



**Risk Management Policy (Including Risk Management for Educational Visits and Activities)**

Active Futures Academy are fully committed to promoting the safety and welfare for all our staff, volunteers and learners. The highest priority lies in ensuring that all the operations within the Active Futures, both educational and support, are delivered in a safe manner that complies fully with not just the law but also best practice. Active Futures Academy is committed to assessing the risks to our employees, young people, visitors and wider community who could be affected by our activities.

#### AIMS OF THE POLICY

The aim of this policy is to:

- Protect both the Active Futures Academy and individuals (including children and young people and employees and volunteers) from unnecessary risks by ensuring risks are properly identified and managed
- Ensure consistency of approach and management across the wide range of activities that AFA is involved in

#### WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from an activity or situation.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (loss of business), compliance (child protection issues) and environmental (asbestos, legionella). Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments make good sense – focusing on prevention, rather than reacting when things go wrong. Risk assessments need reviewing and updating regularly. Risk assessments are organic and updated annually and in accordance with legal and regulatory requirements

across all other areas of compliance. Individual risk assessments are maintained on an annual basis with the support of the board of Directors and an electronic copy of this information is held on the staff folder for information for all AFA employees.

#### WHICH AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out by Active Futures Academy, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments (See Fire Safety procedures – Appendix )
- Educational visits and activity (See risk management procedures (Appendix )
- Specialist risk assessments or individual students

#### SPECIALIST RISK ASSESSMENTS

The board of Directors arranges for specialists to carry out the following risk assessments; however, training is completed for Legionella and asbestos awareness.

- Fire Safety
- Asbestos
- Legionella
- Electrical Safety

## CONDUCTING A RISK ASSESSMENT – RESPONSIBILITIES

Overall responsibility for risk management within Active Futures Academy is the Board of Directors. Individual risk assessment will need take place if any activity is not covered in the generic risk assessments already in existence.

Risk assessments are practical tools designed to assist AFA staff who oversee an educational visit, activity or event inside or outside of the classroom. There are several possible techniques or models that can be used and all staff responsible for carrying out risk assessments will be trained in how to use and complete risk assessments that are used in the different areas. Staff are responsible for taking reasonable care of their own safety, together with that of young people and visitors. They are responsible for cooperating with the Board of Directors, Commissioning partners and any other relevant agency. All members of staff are responsible for reporting any risks or defects to the director. When conducting a risk assessment in any area, consideration should be given to the likelihood any hazard could potentially cause harm. This will determine whether action needs to be taken to reduce the risk. Even after all precautions have been taken some risk usually remains. A decision is then made to determine whether the remaining risk for each hazard is high, medium or low. The aim is to make all risks LOW. Active Futures Academy will cease any activity or event where the risk is deemed to be HIGH.

To determine the low/medium/high risk status consideration must be given to the likelihood of a situation occurring (from 1 – rare to 4 - likely) and the severity of the consequence of the situation occurring (from 1 – minor to 4 – catastrophic). The likelihood and impact scores are then plotted into the table below to produce a “risk rating”:

Risk Rating Matrix:

<b><u>Consequence</u></b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
<b><u>Likelihood</u></b>				
<b>Likely</b>	4	8	12	16
<b>Possible</b>	3	6	9	12
<b>unlikely</b>	2	4	6	8
<b>Rare</b>	1	2	3	4

## Risk Taking Actions:

Grade	Risk mitigation actions
L 1-4	<b>LOW:</b> These risks should be recorded, monitored and controlled by the responsible manager.
M 5-8	<b>MEDIUM:</b> These risks should be recorded, monitored and controlled with mitigation actions to reduce the likelihood and seriousness identified and appropriate actions to be identified and endorsed at SLT/OLT level
H 9 and above	<b>HIGH:</b> This level of risk could pose a significant impact on an individual/group of individuals or overall school community. No risks assessed as “high” will be taken by the school. The Head and Compliance Committee should be advised of identified risks which have been graded at this level.

All means of restricting or avoiding risk should be considered. Where an event/activity is identified as HIGH risk it will not be allowed to continue.

### REVIEW OF RISK ASSESSMENTS

All risk assessments should be regularly reviewed; Active Futures Academy will review and update their risk assessments annually. Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident/incident.

### ACCIDENT REPORTING

All staff are responsible for reporting and recording any notifiable accident that occurs on AFAPremises to a young person, member of staff, parent, visitor or contractor to the board of Directors in accordance with the Reporting of Injuries Diseases and Dangerous

Occurrence Regulations (RIDDOR). Further details are provided in the Health and Safety Policy. All notifiable accidents and near misses are reviewed by the Board of Directors with a view to assessing whether any measures need to be taken to prevent recurrence.

The name of Health and Safety Officer is: Peter Marsden (Director)

## Standard Risk Management Procedures

This section sets out the standard risk management procedures that are followed by staff At Active Futures Academy when leading activities at Educate premises and/or leading off site visits.

<b>Risk management form</b>		
<b>Significant hazards and harm which may occur</b>	<b>Who might be harmed?</b>	<b>Safety measures:</b> <i>Measures that are in place and/or will be taken to reduce the risk to a tolerable level</i>
Injury from equipment and materials	Pupils	Ensure pupils are given thorough instructions in how to use all equipment and materials in a safe and sensible manner When participating in relevant activity – a thorough warm up is completed Ensure equipment and materials are kept in a safe place when not in use Ensure a First Aid Kit is accessible Ensure appropriate PPE is being worn at all times.
Inappropriate behaviour	Pupils and Staff	Ensure all pupils and staff are briefed and understand and adhere to the Educate behavioural policy
Trips, slips and falls	Pupils/staff	Ensure appropriate footwear is worn and shoelaces tied Brief pupils/staff of possible areas where trips, slips and falls may occur Ensure First Aid kit is carried by tutor/visit leader Ensure any medical conditions of pupils are disclosed prior to course/visit

Transport to and from venues	Pupils/staff	Ensure vehicle of choice is road worthy, i.e. has an MOT, Tax and Insurance Ensure designated driver holds a valid driving licence, business insurance and an enhanced DBS certificate Ensure seat belts are worn at all times and are checked by designated driver
Medical Conditions	Pupils	Ensure medical conditions are disclosed prior to course/visit Ensure consent is given for staff member to administer medicine if required Ensure medicines, epi pens, inhalers, etc are carried by course/visit leader Ensure at least one staff member knows how to administer medicine if required.
Building site/Visits: risk of allergy, contamination, conduct and behaviour	Pupils and staff	Ensure a consent is given by Parents/Carers prior to visit Ensure parents have informed staff prior to visit of possible allergies Ensure medicines are carried by visit leader (if required) Brief pupils on standards and expectation – Refer to the behaviour policy Ensure pupils/staff are made aware of building/facility rules Ensure all eating is done in hygienic locations Ensure pupils wash hands before eating Make sure First Aid kit is carried

Additional notes: Standard risk management procedures are reviewed and updated annually. Old versions are kept on file.

Created: 10th October 2025

Created by: Peter Marsden (Director)

Next Review: By 10<sup>th</sup> October 2026

## Appendix A – Fire Risk Assessment

# Fire Safety Risk Assessment — Active Futures Academy

## General Information

- Site: Active Futures Academy
- Assessor: P Marsden
- Date of Assessment: 15/10/2025
- Review Date: October 2026
- Area Assessed: Entire AEP site including classrooms, corridors, and communal areas
- Activity: Teaching, learning, movement, and supervision

## Hazard Identification and Control Measures

Hazard	Who Might Be Harmed	Risk Level	Existing Controls	Risk Rating (L x S)	Additional Actions Required	Residual Risk	Person Responsible
Fire outbreak	Students, staff, visitors	High	Fire alarms, extinguishers, evacuation plan	3 x 4 = 12	Ensure all staff trained in fire procedures	Medium	Site Manager / SLT

Blocked fire exits	Everyone	High	Daily checks, signage	2 x 4 = 8	Weekly audit of exit routes	Low	Site Manager
Electrical faults	Staff, students	Medium	PAT testing, maintenance schedule	2 x 3 = 6	Immediate reporting of faults	Low	Site Manager
Lack of evacuation knowledge	Students, staff	High	Termly fire drills, induction	3 x 3 = 9	Include fire safety in student induction	Low	SLT / Teaching Staff
Flammable materials	Staff, students	Medium	Safe storage, COSHH compliance	2 x 3 = 6	Review storage monthly	Low	Site Manager
Panic during evacuation	Students	High	Staff supervision, clear signage	3 x 3 = 9	Staff refresher on evacuation roles	Medium	SLT

