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## FSC OPERATIONAL CODES OF PRACTICE

**No. L2P: RISK ASSESSMENTS for Educational Activities (in the United Kingdom)**

**Essential for:** Heads of Learning Locations (HoLLs)  
Team Leaders & Education

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The FSC uses generic risk assessments (OCoP L2P) for educational activities at FSC teaching locations, supported by Site Specific Risk Assessments (SSRA) and Site Working Information Cards (SWICs).

These risk assessments are for groups containing individuals of school age on courses organised and led by FSC staff or undertaking activities as part of a longer visit to an FSC learning Location.

**NOTE:** *Tutor is taken to mean anyone employed by FSC to teach or lead an activity or fieldwork out of the classroom. This includes Project staff, Learning Location-based staff, Associate tutors, Activity leaders and Freelance instructors. Group is taken to include all participants including visiting staff and accompanying adults.*

OCoP L2P and the appendices highlight commonly identified hazards (i.e. things with the potential to cause harm), risks (the likelihood and severity of any harm caused) and control measures / precautions (ways of reducing likelihood of the hazard causing harm).

In using OCoP L2P across all FSC Learning Locations, it:

- Identifies common fieldwork undertaken and activities delivered
- Identifies common hazards and control measures
- Promotes and shares good practice
- Provides standardised information that can easily be shared with all FSC staff and customers to ensure a common understanding of expected standards and responsibilities
- Provides an initial framework for assessing activities and sites

In addition to using OCoP L2P, FSC Learning Locations will complete a SWIC for each teaching site, where relevant an SSRA and if required an additional activity risk assessment.

The SWIC forms part of a series of pieces of complimentary information for carrying out any activity at a particular site. The purpose of the SWIC is to provide information which is not contained on any other documents. This is presented alongside a map of the Learning Location.

The SSRA identifies hazards and control measures that are unique to the teaching site, that are not already identified and controlled in OCoP L2P. This may be included within the SWIC or as a separate document. Where all hazards identified at a teaching site are controlled in the OCoP L2P documentation an SSRA will not be required.

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It is recognised by FSC that risk assessment and risk management is an ongoing process and Tutors maintain an ongoing or dynamic risk assessment throughout an educational visit by remaining alert to, and responding to changing circumstances or additional unforeseen hazards.

### **Creating a Risk Assessment:**

All FSC Learning Locations have been awarded the Quality Badge by the Council for Learning Outside the Classroom by demonstrating that they consistently deliver high quality teaching and learning experiences and manage risk effect. This means visiting groups should need less paperwork.

Go through these three stages below to select the Generic documentation appropriate for a visit:

If you are going outside you will need **OCoP L2.1P Appendix 1 Generic Out of Classroom Risk Assessment**. This identifies hazards, evaluates risk and outlines control measures that are applicable every time a group goes outdoors.

Choose the risk assessment sheet for the environment(s) you are carrying out fieldwork in from **OCoP L2.2P Appendix 2 Generic Environment Risk Assessments**. Depending on the length of your visit, you may need one or all of these.

If you are undertaking specific activities (in addition to or instead of fieldwork) you will need the appropriate risk assessment for that activity from **OCoP L2.3P Appendix 3 Generic Non-AALA Activity Risk Assessments** and/or **OCoP L2.4P Appendix 4 Generic AALA Activity Risk Assessments** and/or **OCoP L2.3P Appendix 3 Generic Externally Provided Activity Risk Assessments**.

In addition, you may need the SWIC for each teaching site you will be visiting and if applicable the SSRA.

Further details and guidance for the control measures outlined in the generic documents are available in OCoP L6P and its appendices, and in OCoP L1 (an internal document).