

Generic Risk Assessment

Note: This document is intended as advice and is designed to help you to complete a risk assessment for your school trip. It does not replace your own risk assessment. Please remember that the competence, behaviour and any special needs of your students should be taken into consideration when planning supervision and activities on your trip. You should of course assess risks yourself to your own school/LEA guidelines. Further guidance can be found at <http://www.hse.gov.uk/services/education/school-trips.htm> and in the document 'Demistifying Risk Assessment' – available via our website.



Potential Risk Identified	Level	Action Taken To Minimise Risk	Accepted or Managed	Further Action by School
Travel Arrangements being cancelled due to failure of Tour Operator	Low	Use of a reputable tour operator which is bonded by ABTA & ATOL: The School Travel Company Ltd. is a long established provider of trips to schools and groups and is bonded with both ABTA (Y4983) & ATOL (10489) therefore giving security to groups that any monies paid for the trip will be protected.	Accepted	
Health				
Being knocked down by traffic	Low	The risk is the same as anywhere, though adults and children should be advised to take extra care to look both ways whilst in countries that drive on the opposite side of the road to the UK, as traffic will be coming from the 'wrong' direction. Extra supervision is also necessary when disembarking from the coach as often the door will be on the 'wrong' side of the coach. Use of the emergency or 'continental door' where possible.	Managed	
Sunburn/sunstroke	High	Children and adults alike are often unaware of the risks of sunburn and should be reminded regularly to apply sun cream, to drink sufficient amounts of water and to cover heads and shoulders. Teachers should consider requesting children bring hats.	Managed	
Food Poisoning	Low	Hotels: The menu provided will normally be local cuisine and all kitchens must comply with national food hygiene and Health and Safety standards. Elsewhere: Teachers should consider carefully where they allow children to buy foodstuffs and locally bought food such as fruit and vegetables should be washed thoroughly before use.	Managed	
Food Allergies	Low	Hotels: Although every effort will be made to advise third party hotels of any allergies or special dietary requests prior to departure, these cannot be guaranteed and the party leader should inform the Hotelier of any such requests upon arrival. Elsewhere: Children with severe allergies should carry their medication with them and at least one member of staff should be aware of how to administer it.	Managed	
Accommodation				
Security	Low	Hotels: All rooms are lockable and keys will be distributed to Party Leader on check in. Most hotels offer a 24-hour reception service; however a few hotels will be secured after a designated time in order to restrict entry to non-residents.	Managed	

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Fire	Low	All accommodation is audited by The School Travel Company to School Travel Forum standards to ensure fire safety is of a suitable standard. We strongly recommend that all party members familiarise themselves with emergency procedures and the nearest emergency exits to their rooms. Teachers should make sure all children are aware of the nearest fire exit and the assembly point before the first overnight. Smoking is strictly forbidden in hotel bedrooms. All accommodations comply with local & national safety regulations and are regularly inspected by the relevant local authority.	Managed	
Hotel Balconies / Windows	Low	Where balconies exist, they will comply with minimum safety standards as checked by The School Travel Company. Use of these balconies is at the party leader's discretion. Climbing over balconies is extremely hazardous and party leaders should advise children against such an activity prior to arrival. Where windows open fully Party Leaders should warn children of the hazards of leaning out of windows.	Managed	
Theft	Low	Children should be advised not to take expensive items with them and also to ensure their room is locked whenever they leave. Mobile phones should not be used on busy city streets. Cash should be kept by the Party Leader and we recommend that safety deposit facilities are utilised where available. (Insurance policies don't always cover expensive items. You should check the wording of your policy.)	Managed	
Miscellaneous				
Unfamiliarity of surroundings	Low	Party Leaders should ensure that children are not allowed to leave their accommodation unaccompanied. Otherwise, they should be given a map of the local area with the accommodation clearly marked and should only be allowed out in groups, never alone.	Managed	
Accidents requiring medical treatment.	Low	Passengers can opt to be covered by the fully comprehensive insurance policy of The School Travel Company. In the unlikely event that a passenger needs medical attention not available in the nearest town they will be transported to the nearest available facility for medical care. Passengers covered will also be repatriated to the UK if necessary by International Medical Rescue. (EHIC cards are recommended for travel in Europe)	Managed	

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Coach Transport				
Accidents/security involving coach travel	Low	<p>We advise all Party Leaders to read the 'Coach Advice' or the 'Airport checklist' documents we provide. Please tick off names lists when boarding as these can be more reliable than a general head-count.</p> <p>UK: All UK based coach operators used by The School Travel Company use seatbelts for all passengers. In addition, all coach companies are fully licensed by the relevant authorities. Party leaders should ensure that all passengers adhere to any requests made by coach drivers with regards to safety matters. In addition, all drivers are police DBS (disclosure barring service) checked.</p> <p>Abroad: Legislation does not always require the mandatory fixture of seatbelts in coaches in Europe or the USA. Correspondingly some local transport available for airport transfers and excursions may not be fitted with seatbelts.</p> <p>Please see separate 'Generic Coach Risk Assessment' for a more detailed Risk Assessment.</p>	<p>Managed</p> <p>Accepted</p>	
Excursions / Attractions / Sports				
Getting lost/separated from group	Low	Children should be made aware of a 'central meeting point' to which they should go if lost and where a teacher will be available.	Managed	
Excursions, Attractions or Sports activities	Low	Any venues or activities booked and paid for by The School Travel Company on your behalf prior to your trip shall be with reputable companies who conform to local fire and safety regulations.	Managed	