | | Low | | Low | EWI/MS/  Trip leader/present staff member for each school. | |
| Injury from tool use, litter pickers, spades, forks, clippers etc. | All | Cuts, bruises, sprains, pulled muscles, broken bones. | Medium | | Medium- High | | Medium | | - Students will wear gloves and appropriate clothing and strong, closed toe shoes, (boots preferable).  - Students will be given training of correct use of tools prior to leaving for Manchester and reminded of this once on site.  - All students will be working in groups supervised by staff.  - Eye protection will be made available for those who may need it during the gardening projects.  - All groups will have first aider and will know the procedure to take in case of injury, including medical numbers and floating vehicle.  - No electrical tools or pickaxe will be made available to or used by students | | Low | | Medium | | Low | EWI/MS/  Trip leader/present staff member for each school. | |
| Exposure to animal faeces and soil borne diseases | All | Contracting diseases such as hepatitis and e-coli. | Medium | | High | | High | | - Check site prior to activity.  - Students will be advised not to touch animal faeces or to ask a staff member if they are unsure if there are faeces present. - Students should be told to alert a staff member immediately if they touch animal faeces.  - Students will be given gloves to minimise risk of contamination.  - Students will be advised to wash hands thoroughly after activity. This will be explained before the activity takes place. | | Low | | High | | Medium | Trip leader/present staff member for each school. | |
| Repeated bending and lifting | All | Back injury/repetitive strain injury | Medium | | Medium- high | | Medium | | - Activities will be varied.  - Advise students to use the correct posture.  - Staff will be present during activity of heavy lifting to ensure students understand correct technique and monitor heavy lifting  - An explanation of the proper use of equipment will be given prior to activity commencing, and students reminded once on site.  - Students will be monitored during activities to ensure correct use of equipment is understood. | | Low | | Low | | Low | Trip leader/present staff member for each school. | |
| Illness or injury causing a negative impact on pre-existing medical conditions | All | Work on site triggering negative effects on pre-existing medical conditions of students | Medium | | Medium | | Medium | | - All parents will be required to complete medical forms for students so that staff are aware and can take appropriate precautions to reduce the risk. | | Low | | Medium | | Low-Medium | Trip leader/present staff member for each school. | |
| Emotional impact due to communicating and interacting with people with serious illness and/or impoverished circumstances. | All | Possible emotional upset | Medium-High | | Medium-High | | Medium | | - Students will be given training and briefing prior to the trip to prepare them for the cultural experiences they may encounter.  - Students will be made aware of the available and ongoing support for people linked to the social action work.  - Students will have a group TEAM TALK each day with their group leader for any pastoral needs.  - Signposting will be available if needed. | | Medium | | Medium-Low | | Medium | EWI/MS/  Trip leader/present staff member for each school. | |
| Working near animals | All | Possible injury, bites, infection, skin irritation from animals/ insects | Low | | Medium-high | | Medium | | - If it is known that pets/animals are present at the project site, it will be requested to those responsible for the site that all animals are kept out of the way whilst activity is undertaken.  - Students will be informed to keep away from animals at all times unless given explicit permission by both staff and owner.  - The surroundings and arrangement made regarding potential present animals will be monitored by staff present.  - Students will be given gloves to wear to minimise risk of contamination.  - Litter pickers provided.  - Anti-bacterial gel to be provided  - Removing animal excrement is not permitted for any students.  - Students will be advised not to touch any animal. | | Low | | Low | | Low | Trip leader/present staff member for each school. | |
| Exposure to animal hair triggering allergies | All | Animal hair related allergies triggered due to exposure and resulting in adverse reaction | Medium | | High | | High | | -Related allergies will be confirmed with students prior to activity  -Students should be told to alert a staff member immediately if they touch an animal and have a reaction  - Students will be given gloves to minimise risk  - Students will be advised to wash hands thoroughly after activity. This will be explained before the activity takes place. | | Low | | High | | Medium | Trip leader/present staff member for each school. | |
| **Please see separate and relevant Audacious Risk Assessments for any specific activities relating to community projects.** | | | | | | | | | | | | | | | | | |
| Homeless Banquet Activity | | | | | | | | | | | | | | | | | |
| Injury or illness from preparing and serving food. | All | Burn, cut or other injury from preparing food. Contamination of disease from handling uncooked food. | Low | | Medium | | Low | | - All food preparation, for this particular activity will be guided and done under supervision of staff. | | Low | | Low | | Low | Trip leader/present staff member for each school. | |
