

OFFSITE RISK ASSESSMENT – SPECIAL NEEDS

Next Gen Alternative
Provision

ACTIVITY: Offsite Visits – Special Needs			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)
Inappropriate leadership		<ul style="list-style-type: none"> • Visit leaders will be familiar with and will follow the Management of LOTC and Offsite Visits (esp. Section 17 – 'Good Practice Requirements') • 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 		

Injury or illness		<ul style="list-style-type: none"> • Individual risk assessments carried out • Young people (and parents in letter) will be reminded to bring personal medication if required • Young people will have written parental consent and will inform leaders if medication taken or required • Visit leader will carry information regarding medical conditions and relevant medication carried • Young people will be briefed / assisted to eat and drink sensibly 		
Access issues		<ul style="list-style-type: none"> • The programme / itinerary will be arranged with due regard to the mobility and particular needs of all members of the group • Specific attention will be given to access and inclusion issues e.g. for wheelchair users • Additional staffing to be arranged if required 		

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