

VISITS AND OUTINGS

Risk Assessment

Undertaking Risk Assessment should be starting point to identify potential risks and put appropriate control measures in place. Depending on the outing this should either be as desk out in place will need to be monitored and adjusted during the trip if deemed necessary.

Areas to consider when undertaking the risk assessment:-

Staff Volunteer / Youth Ratios

Upmost importance to ensure sufficient numbers of staff and / or volunteers to cope with the numbers of youths and a general rule is that higher numbers of adults are required for trips away adults will be required to deal with any emergency while remaining adults will look after the youths.

The Journey

Consideration must be given to the mode of transport. Checks need to be made that, where appropriate, vehicles are fitted with seatbelts and that access is possible for wheelchair users. The length of the journey and the need for refreshment and toilet breaks needs to be taken into account.

Medication and First Aid Facilities

Length and nature of trip must be considered when deciding the level of first aid skill and equipment required. As a rule the party should be self sufficient without having to rely on obtaining medical supplies on route. A thorough investigation must be undertaken of the proposed destination to be considered bearing in mind the particular group.

Contingency Planning

A risk assessment should be considered for things not going to plan, such as vehicle breakdown. It is essential that leaders have adequate means of communication such as mobile phones and that there are people who can be contacted to sort emergency arrangements.