| Interacting and communicating with members from the homeless community | All | Possibility for a provoked or unprovoked confrontation from members of the homeless community. | Low | | Medium-High | | Medium | | - Students will be briefed and trained about appropriate communication and behaviour, from professionals who work and are trained with this people group.  - Students will always be supervised by a member of staff.  - Audacious staff will be highlighted to any vulnerable or anti-social behaviour from members of the homeless community.  - Students will be in pairs and encouraged to work together at all times.  - Students will be briefed on the appropriate amount of personal information that they should share (first name only), no contact details, or in-depth personal information.  - Students will be instructed to not be alone at any time with any member of the public. | | Low | | Medium | | Medium | EWI/MS/  Trip leader/present staff member for each school. | |
| Inappropriate interaction with members of the public. | Students | Injury, illness, emotional distress, abduction. | Low | | Low-High | | Medium | | - Students will be advised to be cautious when speaking to people who are not part of the activities, or organisations we will be working with.  - Students will be supervised by staff. | | Low | | Low | | Low | EWI/MS/  Trip leader/present staff member for each school. | |
| Emotional impact of seeing people less fortunate | All | Possible emotional impact on students due to the different circumstances the homeless community live within. | Medium-High | | Medium | | Medium | | - Students will be given training and briefing prior to the trip to prepare them for the cultural experiences they may encounter.  - Students will be made aware of the available and ongoing support for people linked to social action work.  - Students will have a group TEAM TALK end of each day with their group leader from staff. | | Medium | | Medium-Low | | Low | EWI/MS/  Trip leader/present staff member for each school. | |
| Audacious Activities/Games Night | | | | | | | | | | | | | | | | | |
| Physical activities | Students | Potential physical activities such as sport (football) may be part of Tuesday night games night and/or use of inflatable games with risk of injury is present. | Low | | Medium- High | | Low | | - Students will be briefed before each activity on rules and potential risks  - Students will be made sure to wear appropriate clothing (joggers/jeans/ comfortable sports clothes) and footwear (trainers).  - First aid will be on site and available through staff.  - Emergency services will be contacted if needs be.  - Students will be supervised at all times.  - Those with known physical constraints will be given option to partake or not. If not willing/able to, they will be given an alternative more suitable as there will be more than one activity happening and most likely to not involve physical activities (such as movie watching, sofa surf). | | Low | | Medium | | Low | EWI/MS/  Trip leader/present staff member for each school. | |
| Use of cleaning products | All | When cleaning after the activities students may come into contact with cleaning products that cause harm. | Medium | | Medium –high | | Medium | | - Cleaning materials will be provided for by Audacious Church.  - Students will only be given cleaning products safe and suitable for household use and not containing any harmful chemicals.  - Staff ensure students have clear understanding of how to use products to keep themselves and others safe.  - Plastic gloves will be provided for students.  - During cleaning, ventilation will be kept as high as possible by opening windows and doors. - Students will be told to use the products as described on the bottle’s instructions.  - Some eye protection will be available to be used where necessary. | | Low | | Low | | Low | EWI/MS/  Trip leader/present staff member for each school. | |
| Trip Activities and Visits | | | | | | | | | | | | | | | | | |
| Terrorist Attack | Students | While in large shopping centres and public areas. | Low | | Low-High | | Medium | | - Students will be briefed prior to the visit, that if they suspect an immediate danger of terrorism, they must follow the counter terrorism advice of Run, Hide, Tell.  This strategy includes:   * RUN to a place of safety. This is a far better option than to surrender or negotiate. If there’s nowhere to go, then… * HIDE It’s better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so… * TELL the police by calling 999.   - Students will be advised of a meeting point in the event of an emergency (if safe to do so).  - Students will have the contact numbers of their parents available to them.  -Students will be briefed to not go off in groups of less than 3  - Follow instructions from emergency services and other authorities.  - Staff to be alert for unusual behaviour/incidences.  -Itinerary and activities will be appropriately adjusted in the light of a terrorist attack - Need to move to a place of safety whilst situation stabilises will be evaluated and arranged accordingly. -Need to cut trip short and return to hotel/school/Audacious Church will be considered, evaluated and arranged accordingly. | | Low | | Low | | Low | EWI/MS/  Trip leader/present staff member for each school. | |
| Fire | All | Choking, smoke inhalation, burns. | Low | | Medium-High | | Medium | | - Staff will be made aware of the emergency procedures at all sights.  - Students will be briefed on what to do, and where evacuation exists are in the event of a fire.  - Staff will safely evacuate students in an emergency.  - Staff will contact the emergency services.  - Staff will give first aid if required. | | Low | | Medium | | Low | EWI/MS/  Trip leader/present staff member for each school. | |
