

**School Trip to be risk assessed:**  
  
**AMIS High School Honour Band and Female Choir Festival hosted by ISA**  
**14<sup>th</sup> – 18<sup>th</sup> March 2012**

**Assessment Undertaken by:**  
**Signatures: K Walter, D Strachan**  
  
**Date: 11.01.12**

**Assessment Reviewed by other trip supervisors:**  
**Signatures:**  
  
**Date:**

**Next Review by/date:**  
  
**Jan 2013**

| What are the potential hazards?  | Who is at risk?                | What safety measures need to be in place to reduce the risk to an acceptable level?   | Can the group leader put safety measures in place? (Y/N) | What steps need to be taken in emergency?   | Initial Risk |          |              | What further action is necessary to control risk? | Further action completed (sign and date) | Residual Risk |          |              |
|--|--------------------------------|---|--|---|--------------|----------|--------------|---|--|---------------|----------|--------------|
|  |                                |   |  |   | Probability  | Severity | Total rating |   |  | Probability   | Severity | Total rating |
| 1. Unsuitable venue and activities (Venues: ISA school building including music facilities, theatres, gym hall, classrooms and cafeteria, Activities: rehearsals, concerts, and Friday night dance, pool party and climbing wall activities etc) | Staff<br>Students<br>Chaperone | <ul style="list-style-type: none"> <li>ISA host organiser Kent Walter will reassess risks during the event, making decisions and judgements as the need arises (e.g. weather changes, emergencies, new risks etc).</li> <li>Group leaders of each school group will be aware of when they must take responsibility for their students.</li> <li>Students will be supervised continually while in the ISA</li> </ul> | Y  | Ensure student safety and then leave. Inform school. Safer alternative should be sought and new risks should be reassessed. Contact governing body of organisation visited. | VU           | M        | Low          | None  | -  | VU            | M        | Low          |

| PROBABILITY (P)    |              |              |            |                  | HAZARD SEVERITY (HS) |            |              |          |             |
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|                                 |                                |  |  |  | Probability  | Severity | Total rating |   |  | Probability   | Severity | Total rating |
|                                 |                                | building. <ul style="list-style-type: none"> <li>• Students are issued with a behavioural agreement and are required to read, sign and abide by it.</li> <li>• Participants will only be allowed to take part in activities involving the pool and the climbing wall if they have written permission from their parents.</li> <li>• Pool and climbing wall activities will only take place under the strict supervision of fully qualified staff.</li> </ul> |  |  |              |          |              |   |  |               |          |              |
| 2. Unsuitable accommodation     | Staff<br>Students<br>Chaperone | <ul style="list-style-type: none"> <li>• All students, directors, parents and chaperones</li> </ul>  | Y  | Safer alternative should be sought and new risks | VU           | S        | Low          | None  | -  | VU            | S        | Low          |

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|  |                          |  |  |  | Probability  | Severity | Total rating |   |  | Probability   | Severity | Total rating |
|  |                          | <p>will be residing at the Jury's inn, Aberdeen.</p> <ul style="list-style-type: none"> <li>It is the responsibility of each group leader to ensure that students and all other parties in their group are made aware of the emergency procedures for the hotel.</li> <li>It is the responsibility of each group leader to ensure that students and all other parties in their group are given relevant contact numbers for use in emergency.</li> </ul> |  | <p>should be reassessed.<br/>Postponement.<br/>Cancellation.</p> |              |          |              |   |  |               |          |              |
| 3. Un-satisfactory level of supervision/ | Staff Students Chaperone | <ul style="list-style-type: none"> <li>Group leader will assess the risks and consider an appropriate safe</li> </ul>  | Y  | The procedure detailed in ISA 'Guidelines on Supervision         | VU           | H        | Low          | None  | -  | VU            | H        | Low          |