## Risk Rating Key

### Severity (S):

- 1 – Minor injury (first aid)
- 2 – Injury requiring medical attention
- 3 – Major injury (hospital treatment)
- 4 – Fatality or life-changing injury

### Likelihood (L):

- 1 – Rare
- 2 – Unlikely
- 3 – Possible
- 4 – Likely

### Risk Rating (L x S):

- 1–4 Low – Monitor and maintain controls
- 5–8 Medium – Additional controls required
- 9–16 High – Immediate action required

## Emergency Arrangements

- Evacuation Routes: Clearly marked and unobstructed
- Assembly Point: Designated and communicated to all staff and students
- Fire Drills: Conducted termly
- Alarm Testing: Weekly
- First Aid: Trained staff on site
- Medical Needs: Care plans accessible during evacuation

## Training and Supervision

- All staff trained in fire safety and evacuation procedures
- Fire wardens designated and trained
- Induction for students includes fire safety awareness
- Refresher training annually

Appendix B – Classroom Risk Assessment

# Classroom Risk Assessment — Active Futures Academy

## General Information

Site: Alternative Provision Classroom

Assessor: P Marsden

Date: 15/10/25

Review Date: October 2026 — or after incidents

Area: General Teaching Classroom

Activity: Teaching and learning, group work, 1:1 interventions, movement around room.

## 1. Hazard Identification and Control Measures

Hazard	Who Might Be Harmed	Risk	Existing Control Measures	Risk Rating (L x S)	Additional Actions Required	Residual Risk	Person Responsible
Slips, trips and falls	Students, staff, visitors	Medium	Clear walkways, housekeeping, non-slip flooring	2 x 3 = 6	Student reminders, signage	Low	Headteacher / Staff

Manual handling	Staff, students	Medium	Manual handling training	2 x 3 = 6	Regular checks of furniture	Low	Headteacher /staff
Electrical equipment	Students, staff	Medium	PAT testing, cable management	2 x 3 = 6	Regular inspections	Low	Director/Headteacher
Fire evacuation	Everyone	High	Fire exits clear, drills, assembly point	2 x 4 = 8	Include scenario practice	Medium	Headteacher/SLT
Behavioural risks	Students, staff	High	Behaviour plans, trained staff, safe spaces	2 x 4 = 8	De-escalation training refreshers	Medium	SLT / Behaviour Lead
Allergies or medical emergencies	Students	High	Medical info collected, first aiders	2 x 4 = 8	Ensure allergy protocols visible	Medium	Headteacher/link staff
Display and storage of materials	Students, staff	Medium	Secure shelving, no overstacking	2 x 3 = 6	Monthly checks	Low	Directors/Headteacher
Inappropriate use of equipment	Students	Medium	Age-appropriate resources, supervision	2 x 3 = 6	Supervision reminders	Low	Teaching Staff

Infection control	Students, staff	Medium	Good ventilation, cleaning protocols	2 x 3 = 6	Update hygiene signage	Low	Directors/Headteacher
Emotional distress	Students	High	Quiet space, pastoral support, trained staff	2 x 4 = 8	Continue CPD	Medium	Headteacher/SLT

## 2. Risk Rating Key

Severity (S):

- 1 - Minor injury (first aid)
- 2 - Injury requiring medical attention
- 3 - Major injury (hospital treatment)
- 4 - Fatality or life-changing injury

Likelihood (L):

- 1 - Rare
- 2 - Unlikely
- 3 - Possible
- 4 - Likely

Risk Rating (L x S):

- 1-4 Low – Monitor and maintain controls
- 5-8 Medium – Additional controls required, monitor regularly
- 9-16 High – Immediate action required to reduce risk

### 3. Emergency Arrangements

- Fire Procedures: Clear evacuation routes, regular drills, fire alarm tested weekly.
- First Aid: Trained first aider on site, incident reporting in line with policy.
- Medical: Emergency contact details accessible, staff aware of individual care plans.

### 4. Training & Supervision

- All staff trained in safeguarding, behaviour management, and basic first aid.
- Regular refresher training in manual handling and de-escalation.
- Student induction covers fire evacuation, personal conduct, and safety.

