

DESCRIPTION OF TASK / ACTIVITY	Worked example of a Risk Assessment for an Overseas Visit
LOCATION	Italy – Dolomites P7 Ski Trip

Item	Aspect of trip: potential hazards and risks	Who is at risk?	What are you already doing, i.e., what Control Measures are already in place?	Further Actions Required
1	Travel & Transport			
	Coach: Pupil left behind	Pupils	<ul style="list-style-type: none"> • Everyone in small groups with member of staff at every stop • Headcount & register before each departure 	
	Coach: Road traffic accident	Staff and pupils	<ul style="list-style-type: none"> • Reputable coach company used • Follow safety procedures issued by staff and coach company • Seat belts always fastened unless going to the toilet 	
	Coach: Break down	Staff and pupils	<ul style="list-style-type: none"> • Reputable coach company used • Follow safety procedures issued by staff and coach company 	
	Airport: Pupils separated from group	Pupils	<ul style="list-style-type: none"> • Headcount & register before each departure • Pupils briefed before plane departs, Toilet trips in groups of 2 in airport • Always stay within vicinity of group • Never on own in Airport 	
	Aeroplane: Onboard safety announcements not followed	Staff, pupils and third parties	<ul style="list-style-type: none"> • Ensure that everyone listens to safety announcements in airport and flight • Carry travel sickness equipment. May use toilet facilities only if required • Remain seated at all other times with seatbelts fastened 	
2	Participants Health & Wellbeing			
	Lack of access to prescribed medication	Pupils	<ul style="list-style-type: none"> • Up to date medical information obtained for all participants • Group leaders will check with individuals that they have required medication with them –before initial departure and daily • Qualified first aider as part of staff team 	
	Individual with a severe food allergy at risk of anaphylactic reaction	Staff and pupils	<ul style="list-style-type: none"> • All staff and pupils aware of the individual's condition • Medication always carried by individual, and spares carried by leader 	

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	Individual with ADHD	Pupil	<ul style="list-style-type: none"> Care plan identified and followed Special requirements communicated to staff and pupils if appropriate 	
3	Venue: Accommodation			
	Fire	Pupils, Staff and third parties	<ul style="list-style-type: none"> Hotel fire regulations made explicit to all. Fire exits pointed out. Strict rules expected to be adhered to. 	
	Safety and security of young people compromised		<ul style="list-style-type: none"> All staff have room lists All briefed as to location of staff, signs on staff doors Buddy system in room Rooms checked by staff on occupancy, Windows checked for safe opening height Balconies out of bounds No use of cooking facilities Briefing on heating lighting and water temperature Pupils use communal area to meet, not allowed in each other's allocated rooms Briefing about movement about hotel, stairs/lifts, move around in pairs/groups where possible, Pupils informed to report suspicious behaviour / strangers to staff immediately Pupils are not allowed to leave hotel room or hotel without permission from staff. 	
4	Activity			
	Incident caused by instructor incompetence	Pupils, Staff & Public	<ul style="list-style-type: none"> Snow sports instruction organised by reputable ski school/ qualified staff 	
	Incident caused by lack of pupil briefing or sufficient supervision	Pupils, Staff & Public	<ul style="list-style-type: none"> Pupils Briefed on no free skiing without instructor or staff member Briefing about acceptable behaviour, carrying equipment, walking in ski boots, dangers of using wrong equipment, use of ski lifts Pupils told to always look out for each other. Meeting points agreed for lunch and end of day Staff to check pupils wear appropriate clothing, taking on fluids during day, eating lunch, applying sun cream and lip block 	

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	Rucksack gets caught on ski lift	Pupils	<ul style="list-style-type: none"> No pupil rucksack whilst skiing 	
	Participant separated from rest of group	Pupils, Staff & Public	<ul style="list-style-type: none"> Phones carried by staff, pupils issued with and instructed in ski code of conduct Briefing not to ski alone, stay with instructor, listen to instructions. Visit Leader to discuss with ski instructors weather conditions for the day and appropriate safety measures. Use mobile phones if reception allows to contact a member of staff on the contact card list, provided in waterproof wallet If no mobile reception, report to nearest lift station if visible and wait, ask lift attendant to contact ski school/party leader 	
5	Weather & Environment			
		Pupils & Staff	<ul style="list-style-type: none"> Evaluate slope conditions each day Evaluate weather conditions each day Discuss with ski instructors & brief the group accordingly 	
6	Emergencies			
		Pupils & Staff	<ul style="list-style-type: none"> Communications in place for both school staff, ski staff and pupils. Ensure at least one qualified first aider on trip Nearest hospital and medical/dental/pharmacy centres identified pre-trip in relation to accommodation and slopes and how to access Be familiar with ski school emergency procedure Allocate staff roles that include hospital runs 	
Prepared by:			Date:	
			Date for review:	
Checked and approved by:			Date:	