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|                                 |                                |   |  |   | Probability  | Severity | Total rating |   |  | Probability   | Severity | Total rating |
| child protection issues         |                                | <p>supervision level for the whole group, based on ISA 'Guidelines on Supervision Levels on School Trips'.</p> <ul style="list-style-type: none"> <li>All ISA staff have been vetted through Disclosure Scotland or PVG scheme.</li> <li>All adult supervisors should ensure that they are not alone with a pupil wherever possible.</li> </ul> |  | Levels on School Trips' should be followed.   |              |          |              |   |  |               |          |              |
| 4. Unsuitable transport/ driver | Staff<br>Students<br>Chaperone | <ul style="list-style-type: none"> <li>Coaches will be booked by ISA Transport Co-ordinator (reputable company used).</li> <li>The school minibus is maintained in</li> </ul>   | Y  | A replacement vehicle, form of transport or driver should be sought. Driver should be asked to stop in a safe location and the school should be contacted | VU           | VH       | Low          | None  | -  | VU            | VH       | Low          |

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|                                 |                 |   |  |  | Probability  | Severity | Total rating |   |  | Probability   | Severity | Total rating |
|                                 |                 | <p>good, safe working order and will only be driven by ISA staff who are authorised and trained to drive it.</p> <ul style="list-style-type: none"> <li>• Chaperones will ensure that they are aware of the emergency door, fire extinguisher and first aid kit in the coach or minibus. The driver should inform staff of this.</li> <li>• Taxis and public transport may be used if necessary.</li> <li>• It is the responsibility of each group leader to ensure that students and all other parties in their group</li> </ul> |  | immediately. Ensure chaperones have access to mobile phone to contact school in emergency. |              |          |              |   |  |               |          |              |

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|  |                                |   |  |  | Probability  | Severity | Total rating |   |  | Probability   | Severity | Total rating |
|  |                                | wear seat belts throughout journeys (as required by law).   |  |  |              |          |              |   |  |               |          |              |
| 5. Separation from group or missing person | Students<br>Staff<br>Chaperone | <ul style="list-style-type: none"> <li>It is the responsibility of each group leader to ensure that students and all other parties in their group are accounted for before leaving and on arrival at locations.</li> <li>At the beginning of each day, a full roster of students and staff will be taken. This should be double-checked by those responsible for each group.</li> <li>Students will be wearing name badges</li> </ul> | Y  | Staff should ensure the safety of the remaining group and if appropriate, contact the local police and the school. School should contact parents if appropriate. | U            | H        | Med          | None  | -  | U             | H        | Med          |

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|   |                                |   |  |   | Probability  | Severity | Total rating |   |  | Probability   | Severity | Total rating |
| 6. Illness or Injury (including food allergies) | Staff<br>Students<br>Chaperone | <ul style="list-style-type: none"> <li>A school nurse will be available during school hours, as well as numerous first aiders.</li> <li>Out with school hours, first aiders will be appointed.</li> <li>Parents of visiting students will be asked to provide medical and behavioural information (including allergies etc).</li> <li>Kent Walter will ask each group leader to disclose any relevant information regarding any students within the group who have specific medical or behavioural</li> </ul> | Y  | First Aid should be sought immediately if necessary. A doctor or ambulance should be called if necessary. | U            | M        | Low          | None  | -  | U             | M        | Low          |

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|                                 |                 |   |  |   | Probability  | Severity | Total rating |   |  | Probability   | Severity | Total rating |
|                                 |                 | <p>conditions and ensure that the necessary medication is carried at all times if necessary.</p> <ul style="list-style-type: none"> <li>• This information will be passed on to the school nurse/ designated first aiders by Kent Walter if necessary.</li> <li>• The leader of each group will have ultimate responsibility for the students within their group.</li> <li>• Hand-washing facilities will be available to staff and students especially for use prior to eating.</li> <li>• ISA catering</li> </ul> |  |   |              |          |              |   |  |               |          |              |

