

Mellor Church Choir

Truro Tour Risk Assessment – 29th July – 5th August 2023

Clarity of responsibility for children/young people under 18 years

As is usual for trips with Mellor Church Choir, *children with adults present in the group remain the responsibility of their parents at all times except for during rehearsals and services* when the Director of Music is responsible supported by other adults in the choir.

Any unaccompanied children/young people will have a nominated adult (agreed by the actual parent/guardian of the child/young person) as their 'adopted parent' who will have clear delegated adult responsibility for parental oversight during the trip.

During the breaks in the days in Truro, parental responsibility may be clearly delegated to a rota of adults (in pairs) to supervise children / young people during breaks when their parents are absent. No child/young person should be alone in a room (including the organ loft) or vehicle with a single adult – supervision should always be with a minimum of two adults.

Supervision responsibility clarification and registers to be taken at the beginning and end of each rehearsal time.

DBS Checking Policy and Safeguarding

All adult members of the choir and those other adults who may be staying in the same accommodation as children in the choir will be DBS checked prior to the trip coordinated by Parish Safeguarding Officer (PSO), Emma Wilson.

The church's policy regarding safeguarding remains in place at all times. A reminder of the expectations of the behaviour of adults in the party around children / young people will be made clear in advance of the trip.

Trip consent form

To be completed by everyone who is part of the group covering:

- Emergency contact details
- Health issues
- Medication
- Allergies
- Consent for photographs/video

Information to be held securely by the Director of Music (Tom Howling) and Tour Manager (Kate Scott)

First Aid

Qualified first aiders for the trip are Lucy Howling and Oscar Qualter. A First Aid kit will be taken with the choir for use. The school and cathedral also have first aid supplies available for use.

The following risk assessment details general and specific risks which should be read in conjunction with the risk assessment agreed with Truro Cathedral:

GENERAL

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Exposure to weather.	Cold injury, heat injury, over-exposure to sun.	Children young people and staff.	<ul style="list-style-type: none"> • Consider possible weather conditions and plan appropriate programme, clothing and equipment. • Plan for children who may not bring suitable clothing – check before departure and/or bring spares. • Daily weather forecast obtained and plans adjusted accordingly. 	Provide clear information about suitable clothing and equipment to children and parents.	Low
Children young people lost or separated from group, inadequate supervision.	Injury, death.	Children, young people.	<ul style="list-style-type: none"> • Ensure supervising adults competent and understand their roles. • Sufficient supervision • Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system). • Discuss itinerary and arrangements with children / young people. • Briefing to all on what to do if separated from group. • Head counts by leaders 	Plan supervision before visit and brief staff and children young people.	Low

			particularly at arrival/departure points, and when separating and reforming groups.		
Illness or injury.	Illness, injury.	Children young people and staff.	<ul style="list-style-type: none"> • 1st aid cover accessible and appropriate • Leaders know how to call emergency services. • children / young people and parents are reminded to bring individual medication and this is securely kept. • First aid and travel sickness equipment carried. • Mobile phones carried if available. • Emergency contacts arranged 	Check first aid certificates current. Medication brought by children / young people.	Low
Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites, etc)	Injury, death.	Children young people	<ul style="list-style-type: none"> • Check location as suitable for this mode of supervision. • Ensure children young people sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised). • Clear guidelines and emergency procedures set and understood. • children young people remain in pairs or groups (buddy system – each responsible for named other). 	Included in information to parents.	Medium

			<ul style="list-style-type: none"> • Rendezvous points and times set. • children young people know how to contact staff. • Staff understand they are still responsible. • Parents informed and consent given. 		
Leader's own children.	Injury or death.	Children young people and staff..	<ul style="list-style-type: none"> • If staff (choir leaders or other adult supervisors') families join group, children young people supervision must not be compromised. • Staff children are similar age to group and supervised with pupils or separate supervision arranged. 	Consider before staffing agreed.	Low
Boredom/ Poor behaviour of group	Injury or death	Children young people and staff.	<ul style="list-style-type: none"> • Firm control of group behaviour • Control measures in place • Alternative activity identified 	<p>Ongoing assessment by leader at start and during activity.</p> <p>Understanding between group and leader of the above and possible alternate plans agreed if the activity cannot go ahead/ continue.</p> <p>Clear and ongoing communication between group leaders throughout the activity to maintain safety</p>	Low

