

United World College South East Asia, East Campus

**Risk Assessment**

Visit Title SEASAC Arts Festival 2018

Date: January 2018

List of students : ( held at the Activities Office )

Details of External agents to be used - *Gardens By the Bay, Arab Quarter, Gillman Barracks, Singapore Art Museum, Marina Bay, China Town*

**Activity Bus: ( Parmesh: 84884547 )**

Emergency contacts

**UWC East Campus**

**- 63055344**

Role	Name	HP	E-Mail
Chair of Activities	Nick Dunn	97275464	ndu@uwcsea.edu.sg
Head of High School Activities	Gavin Dinsdale	85555845	gdi@uwcsea.edu.sg
Head of Primary School Activities	Ian Deeth	84435082	ide@uwcsea.edu.sg
Director of Activities	Mike Staples	92713624	mta@uwcsea.edu.sg

Duty Manager		97215344	
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These numbers should not be given to parents as they are personal contacts for the staff.

Ambulance Emergency No - 995

Police: 999

<u>Activity</u>	<u>Risk level</u>	<u>Action taken</u>	<u>Risk level</u>	<u>Plan B</u>
Travel using Activity bus to Excursion venues.	L	<p>Trip leader to talk to students regarding safe behaviour on the bus.</p> <p>Trip leader and supervising staff to check all seatbelts fastened.</p> <p>Trip leader to hold conversation with bus driver.</p> <p>Staff spread evenly throughout bus.</p> <p>List of children on which bus left with Activity Office on both Dover and East.</p> <p>First aid kit for incidents.</p> <p><i>1:10 teacher to student ratio where possible - Trip leader, 2 supervising teachers</i></p>	L	<p>Remain at school and carry out alternative activity if weather is unsafe.</p> <p>Possible undercover sessions at Gardens by the Bay</p>

		<i>Students to wear coloured arm band for their associated bus - all lists held with schools.</i>		
Arrival at venues	L	Teachers to ensure the drop off / pick up point for the children are safe. Trip leaders assist the children exiting the bus and direct them to the meeting point.	L	Instruct the bus driver to find an alternative drop off / pick up point.  Inform the SEASAC Arts Organisers of alternative drop off.
Walking around the excursion	L	Trip leader and supervising staff remind students to walk with a partner. Teachers spread evenly throughout the group of students with one always at the front and one at the back.	L	Wait until all children are ready, count students before moving on.
Use of toilets	L	Students to go and return with a buddy. Staff supervising to wait outside and ensure all the children are accounted for before moving off.	L	Find alternative facilities if they are unsuitable.

Inclement Weather	M	Trips to follow UWCSEA lightning and thunder policy.	M	Wait for the allocated time under safe cover. If still not cleared then return to UWCSEA.
Haze Policy	M	<p>To follow the UWCSEA policy: PSI of 100 and above - all ACSIS outdoor trips cancelled.*</p> <p>UWCSEA will use the 3hr PSI reading NEA website (<a href="http://www.nea.gov.sg/">http://www.nea.gov.sg/</a>).</p>	L	

<b>Activities</b> Soft tissue injury, sprains, strains, fractures, dislocations.	M/L	<ol style="list-style-type: none"> <li>1. Details of this procedure are in the activities handbook.</li> <li>2. All injuries are dealt with by first aid trained staff. If injury is medium to high the parent is contacted a teacher travels to hospital with student. Accident / Incident report written and Activities Office is contacted.</li> <li>3. Major injury and incident will be followed using UWCSEA Emergency and the host schools procedure.</li> </ol>	M/L	Emergency / medical contact details for all students in the trip leader. Parents contacted and informed of situation if injury or illness is medium / high and if student has been taken to hospital.
<b>Return using School Bus</b>	L	Teacher to talk to students regarding safe behaviour on the bus. Head count before leaving venue Trip Leader to check all seatbelts fastened. Trip leader to hold conversation with bus driver. Teacher supervisors spread evenly throughout bus.	L	

Evaluation and review comments <i>(completed after visit)</i>	
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**Trip leader**

Print Name ..... Signed .....