## Appendix C – Kitchen Risk Assessment

# Kitchen Risk Assessment — Active Futures Academy

## General Information

Site: Alternative Provision Kitchen

Assessor: Mr P Marsden

Date: 16/10/25

Review Date: October 2026 - or after incidents]

Area: Kitchen (Teaching and Learning Environment)

Activity: Cooking, food preparation, storage, cleaning, supervision of students.

## 1. Hazard Identification and Control Measures

Hazard	Who Might Be Harmed	Risk	Existing Control Measures	Risk Rating (L x S)	Additional Actions Required	Residual Risk	Person Responsible
Slips, trips and falls	Students, staff, visitors	Medium	Non-slip flooring, spill kits, signage	2 x 3 = 6	Regular floor checks, induction	Low	Site Manager / Teaching Staff
Cuts from knives	Students, staff	Medium	Knife skills training, supervision	2 x 3 = 6	Posters, refresher training	Low	Teaching Staff

Burns and scalds	Students, staff	High	Oven gloves, supervision	2 x 4 = 8	Thermostatic controls	Medium	Teaching Staff
Fire	Everyone	High	Fire blanket, extinguisher, PAT testing	2 x 4 = 8	Fire drills, staff training	Medium	Directors/Headteacher
Electrical hazards	Students, staff	Medium	PAT testing, RCD protection	2 x 3 = 6	Record testing dates	Low	Directors/Headteacher
Food hygiene	Students, staff	High	Handwashing, temperature logs	2 x 4 = 8	Annual training	Medium	Headteacher
Allergies	Students	High	Dietary info, allergen training	2 x 4 = 8	Emergency allergy protocol	Medium	Teaching Staff
Chemical cleaning products	Students, staff	Medium	COSHH, locked storage	2 x 3 = 6	Annual COSHH review	Low	Site Manager
Behavioural risks	Students, staff	High	Individual risk assessments	2 x 4 = 8	De-escalation training	Medium	SLT / Behaviour Lead
Manual handling	Students, staff	Low-Medium	Manual handling training	2 x 2 = 4	Reminders during sessions	Low	Teaching Staff

## 2. Risk Rating Key

Severity (S):

- 1 - Minor injury (first aid)
- 2 - Injury requiring medical attention
- 3 - Major injury (hospital treatment)
- 4 - Fatality or life-changing injury

Likelihood (L):

- 1 - Rare
- 2 - Unlikely
- 3 - Possible
- 4 - Likely

Risk Rating (L x S):

- 1–4 Low – Monitor and maintain controls
- 5–8 Medium – Additional controls required, monitor regularly
- 9–16 High – Immediate action required to reduce risk

## 3. Emergency Arrangements

- Fire Procedures: Evacuation routes clearly displayed; fire blanket and extinguisher in place; alarm tested weekly.
- First Aid: Trained first aider on site; burns kit available; incident reporting procedures followed.
- Allergy Management: Allergen information visible; emergency protocol in place; staff trained in use of auto-injectors if needed.

## 4. Training & Supervision

- Staff to complete food hygiene training (minimum Level 2).
- Knife safety and equipment use training provided to students.

- Behaviour risk assessments reviewed before students access kitchen.
- Induction for all new staff and students on kitchen safety rules.

Appendix D – Transport Risk Assessment

# Transport Risk Assessment – Active Futures Academy

## General Information

Site: Alternative Provision Transport

Assessor: Mr P Marsden

Date: 16/10/2025

Review Date: October 2026 or after incidents]

Area: Transport to and from AEP including activities (minibuses, taxis, escorts, public transport)

Activity: Daily pupil transport for education provision.

## 1. Hazard Identification and Control Measures

Hazard	Who Might Be Harmed	Risk (L/M/H)	Existing Control Measures	Risk Rating (L x S)	Additional Actions Required	Residual Risk	Person Responsible
Road traffic accident	Students, drivers, escorts, staff	High	Licensed operators, seat belts, regular vehicle checks	2 x 4 = 8	Review transport contracts	Medium	Transport driver (Headteacher)
Unsafe pick-up/drop-off areas	Students, escorts, other	Medium	Designated safe zones, staff supervision	2 x 3 = 6	Improve signage/markings if needed	Low	Headteacher

