Britannica International School, Budapest

A MEMBER OF ARISTON EDUCATION

School Trip / Residential Risk Assessment

Description of visit and nature of activity	
Location of visit	
Leader of visit	
Year group(s) or ages of students	

All out of school trips/residentials require a risk assessment to be carried out by the accompanying staff.
This risk assessment must receive approval from the Principal prior to the trip/residential taking place.

Assessment of Specific Significant Hazards:

Significant HAZARDS *Likely places/ways that people could be seriously harmed*	**CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice** *Discuss with all staff that organise or help lead offsite visits. Consider the suggested measures below, and tick those that you decide are helpful and applicable, and delete or put a cross against those that are not. Add extra measures in each section as needed.*
Inadequate planning and organisation accidents/injuries.	❑ Group leaders will have read and will follow relevant sections in Staff Handbook ❑ All staff will be appropriately trained, experienced and qualified to competently fulfil their leadership roles and responsibilities ❑ All leaders will meet prior to departure to discuss and share risk assessments and implement management plans ❑ All leaders will be made aware of their roles and responsibilities prior to departure ❑ Leaders will brief young people regarding hazards and involve them in the risk assessment and management process ❑ Parents will be informed of arrangements prior to visits and written consent given
Exposure to adverse effects of weather heat injury, over exposure to sun etc.	❑ Staff will consider possible weather conditions, plan appropriate programmes, and ensure that young people are aware of appropriate clothing and equipment required (i.e.: hat, sun cream etc.) ❑ Specialist personal protective clothing and equipment will be made available to group members if appropriate ❑ Staff will plan and make provision for young people who may not bring suitable kit, including arranging check-up before departure and/or bringing spares ❑ Staff will obtain daily weather forecast and adjust plans accordingly
Young person lost or separated from group trauma / upset / injuries.	❑ Group leader will ensure that supervising staff are competent and understand their roles ❑ Staffing ratios will be appropriate and sufficient ❑ Leaders will use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc.) ❑ Staff will ensure that young people are fully aware of itinerary and supervision/meeting arrangements ❑ Young people will be briefed as what to do if separated from group ❑ Leaders will conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups ❑ Identifiable clothing/ outfits
Leaders take their own children or other family members on visit inadequate supervision /accident	❑ If staff family members or volunteers accompany group, the supervision and care of young people will not be compromised ❑ Staff ratios will be amended accordingly to take account of split responsibilities ❑ The Deputy Leader will be fully briefed and competent to take over full leadership if required

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Visit returns after school hours accident /upset/ lost/abducted	❑ Parents/guardians and young people will be fully informed regarding collection arrangements after a visit ❑ Young people will not be left alone, and will be properly supervised after a visit until they have been safely collected or dropped-off ❑ A clear pre-planned procedure will be agreed for young people who are not collected ❑ A young person will not be left alone with just one member of staff
Coach Travel traffic accident Injury when entering/exiting	❑ Coach from a reputable supplier. ❑ Coaches have seat belts that staff ensures are used. ❑ Buses without seatbelts are never used ❑ Sufficient supervision ❑ Suitable embarkation points used (for example, coach park, onto wide pavement). ❑ Close supervision and head counts during any breaks in journey and getting on and off coach.
Air Travel Injury, death separated from group	❑ Journey is planned and assessed – key risk points identified. ❑ Careful supervision, particularly in crowded areas and entry, exit and change points with head counts. ❑ Large groups divided into small groups each with leader(s). ❑ Pupils know their group and leader(s). ❑ Emergency plan in place – pupils briefed where they are going, what to do if separated from group. ❑ Identifiable clothing ❑ Emergency Contact number for parents ❑ Use only school-approved communication channels. Any sharing of photographs or personal information must follow the School's safeguarding, data protection, consent and social media requirements.
Emergencies Inadequate procedures delayed help/support deterioration of condition	❑ The school has an emergency plan for dealing with an incident on an educational visit ❑ At least one leader will carry a mobile phone ❑ Staff will carry sufficient cash or cards for pay-phones (mobiles do not work in some areas due to weak signal) ❑ Leaders will have immediate access to a copy of Emergency Procedures, including all emergency contact numbers ❑ Leaders will have an appropriate level of first aid training and at least one leader will have a current first aid qualification ❑ A complete first aid kit (and travel sickness equipment) will be checked and taken with the group ❑ The first aid kit will be easily accessed by all leaders ❑ Contact details of parents, group leader, school and, if appropriate, Principal/school contact's after-hours number will be held by group leader and school contact ❑ Leaders will brief young people regarding emergency procedures

