

Activity	Who could be affected?	Hazard	Risk (low, medium, high)	Actions already taken to reduce risk	Further actions recommended/ comments
Off-Site Visits	Staff/Students/Visitors	Injury	Low-high	Staff, students and visitors will be briefed on the nature of the location prior to the trip to ensure that suitable clothing is worn including sturdy footwear to minimise the risk of slips, trips and falls. The trip leader must be first aid qualified, will take a first aid kit with them and be responsible for administering first aid. Should staff/students/visitors need emergency medical attention, 999 will be called/immediate medical attention sought. The trip leader must have a fully charged mobile phone with them.	Parental/guardian consent is required either in writing or verbally (recorded in communication log) for student off-site visits. Staff leading the trip will fill out the off site visit form before leaving the site. All off site trips must be approved by one of the management team before departure.
		Transporting students	Low-medium	Staff with appropriate business insurance and who have completed the necessary driving for work checks (including providing evidence of valid business insurance, a valid MOT and valid driving license) are the only staff permitted to transport students in their own vehicles. Staff must inform the administration team what time they are leaving site, how many students/staff they are transporting, where they are going, when they expect to arrive back on site. Staff who are driving must take a fully charged mobile phone. Any incidents must be reported as soon as possible. Should a	

			vehicle break down, another member of staff with clearance to drive will assist them and collect the students and return them to site.	
	Students absconding	Medium	Students who are known 'runners' are unlikely to be accepted into the CoRE mentoring programme, however, due to the SEMH and behavioural needs of the students attending CoRE, staff should ensure that for learners with the potential to abscond, that appropriate provisions are in place e.g. 1-to-1 support/2-to-1 support to ensure the young person can be monitored on the trip at all times. Should a student abscond, staff are to immediately phone the office who will contact the young persons parents/guardians, registered school and where necessary the police and social services.	
	Members of the public	Medium	Staff/students should be mindful of the needs of members of the public and other people accessing the trip location. Students are not permitted to enter unsupervised conversations with members of the public or to be left unattended at any point on the trip as this could present a safeguarding risk.	
	Weather	Low-high	The weather conditions on the day of the trip will be considered in the risk assessment and staff/students/visitors informed with adequate time to attend prepared for the weather conditions.	

			Should the weather be extremely adverse, affecting driving conditions or the posing a high risk at the location of the trip, then the trip will be cancelled.	
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Signed: *Alasdair Green* (Education Manager)

Name: Alasdair Green

Date: 29/9/25

Review date: September