

GENERIC RISK ASSESSMENT - EDUCATION

HAZARD	WHO MIGHT BE HARMED? (Degree of risk)	IS THE RISK ADEQUATELY CONTROLLED? (EXISTING CONTROLS)	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?
1) Control of children away from home, on a journey, in a different environment.	Children in groups prone to be silly, can make mistakes in new situations, need to be under reasonable control at all times.	i) Teachers are “in loco parentis” at all times. ii) Visions in Education Ambassadors are there to support Teachers and help to maximise success of tour.	Clear statement of “Definition of responsibilities for supervision of party”.
2) Travel on aircraft and travel through UK & foreign airports. Possible loss of students in airports & security risks.	Teachers, students and other travellers	Teachers have defined “travel groups” with a maximum of 10 students to ensure make it on to the aircraft. Pre arranged meeting times with students & defined areas that the students can visit land and airside. Following recent security breaches. Airport security is at it most vigilant.	All pupils to receive details of their flight should they become separated from the group and a contact number of PL. Groups are advised of items that can and cannot be carried on aircraft.
3) Several high profile coach and minibus accidents involving schools and youth groups. Road traffic accidents are an on-going risk.	Road conditions in winter. Level of mechanical reliability. Subject to human (driver) error. Other road users.	Contract requires agreement on age of coach, regular servicing, maintenance contract, compliance with companies country of registration / driver's regs, CRB checks, UK seat belt laws, tyre regs and coaches equipped for winter conditions.	Drivers are assessed by Visions in Education Ambassadors, Transport Dept and schoolteachers to benefit other schools.
4) Control of children on board ferry.	Contact with general public. Danger of impact when departing and docking.	Warning of danger and advice on procedure to schoolteachers for them to pass on to children.	Remind teachers of danger in final information. Full safety briefing is given by ferry once all passengers are on-board.
5) Control of children en mass at service stations, changeover points and on arrival at destination.	Contact with general public. Close juxtaposition of pedestrians and moving vehicles. Group problems, new situations-traffic on right.	Warning of danger to schoolteachers who are in charge of groups. On arrival Visions in Education Ambassador meets coach to give	Remind teachers of danger in final information. Group disembarked into safe area away

		directions to party leader and group of how to disembark and instructions for check-in to hotel	from any traffic dangers
6) H & S standards at hotels and hostels. Visions in Education are responsible for the welfare of its guests in these properties.	All users: Visions in Education guests & staff. Other users and hotel staff	<p>Pre arrival audit:</p> <p>a) Fire Property complies with local standards.</p> <p>b) General safety i) Trips, slips & falls Well-lit stairways, no frayed carpets, no uneven paving, no unmarked sudden steps, no head-height hazards, non-slip surface by ski-floor.</p> <p>ii) Electricity No loose sockets, bare wires, defective fixtures and fittings.</p> <p>iii) Swimming Pools Depth markings, no diving signs, non-slip surrounds, no broken tiles, first aid and cleaning records.</p> <p>iv) Kitchens High standards of personal hygiene, equipment and surface cleanliness.</p> <p>v) General attitude Management's willingness to comply and provide a good standard of service.</p>	<p>Visions in Education staff to advise fire drill etc. at Welcome Meeting and file report on hotel/ hostel to HQ.</p> <p>Visions in Education staff to deliver H & S briefing to guests and file report to hostel/ hotel to HQ</p> <p>Contract requires commitment to local fire standards.</p> <p>Visions in Education staff regularly visit hotels where possible to make sport checks.</p> <p>Ambassadors using a checklist to check standards prior to arrival check all accommodation units. Should any areas need addressing this is done immediately including input from UK management if required.</p>
7) Parties visiting facilities that are outside the hotel on excursions/ evening events.	<p>a) Impossible for Visions in Education staff to risk assess all possible venues.</p> <p>b) Children need to be under reasonable control at all times.</p>	<p>Venues may have been used by Visions in Education groups before and are recommended by the local Tourist office. Visits take place at the Party Leaders discretion.</p> <p>Teachers are in "loco parentis" at all times. Teachers are given advice in final information regarding events/ excursions.</p>	<p>Visions in Education Ambassadors to assist with booking arrangements. Visions in Education Ambassador provides latest information for party leaders to make an informed decision.</p> <p>Visions in Education Ambassador accompany groups on all events and excursions and assist the party leader. Please refer to DFES latest guidelines to Teachers on the Department for Education website http://www.education.gov.uk/schools Visions in Education have Ambassadors on site to assist with translation and any extra arrangements that may be required. All</p>
8) Sporting activities involving children playing competitively fixtures against local and other UK opposition.	Children participating and opposition.	Playing surfaces are those used regularly by local club sides in local leagues and abide to local FA regulations.	

Fixtures are officiated by at least one game official.

Ambassadors have a list of emergency numbers and are fully briefed on procedures to follow.

9) Groups performing in studios and outdoor venues

Students

Indoor venues are official studios or if not, they are checked by tutors for suitability to activity. Venues apply to local H&S requirements and Visions in Education standards.

Any equipment used must have a BSI or country equivalent.

Slip, trips and falls

Students & tutors

Tutor checks venue to ensure that surfaces are clean & dry ready for use prior to group arriving and venue