



THE TRIPPER GROUP

SCHOOL TRIP RISK ASSESSMENT

The Tripper Group – Educational Visits

Last Updated: December 2025

“Aligned with DfE “Health & Safety on Educational Visits” and the Health & Safety at Work Act 1974”

Trip Details

School Name:

Trip Leader:

Educational Visits Coordinator (EVC):

Destination(s):

Dates of Visit:

Number of Pupils:

Number of Staff:

Staff–Pupil Ratio:

Age Range of Pupils:

SEND / Medical Considerations:

Educational Purpose of Visit

(Brief description of curriculum links and learning objectives)

Risk Assessment Matrix

Hazard	Who may be harmed	Control Measures in Place	Additional Controls Required	Residual Risk
Travel disruption	Pupils & staff Group	travel planning, contingency time built in	Emergency contact procedures	Low
Medical emergency	Pupils	Medical forms collected, staff aware of conditions	Local medical facilities identified	Low
Lost pupil	Pupils	Headcounts, buddy system, clear meeting points	Increased supervision in busy areas	Low
Behavioural incident	Pupils	School behaviour policy enforced	Staff briefings and supervision	Low

(Add additional rows as required)

Emergency Procedures

- Trip Leader carries emergency contact list at all times
- School emergency contact available 24/7
- The Tripper Group provides 24/7 emergency support
- Local emergency services contacted where necessary

Approval & Sign-Off

EVC Name & Signature: _____

Date: _____

Headteacher Name & Signature: _____

Date: _____