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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?
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) Global Group Travel tour reps 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 USA & 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 group leader.  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, seat belt laws, tire regs and coaches equipped for winter conditions.	Drivers are assessed by Global Group Travel tour reps, 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 Global Group Travel meets coach to give directions to group leader and group of	Remind teachers of danger in final information.

6) H & S standards at hotels and hostels. Global Group Travel are not responsible for the welfare of its guests in these properties.	All users: Global Group Travel tour reps, guests & staff. Other users and hotel staff	<p>how to disembark and instructions for check-in to hotel</p> <p>Pre arrival audit:</p> <p>a) <b>Fire</b> Property complies with local standards.</p> <p>b) <b>General safety</b> i) <b>Trips, slips &amp; falls</b> 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) <b>Electricity</b> No loose sockets, bare wires, defective fixtures and fittings.</p> <p>iii) <b>Swimming Pools</b> Depth markings, no diving signs, non-slip surrounds, no broken tiles, first aid and cleaning records.</p> <p>iv) <b>Kitchens</b> High standards of personal hygiene, equipment and surface cleanliness.</p> <p>v) <b>General attitude</b> 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 &amp; 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>
7) Parties visiting facilities that are outside the hotel on excursions/ evening events.	<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>
8) Sporting activities involving children playing competitively fixtures against local and other traveling opposition.	Children participating and opposition	<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>

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 Global Group Travel standards.	
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	