	road users						
Unsupervised or late arrivals	Students	High	Arrival/departure procedures, contact protocols	2 x 4 = 8	Real-time communication system	Medium	Headteacher/link staff
Behavioural incidents during journeys	Students, drivers, escorts	High	Escorts present, behaviour plans	2 x 4 = 8	Review high-risk individuals	Medium	Headteacher
Slips, trips and falls entering/exiting vehicles	Students, staff	Medium	Assistance, steps, handrails	2 x 3 = 6	Review access for SEND students	Low	Director/headteacher
Medical emergencies en route	Students	High	Emergency contacts, escort first aid trained	2 x 4 = 8	Check staff first aid certificates	Medium	Headteacher
Missing or absconding students	Students	High	Register, locked doors, vigilance	2 x 4 = 8	GPS tracking where appropriate/contact with parent	Medium	Transport Coordinator
Vehicle breakdown	Students, staff	Medium	Emergency cover, mobile phones	2 x 3 = 6	Review provider service	Low	Site Manager
Weather conditions	Students, drivers	Medium	Travel decisions, winter tyres, communication	2 x 3 = 6	Weather contingency plan	Low	SLT

Use of public transport	Students	Medium	Travel training, support, planned routes	2 x 3 = 6	Review travel plans termly	Low	Pastoral Lead
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## 2. Risk Rating Key

Severity (S):

- 1 - Minor injury (first aid)
- 2 - Injury requiring medical attention
- 3 - Major injury (hospital treatment)
- 4 - Fatality or life-changing injury

Likelihood (L):

- 1 - Rare
- 2 - Unlikely
- 3 - Possible
- 4 - Likely

Risk Rating (L x S):

- 1-4 Low – Monitor and maintain controls
- 5-8 Medium – Additional controls required, monitor regularly
- 9-16 High – Immediate action required to reduce risk

## 3. Emergency Arrangements

- Accident or Breakdown: Emergency numbers stored in all vehicles; clear protocol for contacting emergency services and parents.
- Medical Emergencies: First aiders or escorts trained; medication (if required) carried as per care plans.
- Fire/Evacuation: Drivers and escorts trained in safe evacuation procedures.
- Missing Student: Immediate call to base and emergency services if necessary.

## 4. Training & Supervision

- All drivers/escorts must hold appropriate licences and DBS clearance.
- Annual training in safeguarding, first aid, and behaviour management.
- Students briefed on safe transport behaviour and emergency procedures.

## Appendix E – Outdoor Spaces – Site

# Outdoor Spaces Risk Assessment — Active Futures Academy

## General Information

- Site: Outdoor Areas including pathways, and garden zones
- Assessor: Mr P Marsden
- Date of Assessment: 15/10/25
- Review Date: October 2026
- Area Assessed: External grounds surrounding the AEP site
- Activity: Recreation, outdoor learning, physical education

## Hazard Identification and Control Measures

Hazard	Who Might Be Harmed	Risk Level	Existing Controls	Risk Rating (L x S)	Additional Actions Required	Residual risk	Person Responsible
Uneven surfaces	Students, staff	Medium	Regular inspections, maintenance schedule	2 x 3 = 6	Repair damaged areas promptly	Low	Headteacher
Slippery paths in wet weather	Everyone	High	Anti-slip surfaces, warning signs	3 x 3 = 9	Monitor weather and restrict	Low	Headteacher/supervising staff

					access if needed		
Inadequate fencing or boundaries	Students	High	Secure perimeter checks	3 x 3 = 9	Install or repair fencing	Medium	Site Manager / SLT
Supervision gaps	Students	High	Staff assigned to outdoor duty	3 x 3 = 9	Review supervision rota	Medium	SLT
Allergic reactions (plants, insects)	Students	Medium	Medical info collected, first aiders available	2 x 3 = 6	Ensure allergy protocols visible	Low	First Aider
Injury during physical activity	Students	High	Trained staff, appropriate equipment	3 x 3 = 9	Regular equipment checks	Medium	Teacher (PE Specialist)
Weather exposure (heat, cold)	Students, staff	Medium	Shade areas, hydration reminders	2 x 3 = 6	Monitor forecasts and adjust plans	Low	SLT
Access to roads or car parks	Students	High	Gates, barriers, supervision	3 x 4 = 12	Review site layout and signage	Low	Headteacher/supervising staff

## Risk Rating Key

- Severity (S): 1 – Minor injury, 2 – Medical attention, 3 – Major injury, 4 – Fatality
- Likelihood (L): 1 – Rare, 2 – Unlikely, 3 – Possible, 4 – Likely
- Risk Rating (L x S): 1–4 Low, 5–8 Medium, 9–16 High