TRAVEL ON EDUCATIONAL VISITS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Use of private vehicles.	Injury, death.	Children young people and staff.	<ul style="list-style-type: none"> All use in compliance with DCC driving at work policy Seatbelts worn at all times. Specific permission obtained from parents. 	Refer to driving at work policy	Low
On foot.	Injury, death.	Children young people and staff.	<ul style="list-style-type: none"> Walks on foot planned to avoid fast roads wherever possible. Supervision on pavements, roads and especially crossing of any fast roads is pre-planned. children / young people are briefed about hazards and behaviour required. 	Planning	Medium
Boredom/ Poor behaviour of group	Disabling or fatal injury.	Children young people and staff.	<ul style="list-style-type: none"> Firm control of group behaviour Control measures in place Alternative activity identified 	<p>Ongoing assessment by leader at start and during activity.</p> <p>Understanding between group and leader of the above and possible alternate plans agreed if the activity cannot go ahead/ continue.</p> <p>Clear and ongoing communication between group leaders throughout the activity to maintain safety</p>	low

RESIDENTIAL VISIT ACCOMMODATION

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Fire	Death	Children young people and staff.	<ul style="list-style-type: none"> • Briefing to all children young people about expected standards and code of behaviour. • Identify requirements at time of booking and check during pre visit and on arrival. • Check that a fire risk assessment has been completed and meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 • Check that there are: <ul style="list-style-type: none"> • automatic fire alarms on each floor and in public areas, which can be heard inside rooms. • fire extinguishers available on each floor and in public areas. • fire exits clearly marked. • more than one exit from upper floors of the building. • torches available if emergency lighting is not provided. • A walk through fire practice takes place on arrival to include assembly point, layout of 	Pre-visit check and/or check of information/assurance from reputable tour operator. Check on arrival. Take up any issues, such as locked fire doors, with management. Inform group about fire procedures on arrival.	Low

			<p>accommodation, key personnel and routines.</p> <ul style="list-style-type: none"> • A group list is held by staff to ensure registration of whole party after an evacuation of the building. • Decide whether or not children young people doors should be locked from the inside (see intruder section) • A group list is held by staff to ensure registration of whole party after an evacuation of the building. <p>Discuss with accommodation manager any shortcomings in provision e.g. locked fire doors</p>		
Attack or disturbance by intruder	Injury, death, abduction	All	<ul style="list-style-type: none"> • Check that security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation • Ensure the hotel or similar accommodation is locked at night or that there is a night porter on duty. • Ensure that all windows and doors can be securely shut from the inside. • If windows lead onto balconies, ensure that staff or reliable pupils occupy these rooms. • If other guests share the accommodation seek sole occupancy of the floor if possible, and have designated staff rooms 	<p>Pre-visit check and/or check of information/assurance from reputable tour operator.</p> <p>Briefing of students regarding expected behaviour and actions</p>	Low

			<p>adjacent to children young people or shared rooms.</p> <ul style="list-style-type: none"> • Decide whether or not children young people doors should be locked from the inside – consider the balance between ensuring pupils wake up if fire alarm sounds during the night. • Ensure children / young people understand that they inform staff in the event of an emergency. • Check children young people at “lights out”. • Designate responsibilities and roles for individual members of staff including dormitory /floor groups. • Carry out additional risk assessment if this is not possible 		
Safeguarding	Injury, death, abduction, abuse	Children young people and staff.	<ul style="list-style-type: none"> • Choir has exclusive use of sleeping accommodation. • Separate male and female sleeping accommodation • Staff accommodation with or adjacent/ same floor as children / young people • children / young people can easily contact staff throughout night. • children / young people are checked into rooms at ‘lights out’. • All adults are appropriately trained in safeguarding/child protection and standards regarding access to 	Pre-visit check and/or check of information/ assurance from reputable tour operator.	Low

			bedrooms/ changing areas etc are agreed <ul style="list-style-type: none"> • Children young people know what to do if concerned • Clear agreed standards of behaviour of adults in front of young people to be made clear to all on the trip before the trip starts • No adult to be with a child / young person alone in a room without another adult present. • Parents are expected to take part in a rota of supervision (in pairs) when needed 		
Domestic hazards.	Injury, death.	Children young people and staff.	<ul style="list-style-type: none"> • Accommodation has tourist board rating/other external validation of standards. • Visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings. • On arrival, staff and pupils to report any faulty items found in rooms. 	Pre-visit check and/or check of information/assurance from reputable tour operator. Check on arrival.	Low
Hygiene	Illness	Children young people and staff.	<ul style="list-style-type: none"> • Tourist board rating/environmental health endorsement or similar. • Visual inspection of washing facilities, lighting, heating, ventilation, catering. 	Pre-visit check and/or check of information/assurance from reputable tour operation.	Low
Night time tendencies.	Injury, death.	Children young people	<ul style="list-style-type: none"> • Information gained from parents about children young people' illnesses, sleepwalking, etc. • Suitable supervision arranged to meet 	Use recommended parental consent form.	Low

			needs of children/ young people.		
Additional needs.	Injury	Children young people and staff.	<ul style="list-style-type: none"> Accommodation meets any additional needs of anyone in the group. 	Pre-visit check as necessary.	Low

