

## EVENT SPECIFIC PLAN

**THIS FORM BE COMPLETED BY THE VISIT LEADER AND ALL ACCOMPANYING STAFF INFORMED OF THE PLAN**

**In addition the Visit Leader must ensure that all members of the staffing team are aware of any 'generic' risk assessments used – however these do not need to be repeated on this form**

<b>Establishment:</b>	QEHS	<b>Location/Activity</b>	Serre Chevalier, France Skiing	<b>Created by and date</b>	SM 16 <sup>th</sup> October, 2015
<b>Visit Leader and Deputy:</b>	Lindsey Bevan & Emerson Brown	<b>Number of Staff/Adults attending:</b>	4	<b>Group Size:</b>	30

<b>SIGNIFICANT ISSUES (Including potential Hazards)</b>	<b>ARRANGEMENTS IN PLACE TO MANAGE ISSUES</b>	<b>WHO TO BE INFORMED</b>		
		<b>PARENTS</b>	<b>STAFF</b>	<b>PUPILS</b>
<b>LEADER/SUPERVISION TEAM</b> (school staff including volunteers only) <ul style="list-style-type: none"> <li>- <b>Level of experience, judgement and behaviour management by visit leader.</b></li> <li>- <b>Level of knowledge, experience and behaviour management skills by staff.</b></li> </ul>	<ul style="list-style-type: none"> <li>- Headteacher has assessed and verified visit leader as competent to plan and manage visit.</li> <li>- Visit leader is an experienced lead within behaviour management.</li> <li>- Visit Leader is first aid trained</li> <li>- Tasks/ responsibility allocated to staff / volunteers on the basis of verifiable competence</li> <li>- Each member of staff is contactable via short band walkie talky, and each ski instructor has the contact telephone number of the visit leader</li> <li>- Staff / volunteers are briefed by the visit leader prior to the visit.</li> </ul> <p>[see risk assessment]</p>		Y  Y	
<b>ACTIVITY:</b> <ul style="list-style-type: none"> <li>- <b>On Snow activity</b></li> <li>- <b>Risk of injury during the visit</b></li> <li>- <b>Accident/emergency</b></li> </ul>	<ul style="list-style-type: none"> <li>- Ecole du Ski Francais instructors will accept responsibility for instruction and on snow safety</li> <li>- Visit leader carries contact lists and first aid kit.</li> <li>- Parents informed about nature of the visit and have given consent.</li> <li>- Students will be briefed on the need for appropriate behaviour throughout the visit; to remain in groups [skiing and social].</li> <li>- Contact details of parents and school will be carried by visit leader.</li> <li>- Staff available via walkie talky</li> </ul> <p>[see risk assessment]</p>	Y	Y  Y Y	Y

<b>VENUE/ENVIRONMENT:</b> Hazards associated with the location	<ul style="list-style-type: none"> <li>- Parental consent obtained to take students to this visit.</li> <li>- Students will be briefed about their conduct at the venue.</li> <li>- Staff/volunteer ratio appropriate to support pupils.</li> <li>- Students will be briefed to ensure they are aware of the no smoking / alcohol rule</li> </ul> [see risk assessment]	Y   Y		Y   Y
<b>GROUP:</b> (include issues for <u>all</u> members of the group such as: food allergies, medical, physical or behavioural problems)  <b>Students lost or separated from group</b>  <b>Illness or injury</b>         <b>Special needs of students</b>	<ul style="list-style-type: none"> <li>- Mixed Group of Yr 9s</li> <li>- Staff are aware of their responsibilities through the visit, in terms of monitoring student behaviour</li> <li>- Suitable staff ratio.</li> <li>- Mobile phones will be carried by staff.</li> <li>- If hospitalisation is required, one member of staff will accompany the student, whilst the other remains with the group. The member of staff will contact school and parent will be notified.</li> <li>- Staff / volunteers are aware of specific medical issues of individual students and have print outs of SERCO medical notes and emergency contact details.</li> </ul> [see risk assessment]	Y   Y  Y	   Y  Y  Y	
<b>ALTERNATIVE ARRANGEMENTS – PLAN B</b>				

**VISIT LEADER**

In creating this risk assessment I am confirming that the assessment of the risks associated with this visit reflects the good practice outlined in Northumberland County Council's 'Educational Off-site Visits' Code of Practice and the School's policy for 'The Management of Off-site Activities'. This risk management sheet will be used to brief all supervising staff, adults and students and will form the basis of the ongoing management of risks during the visit.