

## 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.

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### 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.

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#### 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

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#### 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

<b>Name of Assessor</b>	
<b>Date of Assessment</b>	
<b>Event/Trip</b>	
<b>Location</b>	
<b>Description</b>	

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	