

Leeson House and Dorset Council's Outdoor Education Service uses the National Guidance from OEAP (www.oeapng.info) and the SAGE framework to determine ratios and effective supervision. Ratios and effective supervision must be discussed during the planning stage with reference to the specific location and activity risk assessments.

GENERAL OFF-SITE RISK ASSESSMENT

To be used alongside the location/activity specific risk assessment



Risk Assessment Completed By: Michael Gould

Date: January 2024

Review Date: January 2025

1	Existing medical conditions	Asthma, allergies, physical disabilities, hay fever	<ul style="list-style-type: none"> LH staff to check and familiarise all medical details before arrival of group. Check/get updated medical details before activities. Check that medicines are taken off site with group if needed, e.g. inhalers. LH staff to adjust route/activity/pace to meet individual needs of the group.
2	Exposure/weather conditions	Sunburn, hypothermia, dehydration, high winds	<ul style="list-style-type: none"> Check weather forecasts before departing. Brief everyone on equipment and clothing / shoes required. Staff to check if children have correct clothing/equipment. LH Staff to take additional sunscreen, sun hats, woolly hats, warm clothing, extra water etc. Avoid certain routes if necessary, e.g. high winds near cliff edge.
3	Remote location	Injury/illness in remote locations some distance from help/contact No phone/mobile signal	<ul style="list-style-type: none"> Leader to know nearest escape routes and points of contact/help. Inform LH of expected route taken and timings. Have charged mobile phone with them and OS map. Carry First Aid kit. Keep staff/pupil ratios.
4	Uneven surfaces, slippery, muddy	Trip hazards, falling in mud	<ul style="list-style-type: none"> Routes not recently used will be checked by LH staff. Alternative routes to be used if required. First Aid kit always with LH staff. Staff ratios maintained. Keep group informed about difficult conditions as they approach them.
5	Farm animals, stray dogs, adders and ticks	Attack, charging, bites, scared of, Lyme disease and encephalitis from tick bite	<ul style="list-style-type: none"> LH to recce routes first and check for livestock whenever possible. Choose alternative route whenever possible. LH to tell groups about suitable behaviour near livestock and dogs. Inform group about snakes, keep away from them and do not pick up. Staff ensure that everyone does a thorough check after going in long grass. If any ticks are found a proper tick removal tool is to be used (in the first aid kit in the main office). Teachers inform parents if a tick has bitten a child, so parents can monitor the child & take them to a doctor if Lyme disease is suspected. Brief pupils and staff on procedure for checking for ticks and advise to wear long sleeved trousers and t-shirts. REFER TO SEPARATE GUIDELINES FOR LYMES DISEASE AND ENCEPHALITIS.

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6	Getting lost	Leader losing the way, unfamiliar with the route (incl. at night), losing pupils	<ul style="list-style-type: none"> • Leader must be familiar with the route beforehand. • Carry mobile phone that is switched on. • Keep regular count of pupils throughout activity.
7	Coastal paths, including cliff edges	Narrow, cliff edges, danger of falling	<ul style="list-style-type: none"> • Keep in single file where necessary. • Explain danger to group. Stay away from cliff edges. • Maintain staff ratios, with staff spaced out. • Use staff to help avoid certain areas. • Avoid certain parts of the Coastal Path – see individual risk assessments for more detail.
8	Electric fences and Barbed Wire Fences	Electric shock from electric fences Cuts from barbed wire	<ul style="list-style-type: none"> • Brief pupils about not touching fences. • Single file where required. • Maintain staff spaced out.
9	Traffic/Roads	Children straying off the pavements Not being seen by traffic Drivers choosing to pull out around parked vehicles	<ul style="list-style-type: none"> • Children briefed to stay in single file and to be aware of traffic at all times. • Staff to lead group and also to be at rear of group. Staff to wear a reflective waistcoat at all times. • Be aware of vehicles overtaking parked vehicles, especially when crossing roads.
10	Road Crossings	Children crossing the road in an uncontrolled manner. This includes crossing side roads.	<ul style="list-style-type: none"> • Children to cross roads under strict supervision by staff, with clear briefing beforehand. • If crossing by parked cars staff MUST ensure that there are no vehicles likely to pull out around a parked vehicle. • Staff to wear reflective waistcoats.
11	Members of the Public	Abduction, nuisance behaviour from public in town/village.	<ul style="list-style-type: none"> • Report any incident to Police. • Brief group about their behaviour while working in town/village. • Keep regular count of pupils. • Keep staff spaced out. • Leader to have a working Mobile Phone with them.
12	Stiles and gates	Unsafe stiles and gates. Unsupervised climbing of stiles can result in injury	<ul style="list-style-type: none"> • Explanation of how to climb stiles safely. • Adults to supervise • One at a time through narrow gateways
13	Sea/Rivers	Drowning, rough waves from passing boats, rising tides, fast flowing areas of rivers, open cuts/grazes leading to infection, siphonophores (Portuguese Man'O War)	<ul style="list-style-type: none"> • Leader to recce river conditions and know tide times. • Avoid very deep/ fast flowing water when going in rivers. • Always carry throw line(s). • Cover open cuts/grazes. • Keep hands away from face if in contact with water. • Use hand gel/ wash hands after activity if in contact with water. • No swimming/paddling unless lifeguard is present. • Siphonophore – In the summer of 2017/18 a number of Portuguese Man O'War were washed up onto some beaches. These sting even when washed up. Do not allow students near.

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			<ul style="list-style-type: none"> See individual risk assessments and recommended staffing ratios for more detail
Emergency	<p style="text-align: center;">Leeson House staff to follow Emergency Procedures Group leader to identify their Location/Grid reference and possible nearest escape routes</p> <p><u>Emergency Contacts:</u> Leeson House – 01929 422126 Emergency Services – 999 or 112</p> <p>Swanage Police – 101 or 01929 422004</p>		