

RISK ASSESSMENT

Overseas Trip



Completed by: Jim Onions	Position: Health, Safety and Risk Manager
Date of assessment: 29 Septmeber 2024	Review date: (annually unless change in risk)

What is the Hazard? (anything that might cause harm)	How might the hazard cause harm?	Who is at risk? Pupil Staff Visitor Public	Risk Level? Low, Medium, High	What measures are already in place to prevent harm being caused?	What further action may be necessary to prevent harm (as far as is reasonably practical)	Action Reqd by (dept)
Departure Terminals – Air - Sea - Rail						
Safety in terminal	Risk of abduction, assault, or inappropriate contact Difficulties at security check points and passport control Missing the departure	Pupils Staff	Low	☐ Allow time to get to departure terminal in good time ☐ Trip leader to brief staff and pupils on hazards in terminal ☐ Pupils briefed and monitored on codes of conduct throughout departure ☐ Head counts prior to boarding and disembarkation ☐ Pupils to walk about in minimum group numbers in the terminal ☐ No liquids to be carried in carry-on luggage ☐ Bags not to be left unattended ☐ Mature behaviour at security points – no silly jokes ☐ Monitor passports & retain Right to Residency cards		

				☐ Pupils should know where to find staff in the terminal		
Overseas Travel - Air Travel						
Airport Terminal	Missing aircraft departure	Pupils Staff	Low	☐ Agree a time that you will re-group before departure ☐ Note airports often don't make voice announcements ☐ Continuously monitor the departure boards		
Air crash/hijacking	Injury because of not following airline's advice in event of an accident	Pupils Staff	Low	☐ Pay attention and follow accident and emergency procedures demonstrated by the air crew		
Overseas Travel - Sea Travel						
Ferry Terminal	Vehicle movements Missing departure	Pupils Staff	Low	☐ Be especially cautious if leaving the coach, multiple large vehicle movements in the departure lanes ☐ Ensure pupils are back on the bus immediately as vehicle loading on the ship will occur with little warning		
Ferry Safety - Moving vehicles on car/coach deck	Impact injuries with vehicles on coach/lorry/car deck	Pupils Staff	Low	☐ Member of staff to guide students on and off coach to avoid moving vehicles ☐ Be especially alert on the car deck, at both ends of the journey		
Ferry Safety - Emergency procedures	Injuries through not being prepared in event of an emergency	Pupils Staff	Low	☐ Staff and pupils to listen to emergency procedure briefing by ferry crew		
Ferry Safety - On board safeguarding risk	Inappropriate contact or violence on board Ferry	Pupils	Low	☐ Pupils to walk about in minimum group numbers (determined by age) ☐ Sleeping cabin area of ship out of bounds during the crossing		
Ferry Safety - Deck safety	Falling overboard and drowning risk	Pupils Staff	Low	☐ Pupil behaviour on deck reinforced ☐ No standing on handrails ☐ No access to deck in high winds or storms		

Overseas Travel – Euro Tunnel/Le Shuttle						
Rail Terminal	Vehicle movements and collisions Missing the departure	Pupils Staff	Low	☐ Be especially cautious if leaving the coach, multiple large vehicle movements in the departure lanes ☐ Ensure pupils are back on the bus immediately as vehicle loading onto train will occur with little warning		
Tunnel Safety - Emergency procedures	Injuries through not being prepared in event of an emergency	Pupils Staff	Low	☐ Staff and pupils to listen to emergency procedure briefing by the Train Operator		
Leaving the coach to use Train Carriage Toilets	Slips trips falls Stranger danger		Low	☐ Try to get pupils to use toilets before departure ☐ Go to toilets in small groups ☐ Return to coach immediately after using toilet		
Other Rail Travel						
Train Station	Getting lost Missing Train	Pupils Staff	Low	☐ Seek to book seats so pupils can be sat together ☐ Keep group together in the station ☐ Pupils go to toilets in twos and return immediately to group ☐ Stand well back on the platform – keep away from the edge until boarding		
Boarding train	Slips and trips	Pupils Staff		☐ Cautious of the gap when boarding		
Train Travel	Slips and Trips	Pupils Staff		☐ Care when moving around train when it is in motion		
Road Travel Including Buses and Coaches						
Road accident/breakdown	Potentially severe impact injuries if involved in accident	Pupils Staff	Medium	☐ College minibus or car with approved driver or ☐ Reputable coach firm with professional driver ☐ Pupils instructed to wear seat belts. Monitored and reminded through journey		

