

Going Places

The offsite and adventurous activities newsletter



Going Places is a newsletter for all those using the Bracknell Forest Council (BFC) offsite visits database. The system is now used comprehensively by schools, the youth service, children’s centres and children’s social care.

Offsite Visits Advisor

The new contract for the Offsite and Adventurous Activities Service from 1st January 2017 to 31st December 2020 has been re-awarded to Brian Mallett, Off-site and Outdoor Advisory Services. Visit re-charge rates will remain the same as previously charged as detailed in the table below.

- UK Extended and Adventurous Day Trips £20.00 per visit
- UK Residential £35.00 per visit
- European Union including Residential £40.00 per visit
- Rest of World including Residential £60.00 per visit

Risk assessments on Frontline Data

On the 'Risk Assessment' tab there is a drop down list of generic risk assessments which can be added to the visit being created. If an appropriate risk is not on the list then a risk assessment can be carried out by the Group Leader and the document uploaded onto the database. Generic risk assessments from venues/ providers etc. can also be uploaded.

A screen with full details of the generic risk assessment, containing a list of possible issues and suggested control measures will open, see below.

Educational Visit / Details
Report created for Generic Risk Assessment: 04 - Archery

No data restrictions

Generic Risk Assessment

Some text may be hidden in the results below; [Click here to show / hide all available text:](#)

Activity / Issue	Persons at risk	Hazard / Harm	Risk Frequency	Risk Severity	Add
Injury	Pupils, staff	Shot by arrow. Damage to forearm due to strings. Arrows	Low	Low	<input type="checkbox"/>
Control Measures Add control measure to action plan					
Instructor to be First Aid trained with a GNAS qualification					<input type="checkbox"/>
Target area clearly marked and an exclusion zone posted					<input type="checkbox"/>
Children/young people wear forearm cover/armguards					<input type="checkbox"/>
Clear instructions given by Instructor					<input type="checkbox"/>
Equipment stored safely under supervision of instructor					<input type="checkbox"/>
Long hair to be tied back					<input type="checkbox"/>
No other activities in immediate proximity					<input type="checkbox"/>
Non participating children/young people seated a safe distance away from shooting area.					<input type="checkbox"/>
Withdraw blunt arrows					<input type="checkbox"/>
Extreme weather	Pupils, staff	Hypothermia, sun burn, colds	Low	Low	<input type="checkbox"/>
Control Measures Add control measure to action plan					
Children/young people have appropriate clothing for current weather conditions – warmth, cold, sunny <input type="checkbox"/>					
Inadequate	Pupils, staff	Accidents	Low	Low	<input type="checkbox"/>
Control Measures Add control measure to action plan					
Children/young people contribute to list of behaviour expectations					<input type="checkbox"/>
Clear expectations made of /young people before they reach activity area and activity begins					<input type="checkbox"/>
Explanation of commands to be used during activity					<input type="checkbox"/>

You need to click the add box which will tick all the issues and control measures. Each issue needs to be assessed Low, Medium or High for 'Risk Frequency' and 'Risk Severity'. This will allow the system to assess the overall risk for that issue.

If any of the control measures do not apply, clicking in the specific box you will remove the tick and deselect it.

When you have reviewed all of the issues, click the 'Save' button at the bottom of the page and an Action Plan will be produced on the Action Plan tab.

Further guidance can be found on <http://schools.bracknell-forest.gov.uk/sites/default/files/u34/offsite-visits-database-user-guide-feb-2016.pdf>

Recording of Incidents, Accidents and Injuries

Establishments are respectfully reminded that they should record all incidents, accidents and injuries (includes: physical violence, threatening behaviour, verbal abuse, racial or sexual abuse etc.) when they are engaged on any school visit. Failure to do so could put the establishment and Bracknell Forest Council at risk in the event of any subsequent claim against the establishment or Council.

The Group Leader should record the following:

- Address where the Incident occurred
- The time and date
- The name of the injured party or person involved
- Describe exactly what happened
- Type of Incident (Slip/Trip/Fall, Struck by Object, Physical Violence etc.)
- Type of Injury (Fracture, Bruises, Head Injury, No Injury etc.)
- Body Part injured (Back, Arm, Head etc.)
- Contact Details of any witnesses
- What action was taken following the accident
- What aftercare was put into place by the staff following the accident



Where possible a copy of the accident form completed by the venue/provider should be obtained.

Party leaders are reminded that the emergency contact at the establishment should be notified of any accident that results in a pupil requiring hospital treatment or being hospitalised so that parents can be notified and a subsequent process of aftercare can be put into place if this is necessary.

Where pupils are hospitalised for any reason a member of staff should accompany the pupil with a copy of the parental consent form.

Certain incidents and accidents are reportable under RIDDOR to the Health and Safety Executive. Further information is available at: <http://www.hse.gov.uk/riddor/index.htm>.

In cases where a pupil is hospitalised a member of staff should remain with the pupil until such time as a parent can take personal responsibility for their child. This may be after the main group has returned home.

On return please ensure the incident, accident is reported to Corporate Health & Safety, 1st Floor, Easthampstead House. If further information is required on recording incidents, Accidents and Injuries contact: Andy Anderson on: 07717 361064 or email: Andy.Anderson@bracknell-forest.gov.uk

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<http://schools.bracknell-forest.gov.uk/policies-guidance/offsite-adventurous-activities-guidance>