

## Risk Assessment form - GENERIC

### Notes

- Hazards are those aspects of the trip which may present a problem; ie any form of travel, public places (eg theatres or shopping malls)
- Risks are the threat posed by the particular hazard, such as a road traffic accident while travelling to or from the event, inappropriate advances towards pupils from members of the public, theft, fire at the event, injury to a pupil or member of staff.
- Risk Levels are assessed twice, once before the control measures are applied and then after.  
They should be described as very high, high, moderate, low or very low. Risk levels that remain high or very high after the effect of the control measures has been assessed will result in a review of that aspect of the trip: it is not likely that they will be allowed.
- Control measures are to be indicated at two points, before and during the hazard. Control measures before the hazard will be warning pupils to wear seat belts and control measures during the hazard will be checking that they have put them on at the start of the journey and after any stop. It will often be possible to repeat the pre-hazard control measure with only slight alteration.
- This form should be completed and signed by the leader of the trip**, who is responsible for all aspects of risk assessment before and during the trip. **The leader is also responsible for ensuring that all staff members accompanying the trip have copies of the risk assessment and know about any action to be taken in the event of an emergency.**

Place to be visited:

Date of visit:

Hazard	Risk	Risk Level	Control Measures (pre-hazard)	Control Measures (during hazard)	Final Risk Level
1. Road traffic accident/coach breakdown.	Potentially life-threatening.	Moderate	*Tell all students to wear seatbelts on the coach. Collect all relevant school phone numbers. *Use of a reputable coach company who will provide replacement vehicle if required. *24 hour Visions emergency contact number in place.	*Ensure all students are sitting and wearing seatbelts. *Carry mobile phone and relevant numbers. Contact relevant emergency services if needs be. *Keep group calm, students to be moved to place of safety whilst repair/replacement coach is organised.	Low
2. RTA from Arrival airport to Resort	2. Potentially life-threatening.	Moderate	*Tell all students to wear seatbelts on the coach. If applicable *Use of a reputable coach company vetted by Visions	*Ensure all students are sitting and wearing seatbelts if applicable. *Carry mobile phone and relevant numbers. Contact relevant emergency services if needs be. *Keep group calm	Low
3. Airports (UK and USA)	3a. Students getting lost in the airport	Low	* Party Leaders mobile phone number to be given to all students on emergency laminated cards. *Students to stay in groups of 3 or more. *Students to be given clear instructions as to where and when to meet.	Contact airport staff.	Very low
3b-	3b- Being robbed or mugged while in the airport.	Low	Students reminded of potential risks and told to be discreet when handling money.	Contact airport staff and/or Police.	Very Low

3c-	3c- Unwelcome attention from members of the public	Moderate	Remind students to remain discreet throughout the trip and particularly at airports, at the hotel and while on excursions.	Contact relevant staff.	Low
3c-	3c- Terrorist attack at the airport/ in flight or plane crash.	Very low	Remind students to follow advice given by airport/ airline staff.	Keep students calm and follow instructions of airline/ airport staff and of emergency services.	Very low.
3-d	3-d Forgetting/ losing passport which could result in missing flights.	Moderate	Check that all students and staff have passports before leaving school.	*Contact airport information desk. *Phone school and discuss best option.	Low
4- Loss of documentation and equipment.	4-a Losing passport while still at ski resort.	Low	Party Leader to look after all of the students passports whilst at the resort.	Contact Visions representative at ski resort. Inform hotel staff.	Low
	4-b Losing skis/ boots	Low	*All students to be given clear instructions re : looking after their ski equipment. *Remind students never to leave their skis unattended	* Contact Visions Representative at the resort.	Low
5- On slopes.	5a- Skiing accident	Moderate	*Remind students of basic code of conduct on the slopes. *The students will have <b>4 hours</b> skiing a day with qualified ski instructors. (will vary per resort) Strictly no skiing off piste. Strictly no free skiing. * Students to be prevented from skiing if their behaviour is a risk to themselves or others. Ski pass to be taken away from them in this case.	*Keep students calm. *Follow procedures set by ski instructors (the students will always be under the supervision of a qualified ski instructor). * Contact to inform if more than a minor accident. * If hospital is needed a member of staff will accompany.	Moderate? Low
	5b- Ski lift/ Cable car accident.	Low	*Remind students of the need for sensible behaviour especially on chair lifts.	*Keep students calm *Send for emergency services. *Inform school if serious accident	Low
6- Behaviour	a-Alcohol misuse  b- Good behaviour at hotel.	Low (US alcohol consumption laws prevent anyone under 21 to purchase alcohol) Low. See 3c above.	Remind students of school policy with regard to alcohol consumption.  Remind students of school policy together with any specific resort requirements whilst there.	*Ensure safety of students. *Refer to school.  Inform students of hotel requirements. Inform girls of staff room numbers in case of illness/emergency during the night etc.	Very low  Low
7- Medical problems	Individual problems	Low	*Collect medical details + medical kit from Medical centre. * Ensure that students have medication or medication with them if needs be.	Administer first aid and contact medical services if necessary.	Low
8- Fire hazard at the hotel.	8a- Burns, broken limbs/ bruises	Low	Instruct students to follow Hotel staff directions. Strictly no smoking. School's non-smoking rules apply and students to be reminded of it.	Follow hotel staff fire procedures. Be aware of students at all times and try to keep group together at all times. Once out of building roll call to be taken by Party Leader.	Very low

9- Free time while at ski Resort	9-a Getting lost	Low	*Remind students to stay in groups of 3-4 at all times. *Students will be assigned a member of staff to whom they will need to report every hour and a half/appropriate time. * Regular roll call with Party Leader and staff mobile phone to be issued to students on emergency laminated card.	Student to contact a member of staff or hotel in case of emergency	Low
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<b>Assessment and Action Plan prepared by (signature):</b>	<b>Date:</b>
<b>Signature of Trip Leader:</b>	<b>Date:</b>
<b>Assessment and Action Plan approved by (signature):</b>	<b>Date:</b>