**UALSC Trip Info and RA form – Under 18**

**To be completed and sent to SC Coordinator at least 1 week prior to trip**

**Please note: Trips will only be approved if already included in the course description.** Please delete to confirm that the description includes reference to a trip offsite (museums, galleries, retail outlets etc.) **Y / N**

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| --- | --- | --- | --- |
| **Course name** |  | **Course ID** |  |
| **Lead tutor** |  | **All other accompanying staff**  **(1-8 for under 18)** |  |
| **Location of visit** |  | **Number of students** |  |
| **Is the visit booked with location? Provide a booking reference if available. under 18s MUST book with location of possible** |  | **Lead tutor phone number**  **(Use college phone and make available to Learners)** |  |
| **Date** |  | **Time to - from** |  |
| **Info given to learners (**copy and paste from email or hand out given to learners) | | | |
| Date  Location  Address  link to “how to get here” info from trip location or info on nearest tube and bus  (Under 16s MUST meet at UAL location and be accompanied by staff on travel to and from site. Parent permission required for other arrangements  Exact meeting time and place  Exact end meeting time and place  What to do if you are late to meet  Number to call to contact tutor (can be CS if no trip phone available, do not give personal tutor number)  Info about material / equipment / lunch you may need to bring with you | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Risk assessment: add additional rows as required, remove under 18 rows if not appropriate** | | | | | | |
| **What are the Hazards?** Describe what activity is happening that has the potential to cause harm | **Who is at risk and how are they at risk?** | **Initial Risk Rating**  See risk matrix at bottom and enter appropriate rating | **Control Measures**  What are you going to do to eliminate or reduce the risk of harm | **Managed Risk Level** How high is the probability of harm after you have put the control measures in place | **Further Action**  Are there any further actions required | **Management Check**  Who is going to monitor control measures and carry out further actions |
| **Walking on public paths** | **Students / Staff / Public**  Slips/ trips/ Road traffic accidents | **medium** | **Tutor to advise students to be aware of other path users and to remain on the path and not walk in the road. Staff to ensure all students use official road crossings correctly** | **low** |  | **SC Co-ord to review all trip RAs before authorising** |
| **Last minute changes of plan** | **Students / Staff**  Not being able to meet up and getting lost | **medium** | **Tutor to request CS send coms out ASAP when change is advised before the day of trip. Must be via CS to ensure all info is centralised.** | **low** |  |  |
| **Planned Travel disruption** | **Students / Staff**  Not being able to meet up and getting lost | **medium** | **Tutor to check for disruption/ strikes on the day of trip and advise students to allow extra time for travel.** | **low** |  |  |
| **Emergency evacuation of trip location** | **Students / Staff**  Not being able to meet up and getting lost | **medium** | **Tutor to advise all students to follow instruction from location staff in the event of emergency.** | **low** |  |  |
| **Emergency travel disruption** | **Students / Staff**  Not being able to get home | **medium** | **Tutor to check with each student that they have a plan to get home before the end of the trip.** | **low** |  |  |
| **UNDER 18**  **Getting lost on the way to the tip** | **Under 18 year old students**  Not being confident enough to navigate TFL | **medium** | **Under 16 Group to meet at usual session location and be escorted to and from trip.**  **OR**  **Under 18 Students given the option to meet at usual session location and be escorted to and from trip.** | **low** |  |  |
| **UNDER 18**  **Getting lost or other incident on the trip** | **Under 18 year old students**  Not being able to locate tutor in the event of incident | **medium** | **Trip phone to be used if on the day of trip (staff to have list of student phone numbers and number to have been given to student)**  **Where possible visit to be booked in with the location**  **Students advised to approach location staff if support is needed and tutor is not nearby** | **low** |  |  |
| **Add Info about disabilities or severe allergy needs** |  |  |  |  |  |  |
| **Add info about any neuro diverse learners needs** |  |  |  |  |  |  |

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| **TO BE COMPLEATED BY SC COORDINATOR** |
| Is the trip mentioned in the course's description? |
| Is the trip in the course planning and relevant to the course content? |
| Approved by SC Coordinator: |

**Risk Assessment Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Multiple deaths; or over £1m in damage | Single death; or over £100,000 in damage | Major injury; or over £10,000 in damage | Minor injury; or over £1000 in damage | Lost time; or over £1000 in damage | Delay |
| Certain | **VERY HIGH** | **VERY HIGH** | **HIGH** | **HIGH** | **HIGH** | **HIGH** |
| Very likely | **VERY HIGH** | **VERY HIGH** | **HIGH** | **HIGH** | **HIGH** | **MEDIUM** |
| Likely | **VERY HIGH** | **HIGH** | **HIGH** | **HIGH** | **HIGH** | **MEDIUM** |
| May happen | **HIGH** | **HIGH** | **HIGH** | **HIGH** | **LOW** | **LOW** |
| Unlikely | **HIGH** | **MEDIUM** | **MEDIUM** | **LOW** | **LOW** | **LOW** |
| Very unlikely | **MEDIUM** | **MEDIUM** | **LOW** | **LOW** | **LOW** | **LOW** |

Action prioritisation table following a risk assessment (taken from Croner’s risk assessment)

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Level** | **Action and timescale** | | |
| **Very high** | Work should not be started or continued until the risk level has been reduced. While the control measure selected should be cost-effective, legally there is an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk even with unlimited resources, then the work must not begin or must remain prohibited. | High | Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves critical work in progress, the problem should normally be remedied as soon as reasonably practicable but within one to three months, depending on the number of people exposed to the hazard. |
| Medium | Efforts should be made to reduce the risk, but the cost of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within three to six months, depending on the number of people exposed to the hazard | Low | No further preventive action is necessary, but consideration should be given to more cost-effective solutions, or improvements that impose no additional cost burden. Monitoring is required to ensure that controls are maintained. |

Actions from UALSC general RA:

**HSC and General Manager will ensure that the appropriate insurance is in place.**

**SCT will ensure that reputable travel companies/organisations will be used throughout the trip. E.g. transport + accommodation.**

**SCT/Tutors will provide clear communication to all taking part in the trip on the relevant local emergency procedures of the destination, travel documentation (e.g. accommodation details) and provide a method of direct contact to UAL Short Courses staff.**

**SCT/Tutors will ensure that they do not travel to a location where emergency services cannot be easily contacted, and put in measures to maintain constant ease of contact.**

**Any activity taken on the trip should follow the same principles of this RA and a separate RAMS to be completed for activity that would not fall within this RA. An assessment should be made in advance of the trip of any PPE/suitable equipment that may be needed for the planned activity, and either packed or found locations to source relevant PPE/ equipment at destination.**

**SCT to check for any warnings given out by relevant trusted organisations before travel. E.g. weather warnings**