

Risk Assessment Guidance*

EFFECTIVE DATE:	4th December 2024	CATEGORY/ TYPE:	Excursions
NEXT REVIEW DATE:	3rd December 2025	VERSION:	3

POTENTIAL HAZARD / RISK TO GROUP	CONTROLS OR MEASURES TO REDUCE RISK	FURTHER GUIDANCE OR USEFUL INFORMATION
General non-adventurous activities Various, depending upon the specific activity	Equity selects an attraction / activity provider considered satisfactory for school group use, by way of STF Excursion Visit pre-use checks procedures: Where Equity has obtained an activity specific Supplier Audit for a Medium risk activity. Equity will set out any special provisions within the group Itinerary.	Any non-Equity organised activities should be Risk Assessed by the Party Leader. Party Leader considers activities are suitable for the group and organises sufficient supervision by group adults, including for students that are not attending or wish to sit out and that adults are clear as to their supervision responsibilities. Ensure group sets off / attends with all necessary safety equipment and / or suitable protective clothing.

*The above guidance is given to assist our customers with their own risk assessments and is given without liability. It is based on general risks and considerations Party Leaders may wish to consider when carrying out their own risk assessments. Whilst efforts are made to regularly review and update this guidance, it is unlikely to be fully comprehensive and does not in any way take into consideration the specific needs or risk profiles of individuals within their group.

		Ensure that the group listens and adheres to any safety briefing given by the operator, or for the Party Leader to convey / highlight any written safety information / signage displayed.
Separation from the group		Require group to stay together or set clear roaming boundaries if unsupervised free time is permitted at the site. Agree a meeting point and time made known to all the group. Confirm a place where a group adult can always be found. Highlight use of any tannoy call-out to regroup if necessary. All members of a group could wear commonly distinctive clothing to aid regrouping. Could also implement a student buddy system. Undertake a Roll Call recount at regular intervals and before setting off on the return journey.
Establishments serving alcohol	Equity will only organise an evening entertainment in a premises that serves alcohol / is a public bar where we are satisfied that the operation is well managed, often with separation of the bar area from the activity area and where (if drink purchase is an expected part of the evening activity) there is a strong commitment by the operator not to serve alcohol to any student members of a school group and by way of a system in place	Avoid the public bar area and inform students that this part of the hotel is off-limits to them. Or if making use of the public bar, ensure that students are supervised and do not provide alcoholic drinks in excess or at all to students; Respect that in some countries an operator can only serve the parent of a child alcohol for consumption by a child

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	to distinguish school group students from the general public, i.e., wristbands	

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