

OFFSITE RISK ASSESSMENT – INDIRECT/REMOTE SUPERVISION

Next Gen Alternative
Provision

ACTIVITY: Offsite Visits – Indirect / Remote Supervision (includes field work, souvenir shopping, theme parks, historic sites etc)			Visit Leader:	
Visit Details:			Date of Visit:	
Assessment by:		Date:	Target Date for review:	
Approved by:		Position:	Date:	
Significant Hazards and Associated Risks Those hazards which may result in serious harm or affect several people	Those who might be harmed Persons at risk from the significant hazards identified	Control Measures (CM's): Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	Additional CM's required? If existing CM's cannot be met or circumstances have changed	Residual Risk Rating (H / M / L)
Environment / Location		<ul style="list-style-type: none"> • Check location as suitable for this mode of supervision • Appropriate and effective communications system is in place e.g. check-points / "dead-letter" drops / mobile 'phones / "walkie-talkie" short wave radios • Young people to be aware of starting point and end point / destination details as a bare minimum knowledge of the activity being undertaken. 		

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<p>Poor decision making and leadership</p>		<ul style="list-style-type: none"> • Previous experience of managing remote supervision situations • Preliminary visit of site by staff responsible for supervision • Visit Leader to plan supervision arrangements before visit and brief staff and young people • Supervisors fully understand their responsibilities • Young people will be assessed as competent (any individual for whom indirect supervision is not considered suitable will be directly supervised) • Young people to be briefed as to required behaviour – Code of Conduct • Generic risk assessment ‘General Considerations’ reviewed and amended as required • Staff and participants to have mobile ‘phones and/or “walkie-talkie” short wave radios 		
<p>Becoming lost or confrontation with member of public</p>		<ul style="list-style-type: none"> • Warn of ‘stranger danger’ • Ensure no name badges are worn • Clear guidelines/ code of conduct and emergency procedures set and understood. Young people remain in pairs or groups (buddy system – each responsible for named other) • If appropriate, Issue ‘emergency cards’, briefing young people on what to do if they get separated (some information could be in the language of the country being visited) and maps could be issued • Establish well-defined boundaries • Some staff to permanently patrol the ‘area’ • A central meeting point to be permanently staffed • Young people to attend a central meeting point at regular intervals • Rendezvous points and times set, pupils know how to contact staff – have mobile contact nos. 		

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Special needs and behaviour		<ul style="list-style-type: none"> • Group members assessed as competent and are appropriately briefed -any individual for whom indirect supervision is not suitable will be directly supervised • Additional supervision to be arranged if required 		
Brief parents/carers		<ul style="list-style-type: none"> • Included in information to parents/carers • Parents/carers informed of Code of Conduct and consent given 		

REVIEWS:		
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
DATE OF REVIEW:	REVIEWED BY:	COMMENTS: