# DIAMONDADVENTURES

GENERIC RISK ASSESSMENT – DIAMOND ADVENTURES EUROPEAN TOURS

| HAZARD | WHO MIGHT BE HARMED? (Degree of Risk) | IS THE RISK ADEQUATELY CONTROLLED? (Existing Controls) | WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK? |
|---|---|---|---|
| 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. | Teachers are “in loco parentis” at all times. Activity providers may take responsibility depending on activity | Teachers should speak to activity providers to understand a clear outline of responsibilities for supervision of the party. |
| Travel on coaches, ferries & trains and through UK & foreign ferry terminals. Possible loss of students in ports and security risks. | Teachers, students and other travellers. | Teachers should have defined travel groups with a maximum number of students to ensure they stick together. Pre-arranged meeting times and defined areas students can visit. If travelling through ferry ports, the security is generally highly vigilant. | All pupils should receive ferry details in case they become separated and a contact number for the party leader. |
| Coach and minibus accidents involving schools and youth groups. Road traffic accidents are an ongoing risk. | Road conditions in winter. Mechanical reliability. Driver error. Other road users. | Contract requires agreement on coach age, regular servicing, maintenance contracts, compliance with driver regulations, DBS checks, seat belt laws, tyre regulations and winter equipment. | Drivers and coach companies are assessed by the coach company, department for transport and us to benefit future schools. |
| Control of children on board the ferry. | Contact with the general public. Danger of impact when departing and docking. | Warning of danger and advice on procedures should be sought from ferry staff to pass to students. | Teachers should request a full safety briefing from ferry operator once passengers are onboard. |

# DIAMONDADVENTURES

GENERIC RISK ASSESSMENT – DIAMOND ADVENTURES EUROPEAN TOURS

| | | | |
|---|---|---|---|
| Control of children at service stations, changeover points and arrival destinations. | Contact with the public. Pedestrians close to moving vehicles. New environments and traffic directions. | Warning of dangers should be provided to students before disembarking the coach. | Remind students of dangers. Groups disembark into safe areas away from traffic. |
| Health & Safety standards at hotels and hostels. | Guests, staff and other hotel users. | Pre-arrival audit includes fire safety, general safety, electrical safety, swimming pool safety, kitchen hygiene and management cooperation. | Accommodation providers should give information on fire drill advice and H&S briefing at check in. Spot checks of accommodation standards carried out regularly. |
| Excursions and evening events outside the hotel. | Impossible to risk assess all venues. Children must remain under control. | Venues often previously used or recommended by the local tourist office. Teachers remain in loco parentis and decide whether visits are appropriate. | We assist with bookings and provide latest safety information. |
| Food poisoning or incorrect food provided to someone with an allergy. | All guests that are eating meals. | Accomodation providers that are supplying meals are to hold adequate food hygiene certificates. Restaurants that are used are in line with local food hygiene ratings. Allergy information will be provided to the provider in advance. | We assist with bookings and advise teachers to ask to see certification upon arrival. Reconfirm any allergies with hotels/ restaurants. |
| Illness and medical issues abroad. | All participants on the trip. | Medical forms should be collected pre-trip by teachers. Staff should be aware of conditions (asthma, diabetes, etc.)<br>Students should carry essential medication (e.g. inhalers, EpiPens) | We recommend all staff and students hold a GHIC card and as a group you should take our European Travel Insurance. Upon arrival/ or during your first day travelling, re-brief all staff about students' medical needs. |

DIAMONDADVENTURES

GENERIC RISK ASSESSMENT – DIAMOND ADVENTURES EUROPEAN TOURS

| | | | |
|---|---|---|---|
| Missing child during travelling or activity | Students on the trip. | Itinerary is given to teachers in advance, this should be shared with children so they know what the plan is.<br>Regular head counts should be undertaken. | We recommend all students should carry an emergency contact card. Implement a “lost child protocol” that all staff fully understand. |
| Loss or damage to travel documents | All participants on the trip | Pre-travel and regular checks should be undertaken to ensure passports are present and undamaged. | We recommend all travel documents are collected in and securely stored during the trip. If a document is missing or damaged, seek advice from the local embassy as soon as possible.<br>You should know the embassy contact details prior to the trip. |