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	❑ Leaders will prepare a contingency plan in the event of an accident or breakdown (inc. safety of group, and planned means of onward travel or return home) ❑ Any public statements in response to an emergency situation/ incident will be cleared with the principal and where appropriate approved by Director of Education / Ariston Education
Activities in, on or near water drowning/hypothermia	❑ All accompanying staff are made aware of the particular and higher risks associated with many water-based activities ❑ Activities involving water will be carefully pre-planned, and appropriate risk assessments and control measures put in place, including availability of life saving equipment and competent, trained staff. ❑ Staff will know the swimming ability and confidence of group members and will plan activities accordingly ❑ Qualified staff supervision at all times
Special medical, behavioural needs of specific young people injury / illness	❑ Up to date information regarding special/medical needs of all group members will be obtained ❑ Advice will be taken from doctor, and parents/guardians, if appropriate ❑ Individual needs and associated specific risks will be identified, recorded and shared with all relevant personnel ❑ Young people will have written parental consent and will inform leaders if medication taken or required ❑ Young people (and parents in letter) will be reminded to bring personal medication if required ❑ Visit leader(s) will carry information regarding medical conditions and any relevant medication ❑ Staff will check before departure that young people and/or leaders carry (and store securely) any necessary medication ❑ Staff will be fully briefed regarding those with known special/medical needs, and trained to treat/respond accordingly ❑ The programme/itinerary will be arranged with due regard to the mobility and special needs of all members of the group ❑ Young people will be briefed to eat/drink sensibly and to have sufficient sleep ❑ Particular care will be given to ensure safe access and involvement for all (e.g. for wheelchair users), especially with regard to transport, accommodation and activities
Misbehaviour/misconduct accidents/injuries	❑ Staffing supervision will be sufficient and appropriate to manage the group safely ❑ Young people will be briefed regarding conduct/behaviour required ❑ Students and their parents are required to sign a behavioural agreement before departure- any serious breach of this contract

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	may result in the parents being required to collect their child and be liable for all expenses incurred. ❑ Advice will be taken from SENCO and other staff if there are concerns over behaviour ❑ Individual risk assessments will be carried out if required
Periods of remote supervision accident / separation from group Abduction/ Attack by stranger Obtaining illegal substances	❑ Group members will be assessed as sensible and competent ❑ Parents/guardians will be informed of arrangements and give written consent ❑ Individuals for whom indirect supervision is not considered suitable will be more directly supervised. ❑ Group members will be briefed regarding conduct/behaviour required ❑ Group members will be briefed regarding response if approached inappropriately by a stranger ❑ Young people will remain in groups or buddy systems at all times, including visits to toilets ❑ Young people will be briefed what to do and how to contact staff if required in an emergency ❑ Young people will be briefed regarding procedure if lost/separated ❑ Young people will have ID cards with contact details of accommodation, school and leader mobile number ❑ All leaders and young people will be briefed clearly regarding rendezvous times and places ❑ Staff will understand that they are still responsible and be fully briefed with respect to supervisory responsibilities ❑ At all times there will be sufficient staff on duty
Allergic reactions, Poisons, stings, bites trauma / illness	❑ Staff will be briefed regarding group members with known allergies, and will be trained to treat accordingly ❑ Staff will check that young people and/or leaders carry any necessary medication ❑ Known high risk situations will be avoided, and appropriate avoidance action taken if necessary

Staff Agreement: "I have read and understood this risk assessment, and I agree to adopt as standard the control measures and precautions stated above"

Staff name (continue list overleaf if required)	Job title
1.	
2.	
3.	
4.	

5.	
6.	
7.	
8.	
9.	
10.	

- Purpose – to encourage staff to identify likely hazards, agree good practice, and apply consistent standards. Follow suggested procedure below (or similar):
- Select and print off – all relevant and helpful forms (according to the type of visits and activities normally organised during the year)
- How many? – one set of forms for small staff teams – or one set per department for large staff teams.
- Complete draft forms – initially by one or two staff with appropriate experience;
- Staff meeting 1 – introduce and leave draft forms in a file for all relevant staff (i.e. those who organise or help lead such visits) to inspect and consider over a short period (e.g. a week).
- Staff meeting 2 – discuss, amend, and agree main hazards and standard practice with all relevant staff (add names and initials in table below to indicate acceptance).
- Staff members who cannot agree with the general consensus should complete their own risk assessment, but this must be agreed and approved by the Principal
- Check and approve – by line manager/head of dept and/or visits coordinator (add approval signatures in table below).
- Store – in a marked file in a clearly known and accessible place (e.g. staff room or dept office).
- How often? – forms that apply to all visits (e.g. "All Educational Visits") or to regular/frequent visits (e.g. "Visits to Museums") should be completed once, then reviewed, amended, signed and dated annually.
- Additional forms – that apply to occasional/one-off visits (e.g. "Overseas Visits") can be completed when required – these should be reviewed, amended, signed and dated whenever such visits are planned.
- Keep familiar – with the agreed practice, and refer to forms as a reminder before visits if necessary (especially for activities that are less frequent or familiar to staff).
- New leaders and volunteers – should be asked to read all relevant forms and add their signed agreement before assisting with the organisation or leadership of a visit.
- Review and amend – by all relevant staff annually (or more often if necessary), and immediately if new hazards are identified or new precautions deemed necessary.
- Stop – this type of visit/activity if the level of risk is considered unmanageable and unacceptable.
- Any necessary departure from the agreed controls must be based on a dynamic risk assessment, recorded as soon as practicable, and reported to the Trip Leader and Principal.
- Specific Visit Risk Assessment – is also required for each visit to address any extra issues relevant to the specific site/group/activities involved

ASSESSMENT CARRIED OUT BY (NAME):	
SIGNED:	
DATE:	September 2026
APPROVED PRINCIPAL SIGNED:	