

<b>DESCRIPTION OF TASK / ACTIVITY</b>	<b>Worked Example Risk Assessment for Overseas Exchange &amp; Home Stay</b>
<b>LOCATION</b>	<b>Austria, S4 Language Exchange with High School</b>

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
<b>1</b>	<b>Travel &amp; Transport</b>			
	Coach travel to Airport - Road Traffic accident	Pupils, Staff & third parties	<ul style="list-style-type: none"> <li>Pupil wear seatbelts during journey</li> <li>Safety procedures followed and briefed (UK and Austria)</li> <li>Emergency procedures followed in event of delay/accident/injury</li> <li>Notify emergency contacts</li> <li>Exchange school confirms RA and safety arrangements in place for any coach travel at destination</li> </ul>	
	Lost pupil/ late pupil at departure	Pupils	<ul style="list-style-type: none"> <li>Contact information of parents carried by visit leader</li> <li>Regular headcounts at any stops exit/entry to coach</li> <li>Departure Timings communicated with parents</li> <li>Pupil briefings on behaviour and personal safety</li> </ul>	Agreed procedures with Host school and Host families
	Coach Break Down	Pupils, Staff	<ul style="list-style-type: none"> <li>Reputable coach company used</li> <li>Follow safety procedures issued by staff and coach company</li> </ul>	
	Airport – Pupils separated from group	Pupils	<ul style="list-style-type: none"> <li>Regular headcount</li> <li>Staff ratio 1:10</li> <li>Pupils briefed before plane departure on boarding etc</li> <li>Never on own in Airport</li> <li>Pupil/ staff remain within vicinity of group</li> </ul>	Backup staff supervision arrangements in event of illness or absence
	Aeroplane Safety not followed	Pupils. Staff, third parties	<ul style="list-style-type: none"> <li>Ensure that everyone listens to safety announcements in airport and follows cabin crew instructions during flight</li> <li>Carry travel sickness equipment.</li> <li>Remain seated at all other times with seatbelts fastened</li> </ul>	
	Travel during home stay school Austria	Pupils, Staff & third parties	<ul style="list-style-type: none"> <li>Exchange school confirms Risk Assessments and insurance in place for any planned travel with host families</li> <li>Follow briefings re cultural visit to Gallery and Museums using public transport</li> </ul>	<p>Communication procedures confirmed with Pupils/host school and Families</p> <p>Insurance cover confirmed with LA</p>

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
<b>2</b>	<b>Participants Health &amp; Wellbeing</b>			
	Lack of access to prescribed medication	Pupils, staff	<ul style="list-style-type: none"> <li>Up to date medical information obtained for all participants</li> <li>Group leaders will check with individuals that they have required medication with them –before initial departure and daily</li> <li>Airline informed if specific medication needs to be on person, through security e.g., Diabetic</li> <li>Qualified first aider as part of staff team</li> <li>Administration of medication policies followed and recorded</li> <li>Host school and families have up to date information</li> <li>School staff monitor</li> </ul>	
	Individuals with food allergies – effects of food sharing /contamination	Pupils, staff, host families	<ul style="list-style-type: none"> <li>Exchange school and leaders made aware of any pupil allergies and homestay parents made aware any dietary requirements</li> <li>Airline notified &amp; cabin crew notified if severe allergies</li> <li>School visit leaders monitor, and any necessary adjustments carried out</li> <li>Pupils briefed on any restrictions while eating with pupils with allergies</li> </ul>	Visit Leaders have suitable first aid and admin of medication training
	Pupils with additional risk – anxiety, home sickness	Pupils	<ul style="list-style-type: none"> <li>Individual risk assessments followed – host family's school and leaders aware</li> <li>Host families and school briefed on procedures &amp; contacts</li> <li>Pupils briefed on expected behaviour</li> <li>Additional communication of any relevant care plan between pupil/s and families</li> </ul>	Sharing of information and GDPR considered, and LA policy followed
<b>3</b>	<b>Venue - Homestay</b>			
	Pupil safety and safeguarding compromised	Pupils, Third Parties, Staff	<ul style="list-style-type: none"> <li>All host families have undergone necessary disclosure checks</li> <li>Host family have been carefully chosen by exchange school for suitability</li> <li>Pupils briefed on communication with visit leader if concerns</li> <li>Behaviour policy &amp; pupil safety discussed with pupil parents and information briefings</li> </ul>	Current LA guidelines for host family disclosure followed.
	Accommodation unsuitable or unsafe	Pupils	<ul style="list-style-type: none"> <li>Exchange school has confirmed home suitability checked as per checklist</li> <li>Checklists shared with stakeholders as required</li> <li>Pupils know how to alert Visit Leaders of any issues &amp; concerns</li> </ul>	Pre-briefings for pupils carried out
	Exchange School Safety failures on Campus	Pupils, Staff	<ul style="list-style-type: none"> <li>Pupils briefed on safety while in school</li> <li>Pupils follow school expectations re behaviours</li> <li>Visiting staff aware of safety/fire procedures</li> </ul>	

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
4a	<b>Activities - Museum visits, City shopping visit.</b>			
	Pupil getting lost or separated from group	Pupils	<ul style="list-style-type: none"> <li>• Small groups with allocated leader</li> <li>• Pupils will be told what to do if they get lost/separated at each venue (Specified meeting area)</li> <li>• During periods of remote supervision pupils will remain in groups of at least 3</li> <li>• Designated staff at meeting places</li> </ul>	Pupils carry Leader contact numbers and emergency contact cards as required
4b	<b>Activities – visit to Castle &amp; City walls</b>			
	Trips, falls from height	Pupils & Staff	<ul style="list-style-type: none"> <li>• Small groups with allocated leader</li> <li>• Group leaders will brief pupils about safety and monitor behaviour</li> <li>• Pupil safety briefing from tour guide</li> </ul>	Qualified first aider present on visit / First aid kit carried
5	<b>Weather &amp; Environment</b>			
	Adverse Weather conditions on planned activities and visits	Pupils & Staff	<ul style="list-style-type: none"> <li>• Prior to departure Head of Establishment, EVC &amp; Visit Leader to agree that weather is suitable for travel and activity</li> </ul>	
6	<b>Emergencies</b>			
	Venue evacuation – fire or other threat	Pupils & Staff	<ul style="list-style-type: none"> <li>• Unexpected venue evacuation will be discussed, and pupils and group leaders will agree a safe meeting place at each venue</li> </ul>	
	Homestay evacuation Fire or other threat	Pupils & Staff	<ul style="list-style-type: none"> <li>• Unexpected venue evacuation will be discussed</li> <li>• pupils and homestay families will agree a safe meeting place at each home</li> <li>• Pupils briefed</li> </ul>	Visit leaders also contacted if emergencies occur in home
	Lack of planning for action in the event of emergencies	Pupils & Staff	<ul style="list-style-type: none"> <li>• Charged mobile phones carried by all staff with numbers shared</li> <li>• List of staff and pupil details carried by all staff</li> <li>• List of staff and pupil details left with establishment-based contact</li> </ul>	Establishment Base contact on call
<b>Prepared by:</b>			<b>Date:</b>	
			<b>Date for review:</b>	
<b>Checked and approved by:</b>			<b>Date:</b>	