WALKS IN NORMAL COUNTRY

Normal country = parks, enclosed farmland and fields

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Falls, drowning.	Injury, death.	Children young people and staff.	<ul style="list-style-type: none"> Leader experienced of walking in terrain and of leading groups. Route researched and pre-walked – significant hazards (cliffs, water hazards, quarries, etc) avoided or carefully assessed. Weather forecast obtained and conditions monitored; route changed if necessary. 	<p>Leader competence approved (see above).</p> <p>Leader completes specific risk assessment for each walk as necessary.</p> <p>Ongoing assessment by leader at start and during activity.</p>	Low
Getting lost.	Injury	Children young people and staff.	<ul style="list-style-type: none"> Leader has sufficient navigational skills. Group size as low as possible and sufficient Large groups are best split into small groups each with competent leader. Head counts. Briefing of children young people and staff. 	Leader competence approved (see above).	Low

Injury, illness or emergency away from immediate help.	Injury, death.	Children young people and staff.	<ul style="list-style-type: none"> • One leader with each group first aid trained. • First aid kit. • Information about pre-existing medical conditions and medication carried. • Leaders are briefed and have planned emergency procedures. • Communications arranged. 	Pre-planning of emergency procedures and communications.	Low
Exposure to extreme weather – cold, wet, heat and sun.	Injury, death.	Children young people and staff.	<ul style="list-style-type: none"> • Daily weather forecast obtained. • All participants have suitable footwear, clothing and equipment to match expected conditions. 	Parents and pupils given checklist – kit checked before departure.	Low

RIVER / COAST WALKS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Extreme weather, cold water.	Cold, injury/death.	Children young people and staff.	<ul style="list-style-type: none"> • Seasonal (usually April – October) activity, consideration of forecast and prevailing conditions on day, suitable clothing and equipment, dry spare clothing and emergency equipment available. • Ongoing assessment as to behaviour and comfort of the group by leaders, and plans changed accordingly. 	Pre-planning, equipment lists to group, kit checked before departure.	Low

<p>Deep and/or fast-flowing water.</p>	<p>Drowning, injury.</p>	<p>Children young people and staff.</p>	<ul style="list-style-type: none"> • Each stream must be individually risk assessed by leader with experience of the location, with advice from Project Manager. • Each stream must be individually, physically checked prior to any child or young person entering the water. • Deep, or fast flowing water may require life saving and/or other water based activity qualifications • Weather forecast obtained and leader makes decision whether or not to proceed or adapt activity on basis of weather forecast, strength of water, conditions on day. • Clear guidelines i.e. water depth, on what conditions lead to cancellation • Swimming ability of children and young people known and assessed • Ongoing assessment as to behaviour and attitude of the group by leaders, and plans changed accordingly. 	<p>Ongoing assessment by leader at start and during activity.</p> <p>Understanding between group and leader of the above and possible alternate plans agreed if the activity cannot go ahead/ continue.</p> <p>Clear and ongoing communication between group leaders throughout the activity to maintain safety.</p>	<p>Low</p>
<p>Boredom/ Poor behaviour of group</p>	<p>Disabling or fatal injury.</p>	<p>Children young people and staff.</p>	<ul style="list-style-type: none"> • Firm control of group • Careful Group selection 	<p>Ongoing assessment by leader at start and during activity.</p>	<p>low</p>

			<ul style="list-style-type: none"> Control measures in place Alternative activity identified 	<p>Understanding between group and leader of the above and possible alternate plans agreed if the activity cannot go ahead/continue.</p> <p>Clear and ongoing communication between group leaders throughout the activity to maintain safety</p>	
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SWIMMING DURING EDUCATIONAL VISITS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Use of swimming pools and wild swimming	Drowning, injury.	Children young people and staff.	<ul style="list-style-type: none"> Refer to latest guidelines on swimming at www.dorsetforyou.com/schoolsafety Preferably use pools during life-guarded sessions. If swimming in other than LA pools, ensure requirements as above are in place. Non-swimmers to be identified on consent form and restricted to paddling only or water in depth. Swimming in the sea only in lifeguarded areas of a beach 	Pre-visit – site-specific risk assessment.	Low
Boredom/ Poor behaviour of group	Disabling or fatal injury.	Children young people and staff.	<ul style="list-style-type: none"> Firm control of group Careful Group selection Control measures in place Alternative activity identified 	<p>Ongoing assessment by leader at start and during activity.</p> <p>Understanding between group and leader of the above and possible alternate</p>	medium

				<p>plans agreed if the activity cannot go ahead/ continue.</p> <p>Clear and ongoing communication between group leaders throughout the activity to maintain safety</p>	
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