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|  |                                | <p>manager will supply all food and refreshments for visiting students (normal ISA food systems in place, as well as nut restrictions)</p> <ul style="list-style-type: none"> <li>It is the responsibility of each group leader to ensure that there are adequate provisions for sensible food and drink out with school hours.</li> </ul> |  |   |              |          |              |   |  |               |          |              |
| 7. Uncooperative or disruptive student | Staff<br>Students<br>Chaperone | <ul style="list-style-type: none"> <li>Students will be briefed on behavioural expectations, code of conduct and matters relating to safety at the beginning of the trip.</li> </ul>   | Y  | If one supervisor has to give prolonged attention to a student, the group leader should reassess the supervisory roles of the other | U            | N        | Low          | None  | -  | U             | N        | Low          |

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|                                    |                               |   |  |   | Probability  | Severity | Total rating |   |  | Probability   | Severity | Total rating |
|                                    |                               |   |  | supervisors to ensure that all group members know who is responsible for them. Activities may need to be amended until the other supervisor returns all of his/her attention to the group. Parents and school should be informed. |              |          |              |   |  |               |          |              |
| 8. Unsuitable clothing or footwear | Staff<br>Student<br>Chaperone | <ul style="list-style-type: none"> <li>Students will be advised of suitable clothing and footwear prior to the trip (including gym &amp; swim wear).</li> <li>If hiring kilts, it is the responsibility of each group leader to ensure that no 'sgian dubh' (knives)</li> </ul> | Y  | If the clothing or footwear is considered to be unsuitable to an extent that it may compromise health and safety, a change of clothing should be obtained if possible. Otherwise the student should                               | U            | S        | Low          | None  | -  | U             | S        | Low          |

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|  |                                |   |  |   | Probability  | Severity | Total rating |   |  | Probability   | Severity | Total rating |
|  |                                | are provided along with the kilt package.   |  | not be allowed to take part in activities.  |              |          |              |   |  |               |          |              |
| 9. Emergency incident including :<br><br>Road traffic accident<br>Mugging<br>Abduction<br>Terrorist threat<br>Fire<br>Physical abuse | Staff<br>Students<br>Chaperone | <ul style="list-style-type: none"> <li>Kent Walter will ensure that Directors have emergency numbers as required.</li> <li>It is the responsibility of each group leader to ensure that they have access to emergency contact numbers for all students.</li> <li>Students will be made aware of emergency escape procedures and routes, exits and assembly points on arrival at ISA.</li> <li>Students will be reminded of the</li> </ul> | Y  | Emergency services should be contacted immediately if required. School should be contacted. School should inform parents if necessary. Trip leader should ensure that the actions detailed in 'Emergency Procedures for School Trips' are followed. If appropriate, trip leader should make statement to students that they must not make contact with parents and cause panic. Staff | VU           | VH       | Low          | None  | -  | VU            | VH       | Low          |

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|                                 |                 |  |  |   | Probability  | Severity | Total rating |   |  | Probability   | Severity | Total rating |
|                                 |                 | importance of keeping exit routes clear of obstructions such as instruments. <ul style="list-style-type: none"> <li>All group leaders will have access to 24-hour contact with senior school staff members.</li> </ul> |  | should supervise calls if necessary.      |              |          |              |   |  |               |          |              |

First Assessor: D. Strachan ISA Health & Safety Officer Signed:..... Date:.....  
 Second Assessor: K. Walter ISA Host Organiser/Music Teacher Signed:..... Date:.....  
 Approval By M. Dickson ISA Music Teacher Signed:..... Date:.....

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Approval By J Montgomery ISA Security Guard Signed:..... Date:.....

Approval By M Scutt ISA Security Guard Signed:..... Date:.....

Approval By M Gray ISA Nurse Signed:..... Date:.....

Approval By B ILL ISA Aquatics Director Signed:..... Date:.....

  

Approval By: F Thomas ISA HS Principal Signed:..... Date:.....

Approval by: D. Hovde ISA Director Signed:..... Date:.....

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