

Educational Risk Assessment - Generic

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 super active, fun-seeking, 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) HH Ambassadors are there to support Teachers and help to maximize success of tour.	Clear statement of "Definition of responsibilities for supervision of party".
2) Travel on aircraft and travel through local & foreign airports. Possible loss of students in airports & security risks.	Teachers, students and other travelers.	Teachers have defined "travel groups" with a maximum of 10 students to ensure all participants make it on/off 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 its most vigilant.	All pupils to receive details of their flight should they become separated from the group and a contact number of Trip Leader. Groups are advised of items that can and cannot be carried on aircraft.
3) Coach and minibus accidents involving schools and youth groups. Road traffic accidents are an on-going risk.	Road conditions at any time of year, level of mechanical reliability, human driver error, driver distraction. Other road users.	Contract requires agreement on regular servicing and maintenance, compliance with company's country of registration / driver's regs, background checks, national seat belt laws, tire regulations, coaches equipped for adverse winter weather conditions.	Drivers are assessed History Hitch Ambassadors, Transport Department and school teachers to benefit other schools. Remind teachers of danger in final information.
4) Control of children on board a ferry.	Contact with general public. Danger of impact when departing and docking.	Warning of danger and advice on procedure to school teachers for them to pass on to children.	Full safety briefing is given by airline/ferry once all passengers are on-board.

<p>5) Control of children en mass at service stations, changeover points and on arrival at destination.</p> <p>6) Health & Safety standards at hotels and hostels. History Hitch are responsible for the welfare of its guests in these properties.</p> <p>7) Parties visiting facilities that are outside the hotel on excursions/ evening events.</p>	<p>Contact with general public. Close juxtaposition of pedestrians and moving vehicles. Group problems, new situations-traffic on left if UK destination.</p> <p>All users: History Hitch guests & staff, other users and hotel staff.</p> <p>a) Impossible for History Hitch staff to risk assess all possible venues.</p> <p>b) Children always need to be under reasonable control.</p>	<p>Warning of danger to school teachers who are in charge of groups.</p> <p>On arrival, History Hitch Ambassador or Meet & Greet Representative meets coach to give directions to group leader and group of 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</p> <p>i) Trips, slips & falls - Well-lit stairways, no frayed carpets, no uneven paving, no unmarked sudden steps, no head-height hazards, non-slip surface where wetness is prone.</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>Venues may have been used by History Hitch 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>Remind teachers of danger in final information.</p> <p>Group disembarked into safe area away from any traffic dangers.</p> <p>History Hitch Ambassador staff to review fire instructions, meeting points and other critical information during Health & Safety meeting, report on hotel/hostel to home office.</p> <p>Contract requires commitment to local fire standards.</p> <p>History Hitch staff regularly visit hotels where possible to make spot checks.</p> <p>Ambassadors, using a checklist to check standards prior to arrival, will check all accommodation units. Should any areas need addressing this is done immediately including input from management if required.</p> <p>History Hitch Ambassadors to assist with booking arrangements if added on while group is in destination. HH Ambassador provides latest information for group leaders to make an informed decision.</p> <p>History Hitch Ambassador accompany groups on all events and excursions and assist the group leader.</p>
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8) Sporting activities involving children playing competitive games against local and other opposition.	Children participating and opposition	Playing surfaces are those used regularly by local club sides in local leagues and abide to local regulations.	History Hitch have an Ambassador on-site to assist with translation and any extra arrangements that may be required. All Ambassadors have a list of emergency numbers and are fully briefed on procedures to follow.
9) Groups performing in studios and outdoor venues.	Students	Fixtures are officiated by at least one game official.	Any equipment used must meet and be in compliance with the country's specific requirements for International Organization for Standardization.
10) Slip, trips and falls	Students & staff	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 HH standards.	Ambassador and Trip Leader walk area prior to children utilization.
		History Hitch Ambassador checks venues to ensure that surfaces are clean & dry ready for use prior to group arriving and venue.	