Embarking and disembarking from coaches and minibuses		Pupils Staff	Medium	☐ Vehicle to park with door closest to pavement ☐ Member of staff to guide students on and off coach if unavoidably mounting or dismounting into traffic		
Accident involving coach whilst pupil is on way/returning to seat from on-board toilet whilst coach is in transit	Impact injuries and possibly ejection from vehicle in event of collision	Pupils Staff	Low	☐ Pupils and staff to be secured by seat belts when on the move ☐ Avoid on-board coach toilets only to be used except in emergency and when risk is low (i.e. vehicle is stationary or moving at low speed) ☐ Build toilet stops into itinerary		
Road crossings						
Traffic driving on the right-hand side of the road	Impact with moving vehicle (Pedestrians)	Pupils Staff	Medium	☐ Brief pupils to take additional caution and look both ways before crossing – and keep looking while crossing ☐ Road crossings carried out at predetermined locations		
Fire Safety						
Fire safety in day venues	Risk of becoming trapped in a fire	Pupils Staff	Low	☐ Be aware of fire exits in day venues and be prepared to evacuate pupils in event of an alarm		
Fire in sleeping accommodation	Risk to pupils and staff in the event of a fire and fire alarm evacuation at venue	Pupils Staff	Low	☐ Trip leader to check fire evacuation procedure on arrival ☐ European Hotels may not have an agreed fire assembly point, so trip leader will identify and communicate one ☐ Trip leader to brief staff and pupils on fire evacuation procedures and assembly point ☐ Trip leaders should check pupil rooms before evacuating themselves in the event of an alarm ☐ On occasions a fire evacuation drill would be appropriate		

Overnight Accommodation						
Safeguarding	Peer on peer abuse risks	Pupils		☐ DSL provide safeguarding assessment for overnight trips		
Safeguarding Mixed sex groups	Overnight trips where girl pupils are attending	Pupils		☐ Female member of staff required on overnight trips if girl pupils are attending from 5 th form and below ☐ Do pupils know how to contact staff if they have a problem in the night		
Safeguarding – shared bedrooms	Safeguarding	Pupils		☐ Single sex sharing in bedrooms only ☐ Pupils in shared rooms must have individual beds ☐ Where mixed age groups are sharing rooms there must be no more than one year group difference		
Safeguarding Nature of overnight venue – commercial hotel or a school or other	Safeguarding	Pupils		☐ Is the accommodation a dedicated school pupil venue or a commercial hotel ☐ Are other schools or other adults sharing the building or part of the building where Cheltenham College Pupils are ☐ Pupils from other schools not allowed in College pupil bedrooms ☐ Are toilet facilities en-suite or shared communal facilities – i.e. that pupils would have to leave their rooms in the night to get to a toilet		
Intruders	Risk of abduction, violence or inappropriate contact	Pupils	Low	☐ Reputable tour organiser/hotel used for accommodation bookings ☐ En-suite rooms booked where possible ☐ Pupils rooms to be in same area of hotel ☐ Pupils aware of how and where to summon help		

Inappropriate behaviour of pupils	Horseplay or pranks resulting in accident or injury	Pupils Staff	Medium	☐ Pupils briefed and monitored on behaviour and self-discipline during the stay ☐ Students briefed on slippery floors, steps and wearing appropriate footwear		
Falls from balconies	Risk of falls from height	Pupils Staff	Low	☐ Pupils briefed on safe conduct on balconies, no climbing on rails or trying to access adjacent rooms via the balcony		
Hotel swimming pool	Drowning	Students Staff	Low	☐ Pool should have a risk assessment and evidence of its certification for use and evidence of water treatment and cleanliness ☐ Safety and first aid equipment standing by ☐ Undertake inspection of poolside for slipping risk (including steps) ☐ Is warning signage adequate ☐ Pupils to walk and not run on poolside ☐ If no lifeguard provided, then staff to undertake supervision poolside ☐ Safety briefing for pupils ☐ Consider deferring session if pool is overcrowded ☐ Ensure pupils can swim and have the physical ability for the activity ☐ No swimming if suffering or recovering from a stomach ailment ☐ No unauthorised access to pool by pupils		
Valuables on Trips	Risk of theft from the person and from bedrooms	Students Staff	Low	☐ Pupils advised not to take expensive jewellery or other unnecessary expensive items to the trip ☐ iPads only taken if necessary		

				☐ Personal items to be stored in the room safe or a locked draw or locked back inside the pupil's luggage		
Exchange Visits						
Safety and safeguarding within the exchange visit	Risk of abduction, violence or inappropriate contact Horseplay resulting in accident or injury Getting lost or injured during free time	Pupils Staff Public	Low	☐ Contact and vetting of host parents completed through pre-visit/exchange school, following set criteria ☐ Trip leader to visit pupils at host lodgings at intervals throughout visit ☐ Pupils briefed and monitored on conduct throughout stay ☐ Trip leader to brief host parents on out-of-bound areas/activities ☐ Pupils to carry money, maps, plans, and emergency contacts in case they get lost. ☐ Pupils may carry identity cards and note in local language asking for directions to host lodgings or rendezvous points ☐ Pupils briefed on how to contact a member of staff ☐ Good practice to establish a code word that a pupil can use to raise a concern with the trip leader		