



# **ATLANTIC HALL**

## **Risk Assessment Policy for Educational Trips**

## **1.0 Purpose**

The purpose of this policy is to establish a systematic and comprehensive approach to identifying, assessing, and managing risks associated with educational trips organized by Atlantic Hall School. This policy aims to prioritize the safety and well-being of students, staff, and any other participants during educational excursions.

## **2.0 Scope**

This policy applies to all educational trips organized or sponsored by Atlantic Hall School, including local and international excursions.

## **3.0 Responsibilities**

### ***3.1 School Administration:***

- The school administration is responsible for overseeing and implementing the risk assessment policy.
- They will appoint a designated trip coordinator or committee to manage and conduct risk assessments for each educational trip.

### ***3.2 Trip Coordinators:***

- Trip coordinators are responsible for conducting thorough risk assessments before, during, and after each educational trip.
- They must communicate identified risks to relevant stakeholders and implement appropriate mitigation measures.

### ***3.3 Teachers/Chaperones:***

Teachers and chaperones accompanying students on trips are responsible for enforcing safety guidelines and ensuring students adhere to the established code of conduct.

### ***3.4 Parents/Guardians:***

Parents or guardians are encouraged to provide relevant health and emergency contact information for their children and stay informed about the trip details and safety measures.

## **4.0 Risk Assessment Process**

### ***4.1 Pre-Trip:***

- Identify the objectives and activities of the educational trip.

- Conduct a comprehensive risk assessment, considering health, safety, security, transportation, accommodation, and cultural factors.
- Document identified risks and develop mitigation strategies.
- Ensure that all participants have valid travel documents and necessary vaccinations.

#### **4.2 During Trip:**

- Regularly assess and monitor potential risks during the trip.
- Maintain open communication channels with participants and local contacts.
- Address any emerging risks promptly and adjust plans as needed.
- Conduct safety briefings with participants at the beginning of the trip.

#### **4.3 Post-Trip:**

- Review the trip's overall success and challenges.
- Evaluate the effectiveness of risk mitigation measures.
- Document lessons learned and use them to improve future risk assessments and trip planning.

### **5.0 Communication**

- Establish clear communication channels between the school, participants, parents, and relevant authorities.
- Provide participants with detailed information about the trip, including emergency procedures, contact numbers, and cultural sensitivities.
- Communicate any changes to the trip itinerary or potential risks promptly to all stakeholders.

### **6.0 Documentation**

- Maintain thorough documentation of each trip's risk assessment, including identified risks, mitigation strategies, and any incidents that occurred.
- Keep a record of emergency contact information for all participants.
- Regularly update and review the risk assessment template based on feedback and evolving circumstances.

### **7.0 Continuous Improvement**

- Periodically review and update the risk assessment policy based on feedback, changes in regulations, or improvements in risk management practices.

- Conduct training sessions for staff involved in trip planning to enhance their understanding of risk assessment and mitigation strategies.

### **8.0 Review and Approval**

- The risk assessment policy will be reviewed annually by the school administration and updated as necessary.
- Any significant changes to the policy will be communicated to all relevant stakeholders.

This risk assessment policy serves as a framework to guide the safe and successful execution of educational trips at Atlantic Hall School. It reflects our commitment to providing enriching experiences for students while prioritizing their safety and well-being.

**Policy Created:** October 2025

**Next Review:** October 2026