

# Outdoor Learning General RISK ASSESSMENT Version 3

Latest version available via [SharePoint](#) or [experienceoutdoors.org.uk](http://experienceoutdoors.org.uk)

**Important:** This is a general risk assessment template. It is impossible to cover all contexts, so CEC groups are required to amend this risk assessment to meet their specific needs. This may involve removing rows which do not apply to this excursion and adding new rows to address different hazards, activity and specific equipment.

Latest excursion advice is available via the [CEC Coronavirus Excursions Toolbox](#). It is important you check this resource regarding any specific advice on excursions.

The school / setting / service is responsible for ensuring this RA is suitable and sufficient. Head Teacher or delegated persons (Senior Leadership Staff) must review, approve and sign this risk assessment.

**YOU MUST AMEND THIS RA TO YOUR NEEDS – REMOVE LINES THAT ARE NOT RELEVANT TO AVOID CONFUSION AND ADD LINES TO SUPPORT YOUR SPECIFIC VISIT – DO NOT RELY ON THIS TEMPLATE ALONE. RAS which have not been sufficiently amended are likely to be returned by a technical adviser (Cat 3 and Cat 4 visits submitted to [excursions@edinburgh.gov.uk](mailto:excursions@edinburgh.gov.uk)).**

Questions / checks? Email: [excursions@edinburgh.gov.uk](mailto:excursions@edinburgh.gov.uk)

|                       |                                       |                                    |  |
|-----------------------|---------------------------------------|------------------------------------|--|
| Department            | Education and Children's Services     | Unit/Section                       | James Gillespie's High School            |
| Date of assessment    | 11.8.25                               | Assessor(s)                        |  |
| What is the activity? | Transition to and From Darrach Campus | Where is the activity carried out? | Warrender Park Campus and Darrach Campus |

|                          |   |
|--------------------------|---|
| Supervisory adults (SAs) | Adults undertaking a supervisory role.      |
| Young people             | Young people participating in the activity. |

Please remember to remove unnecessary lines to shorten the RA. This general template has been created to cover a range of contexts.

| What are the hazards?   | Who might be harmed and how?  | What are you already doing?  | What further action is necessary?                                     | Action by whom? | Action by when?                     | Done |
|---|---|--|---|-----------------|-------------------------------------|------|
| <p>Adverse weather conditions (cold, wind, rain, snow).</p> <p>Adverse weather conditions (sunny, hot).</p> | <p>Young people or members of staff.</p> <p>Related... injury/harm</p>  | <p>- Communicated clothing, food, sunscreen and drink requirements to parents/carers.</p> <p>-Weather forecasts monitored in preceding days for advising parents/carers.</p>   | <p>Communication when appropriate due to poor weather conditions.</p> | <p>SLT</p>      | <p>Ongoing throughout the year.</p> |      |
| <p>Uneven or dangerous terrain (slips, trips, falls) getting in/out of vehicle</p>                          | <p>Young people or members of staff.</p> <p>Injury / harm caused by slip, trip and fall.</p> <p>Injury / harm caused by negative interaction.</p> <p>Injury / harm / illness caused by bites/ stings e.g. anaphylaxis and Lyme Disease.</p> | <p>-Young people reminded of safe route between campuses.</p> <p>- Young people to walk at all times</p> <p>-Appropriate footwear (e.g. trainers/wellies).</p> <p>- Pupils given briefing on the transition days and supported to move between campuses.</p> | <p>Annually at the start of the school academic year.</p>             | <p>SLT</p>      | <p>Assemblies</p>                   |      |
| <p>Motorised traffic</p>  | <p>Young people or members of staff.</p>  | <p>- Young people briefed on road safety</p>   |   |                 |                                     |      |

|  |  |  |                 |          |          |  |
|--|--|--|-----------------|----------|----------|--|
|  | Injury / harm caused by vehicle collision due to young people not following instructions / poor behaviour. | <ul style="list-style-type: none"> <li>- Follow Highway Code when crossing road</li> <li>- Use crossings where possible</li> <li>-Follow school route between campuses.</li> </ul>   |                 |          |          |  |
| Inappropriate behaviour from a member of the public. | Young people or members of staff.  | <ul style="list-style-type: none"> <li>-Young people briefed regularly on what to do for personal safety.</li> <li>-Mobile phones / contact emergency services.</li> </ul>   | Assemblies' PSE | SLT PSLs | Annually |  |
|  | Injury / harm caused by Verbal or physical abuse of varying degrees.                                       | <ul style="list-style-type: none"> <li>-Assembly at the start of the year on movement between campuses and the safest route.</li> <li>-Pupils reminded to report any issues to reception on arrival at either campus.</li> </ul>                               |                 |          |          |  |
| Significant negative behaviour by young people.      | Young people or members of staff.  | <ul style="list-style-type: none"> <li>- -High expectations; young people reminded regularly</li> <li>- Supervision adjusted to meet specific pupil needs.</li> <li>- -Prolonged/significant negative behaviours reported to school/centre/service.</li> </ul> |                 |          |          |  |
|  | Injury / harm caused by negative behaviours (physical and verbal).   | <ul style="list-style-type: none"> <li>- Apply establishment positive relationship policy.</li> <li>-Pupils reminded to report any issues to reception on arrival at either campus.</li> <li>-</li> </ul>  |                 |          |          |  |

|              |              |  |  |  |  |  |
|--------------|--------------|--|--|--|--|--|
| Getting lost | Young People | - Young people briefed clearly on road safety and shown a map of the best route between campuses.<br><br>-Young people shown video during transition setting out best routes.<br><br>-Young people usually travel in small groups at set times (break and lunchtime) |  |  |  |  |
|              |              |  |  |  |  |  |

|                |            |                        |            |
|----------------|------------|------------------------|------------|
| Manager's name |            | Signature              |            |
| Date           | 25/08/2025 | Assessment review date | 01/06/2026 |

**Are other specific risk assessments required?**

|                               |                          |   |                          |                          |                          |
|-------------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------|
| Asbestos                      | <input type="checkbox"/> | Control of Substances Hazardous to Health | <input type="checkbox"/> | Display Screen Equipment | <input type="checkbox"/> |
| Electricity                   | <input type="checkbox"/> | Fire Safety                               | <input type="checkbox"/> | Lone Working             | <input type="checkbox"/> |
| Manual Handling               | <input type="checkbox"/> | New and Expectant Mothers                 | <input type="checkbox"/> | Noise                    | <input type="checkbox"/> |
| Personal Protective Equipment | <input type="checkbox"/> | Stress Management                         | <input type="checkbox"/> | Vibration                | <input type="checkbox"/> |
| Work Equipment                | <input type="checkbox"/> | Workplace Health, Safety and Welfare      | <input type="checkbox"/> | Working at Height        | <input type="checkbox"/> |