

Risk Assessment and Safety Plan for Field Trips – Greenfield College

Introduction

Field trips provide students at Greenfield College with valuable hands-on learning experiences beyond the classroom. While these outings offer educational and personal growth opportunities, ensuring the safety of students and staff is a top priority. This document outlines key risks associated with field trips, along with recommended actions to mitigate them.

Identified Risks and Precautionary Measures

1. Transportation Risks

- **Vehicle accidents or breakdowns**

Action: Ensure students and staff are safely evacuated if needed. Contact emergency services and follow the school's emergency protocol. Keep a backup transportation plan in place.

- **Students getting lost or separated**

Action: Assign a buddy system and establish designated meeting points. Ensure all students have emergency contact details. Each class is assigned a teacher chaperone who is responsible for all students in their section.

2. Health and Medical Risks

- **Illness or injury**

Action: Carry a well-stocked first aid kit. Administer first aid if needed and call emergency services for serious cases. Inform parents or guardians promptly.

- **Allergic reactions**

Action: Ensure students disclose allergies before the trip. Carry necessary medications like antihistamines. In case of a severe reaction, seek immediate medical help and inform guardians.

3. Environmental Risks

- **Extreme weather conditions (heat, cold, rain, etc.)**

Action: Monitor weather forecasts and adjust plans accordingly. Have proper clothing, hydration, and shelter options available.

- **Natural disasters (earthquakes, floods, etc.)**

Action: Follow the school's emergency evacuation plan. Identify safe zones in advance and account for all students and staff during emergencies.

4. Supervision and Behavioral Risks

- **Inadequate supervision**

Action: Maintain appropriate student-to-staff ratios. Assign specific supervisors to smaller groups and conduct regular check-ins.

- **Student misbehavior or conflicts**

Action: Address issues promptly according to school policies. Offer guidance and support to prevent escalation. Maintain clear communication among staff.

5. Destination-Specific Risks

- **Hazardous terrain or unsafe conditions**

Action: Conduct a pre-visit risk assessment. Provide students with proper safety instructions and necessary gear.

- **Wildlife encounters**

Action: Educate students on local wildlife safety. Ensure staff members are trained to handle encounters and know when to seek professional help.

Emergency Contacts

Nearest Medical Facilities: (This will vary according to the trip location.)

1. American University Hospital – 70 143 324
2. Mount Lebanon Hospital – 05 957 000

Essential Items for Field Trips

- First aid kit
- School Insurance Documentation
- Emergency contact list for all participants
- Water and snacks
- Sun protection (sunscreen, hats)
- Weather-appropriate clothing
- Communication devices (cell phones, walkie-talkies)
- Required medications for students and staff



Risk Assessment Form

Name of Assessor	
Date of Assessment	
Event/Trip	
Location	
Description	

Identified Risk	Level of Risk	Control Measures
Example: exposure to elements, sun, etc.	High, Medium, Low	1. Hats, sunblock, etc. 2. Appropriate clothing 3. Water bottles

Name of Closest Hospital	Address	Phone number

Approved/Not Approved	Date
Director of Department	
Event Coordinator	