

Sample risk assessment



<i>Risk Identified</i>		<i>Level</i>	<i>Action Taken To Minimise Risk</i>	<i>Accepted or Managed</i>
Travel Arrangements being cancelled due to failure of Tour Operator		Low	Use of reputable tour operator which is bonded by ABTA & ATOL: Encounters Europe is a long established provider of trips to schools and is bonded with both ABTA (V3629) & ATOL (5525) therefore giving security to groups that any monies paid for the trip will be refunded.	Accepted
Health				
Being knocked down by traffic		Low	The risk is the same as in the UK, though pupils should be advised to take extra care to look both ways, 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.	Managed
Sunburn/sunstroke		High	Children are often unaware of the risks of sunburn and should be reminded regularly to apply sun cream, to drink water regularly and to cover heads and shoulders. Teachers should consider providing baseball caps.	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 pupils to buy foodstuffs and locally bought fruit and vegetables should be washed 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: Pupils 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 Leaders 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
Fire		Low	All accommodation is inspected by Encounters Europe 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 will make sure all pupils 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

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Hotel Balconies / Windows	Low	Where balconies exist, they will comply with minimum safety standards as checked by Encounters Europe. Use of these balconies is at the party leader's discretion. Climbing over balconies is extremely hazardous and party leaders should advise students against such an activity prior to arrival. Where windows open fully, this will be signalled on the accommodation audit provided by Encounters Europe and Party Leaders should warn pupils of the hazards of leaning out of windows.	Managed
Theft	Low	Pupils 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 party leaders utilise safety deposit facilities where available	Managed
Miscellaneous			
Unfamiliarity of surroundings	Low	Party Leader should ensure that pupils 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	All passengers are covered by the Encounters Europe insurance policy. 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 will also be repatriated to the UK if necessary by International Medical Rescue.	Managed
Coach Travel			
Accidents/security involving coach travel	Low	UK: All UK based coach operators used by Encounters Europe provide 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-checked. Abroad: EU legislation does not require the mandatory fixture of seatbelts in coaches in Europe. Correspondingly the majority of local transport available for airport transfers and excursions will not be fitted with seatbelts.	Managed Accepted
Excursions / Attractions			
Getting lost/separated from group	Low	Pupils should be made aware of a 'central meeting point' to which they should head if lost and where a teacher will be available. In larger venues, they should be made of the 'lost children office' or similar.	Managed
Prepared for			
Assessor:			

Note that this is intended as advice – you should of course assess risks yourself to your own LEA guidelines. Further guidance can be found at www.teachernet.gov.uk/visits and in the document 'Demistifying Risk Assessment' – available via our website