| Accidents during free time. | All | Injury, illness, loss, or abduction of a person. | Low | | Low-High | | Medium | | - Students will be advised of where they are allowed to go during free time.  - Students will not be allowed to leave the advised sites without a member of staff.  -Staff will advise students on their location during free time.  - A meeting point will be agreed upon in the event of an emergency.  - The meeting point will be manned by at least one staff member at all times.  - Clear timings of when expected back to meeting point will be given to students.  - Students checked off/counted upon their return and before leaving free time area.  - Students will be aware of trip telephone number prior to free time. | | Low | | Low | | Low | EWI/MS/  Trip leader/present staff member for each school. | |
| End of trip | | | | | | | | | | | | | | | | | |
| End of Trip travel home | All | Students left on sight as no parent/carer arrived to pick student up.  Unsure whether student is walking home or being picked up from site after arrival back from trip. | Low | | Low | | Low | | - Spoken to parent/carers of each student to see whether they are being picked up from sight or walking home so staff are aware.  - If students are not picked up, two members of staff will stay with them and contact emergency contact details we have on record for the student. | | Low | | Medium | | Low | EWI/MS/  Trip leader/present staff member for each school. | |
| General - all visits | | | | | | | | | | | | | | | | | |
| Student requiring GP/hospital visit | All | Student requiring professional medical attention by means of GP doctor or hospital visit. | | Low | | Low-High | | Medium | | -In the event of a visit to GP/hospital visit, students are to be accompanied by a member of staff DBS checked  -The remainder of staff to make reasonable adjustments in their absence with designated group of students being split up and reassigned to other staff.  -Parents to be contacted and kept up to date of medical situation  School to be informed | | Low | | Medium | Low | | EWI/MS/  Trip leader/present staff member for each school. |
| Incident resulting in need for affected student’s emergency contact | All | Incident resulting in need for affected student’s emergency contact | | Low | | Low-High | | Medium | | -Staff to carry mobile phones – one of which is a trip phone the number of which can be given to pupils.  - Trip leads with master list containing emergency contacts with school/headteacher and parents arranged | | Low | | Medium | Low | | EWI/MS/  Trip leader/present staff member for each school. |
| Young people going missing/being abducted. | Students | Potential for students to go missing or be taken by an unknown adult whilst on any part of trip/visit | | Medium | | High | | Medium | | - Students will be moving/working/sleeping and eating in groups  – Staff members of school (specific to school groups) and/or Audacious staff will be supervising overall activities and thus students will be in same vicinity as staff at all times as well as regularly counted throughout time at project site and across activities.  - Students will be briefed on safety requirements for the trip before they leave.  - Staff will be allocated a group of students to monitor. - Students will be briefed on appropriate behaviour and conduct before the activity.  - Students briefed that they are not able to leave location unless with a staff member.  - Students will be given cards with the trip phone contact details and the details of the YHA Manchester, Diamond Lodge Hotel and Audacious Church. | | Low | | Low - Medium | Low | | Trip leader/present staff member for each school. |
| COVID-19/ Other Transmittable Viruses | | | | | | | | | | | | | | | | | |
| Exposure to COVID-19 | All | Exposure to risk of contracting COVID-19  Exposure to risk of contracting/spreading transmittable virus | Low-medium | | Low-medium | | Low | | - Students who show COVID-19/ suspicious symptoms or test positive prior to trip departure will be asked to not attend.  - Students and staff reminded to follow government guidelines at the time of the trip and adapt their behaviour accordingly.  - Government guidelines will be made aware to students before the trip and reminded of during the trip for maximum awareness and safety of COIVD-19 regulations.  - Pack of masks will be made available to students in case they would like to make use of on whilst on trip.  - Anti-bacterial hand gel will be made available.  - Packs of Lateral Flow tests per school will be taken on the trip and will be available if suspicion of COVID-19 occurs and related symptoms commence.  - If positive, parents/guardians will be contacted, and relevant arrangements will be made for child to return home.  - If staff member falls ill before or on the trip, a member of the school faculty will need to act as replacement for whole or remainder of the trip. | | Low | | Low | | Low | EWI/MS/  Trip leader/present staff member for each school. | |

Cancellation of activities – in the event of the cancellation of any activities/projects, appropriate alternative arrangements will be made that fall in line with this risk assessment.

Safeguarding – any safeguarding incidents will have to be referred to the DSL of the relevant school

In the event of a hospital visit that might leave a site understaff, the on-call member of staff will support student or replace staff member for the duration of their absence. Add hospitals. Staff member must be present with student at all times.

Check enhanced DBS

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| **Assessed by (Print)** |  | **Signed** |  | **Date assessed** |  |
| **Approved by EVC (Print)** |  | **Signed** |  | **Date** |  |