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

<p>6) H & S standards at hotels and hostels. Global Group Travel are not responsible for the welfare of its guests in these properties.</p>	<p>All users: Global Group Travel tour reps, guests & staff. Other users and hotel staff</p>	<p>how to disembark and instructions for check-in to hotel</p> <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>Group disembarked into safe area away from any traffic dangers</p> <p>Global Group Travel staff to advise fire drill etc. at Welcome Meeting and file report on hotel/ hostel to HQ.</p> <p>Global Group Travel 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>Global Group Travel staff regularly visit hotels where possible to make spot checks.</p> <p>Global Group Travel tour reps 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 management if required.</p>
<p>7) Parties visiting facilities that are outside the hotel on excursions/ evening events.</p>	<p>a) Impossible for Global Group Travel 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 Global Group Travel groups before and are recommended by the local Tourist office. Visits take place at the Group Leaders discretion.</p> <p>Teachers are in "loco parentis" at all times. Teachers are given advice in final information regarding events/ excursions.</p>	<p>Global Group Travel Tour Reps to assist with booking arrangements. Global Group Travel tour reps provide latest information for group leaders to make an informed decision.</p> <p>Global Group Travel tour reps accompany groups on all events and excursions and assist the group leader.</p>
<p>8) Sporting activities involving children playing competitively fixtures against local and other traveling opposition.</p>	<p>Children participating and opposition</p>	<p>Playing surfaces are those used regularly by local club sides in local leagues and abide to local FA or sport specific regulations.</p> <p>Fixtures are officiated by at least one game official.</p>	<p>All tour reps have a list of emergency numbers and are fully briefed on procedures to follow.</p> <p>Any equipment used must have a BSI or country equivalent.</p>

<p>9) Groups performing in studios and outdoor venues</p> <p>Slip, trips and falls</p>	<p>Students</p> <p>Students & tutors</p>	<p>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 Global Group Travel standards.</p> <p>Tutor checks venue to ensure that surfaces are clean & dry ready for use prior to group arriving and venue</p>	