## Emergency Arrangements

- First Aid: Trained staff available during outdoor activities
- Evacuation: Clear routes from outdoor areas to assembly points
- Medical: Staff aware of care plans and emergency contacts

## Supervision and Training

- Staff trained in outdoor supervision and basic first aid
- Staff to supervise students when outside (on site) at all times
- Regular briefings on outdoor safety protocols
- Student induction includes outdoor behavior and safety

## Appendix F – Outdoor Education

# Outdoor Adventurous Education (OAE) Risk Assessment – Active Futures Academy (Exemplar – Specific RA’s created based upon OA Activity)

## General Information

- Site: OAA Activity Sites – Company risk assessments will also be used
- Assessor: Mr P Marsden
- Date of Assessment: 15/10/25
- Review Date: October 2026
- Area Assessed: Generic Risk assessment for OAA – Instructor/company risk assessment also used
- Activity: OAA Activates EG: Orienteering, trekking

## 2. Activity Description

Outdoor adventurous activities may include:

- Hill walking / hiking
- Forest school activities

- Canoeing / kayaking
- Rock climbing / abseiling
- High ropes / low ropes
- Orienteering / navigation
- Bushcraft / campfire activities
- Team building challenges

Target group: Students aged [xx–xx], including vulnerable learners.

Staff ratio: [e.g. 1:6 standard / 1:3 for higher needs]

Duration: [e.g. Half day / Full day]

### 3. Key Legislation & Guidance

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Adventure Activities Licensing Regulations 2004 (where applicable)
- Children Act 1989 and safeguarding guidance
- HSE guidance on school trips and adventure activities
- OEAP National Guidance

## Hazard Identification and Control Measures

Hazard	Who might be harmed	Risk(s)	Initial Risk Rating	Control Measures	Residual Risk	Responsible Person
Slips, trips, falls on uneven ground	Pupils, staff	Minor to major injury	Medium	Pre-walk inspection; appropriate footwear; supervision; adjusted route; first aid	Low	Group leader
Drowning during water-based activities	Pupils	Fatality or serious injury	High	Qualified instructors; buoyancy aids; safety boat; 1:3 ratio; dynamic risk assessment	Low	Activity provider & leader
Weather exposure	Pupils, staff	Hypothermia, heatstroke	Medium	Check forecast; appropriate clothing; contingency shelter; cancel if unsafe	Low	Group leader

Getting lost / separated	Pupils	Anxiety, injury, delay	Medium	Boundaries; head counts; buddy system; phones/radios; pre-briefing	Low	Group leader
Allergic reactions	Pupils	Allergic reaction / anaphylaxis	Medium	Medical info check; EpiPen access; awareness briefing; avoid high-risk areas	Low	First aider
Behavioural incidents	Pupils, staff	Harm to self or others	Medium	Behaviour plan; adequate ratios; de-escalation; withdrawal plan	Low	Staff team
Transport to/from site	Pupils, staff	RTC	High	Qualified drivers; seat belts; vehicle checks; insurance compliance	Medium	Transport lead
Medical emergencies	Pupils, staff	Injury or illness	High	Trained first aider; emergency contacts; first aid kit; reporting	Medium	First aider

Safeguarding concerns	Pupils	Emotional or physical harm	High	DBS checks; DSL on call; reporting procedures; supervision	Medium	DSL / Group leader
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## Supervision Ratios

- Minimum ratio: 1 adult to 6 pupils (may vary depending on activity)
- Higher staffing for SEND / SEMH learners
- At least one qualified first aider on site
- Specialist instructor used for specific activities
- One staff member designated as trip leader

## Emergency Procedures

- First aid administered on site.
- Emergency services contacted via 999 if needed.
- Nearest hospital: - Dependant on location – to be completed when activity location is decided on
- Emergency contact numbers for all pupils carried by trip leader.
- Dynamic risk assessment throughout the activity — adjust plans if conditions change.

## 7. Training & Competence

- All activity leaders must hold relevant qualifications (e.g. NGB awards).
- Staff to receive induction and regular refresher training.
- Regular scenario-based emergency drills.

## 8. Consent and Medical Information

- Parental consent forms collected in advance.
- Medical and allergy information checked.
- Individual risk assessments completed where needed (e.g. SEND plans, EHCPs).