

Severity 3 = Death/Major 2 = Lost Time 1 = Minor	certainty 1 = Unlikely 2 = Likely 3 = Certain	Severity x Likelihood 9 = high 4 to 6 = medium 1 to 3 = low
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Hackney Education Risk Assessment

Sample Risk Assessment for visits to Tenerife: signed off by the Director of Education

Section

- Section 1: General Trip Risks – could happen at any time
- Section 2: Travel Risks
- Section 3: Accommodation Risks
- Section 4: Outdoor Environment Risks
- Section 5 Groups for the trip – airport/travelling, accommodation & activities - allocation of adults for each group

Section 1: General Trip Risks – could happen at any time						
HAZARD OBSERVED	Place/Trip	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Exposure to weather.	Walk to schools Walk around town Beach Loro parque trip	Cold injury, heat injury, over-exposure to the sun.	Pupils and staff.	• Consider possible weather conditions and plan appropriate programmes, clothing and equipment. • Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares and budget to buy in Tenerife if necessary. • Daily weather forecast obtained and plans adjusted accordingly. • Provide baseball caps and sun screen and tee-shirts for children	Provide clear information about suitable clothing via a suggested clothing list and provide necessary equipment to pupils and parents ahead of travel.	Low

				• All participants have suitable footwear, clothing and equipment to match expected conditions including sun cream held by lead group adults • All children bring reusable water bottles and stay hydrated.- these will be filled up at the start of the day.	Additional suncream to be purchased in Tenerife by leads Purchase additional water if necessary in Tenerife	
Pupil lost or separated from group, inadequate supervision.	Walk to schools Walk around town Beach Loro parque trip concert Free time in hotel	Injury, death.	Pupils.	• Ensure supervising staff are competent and understand their roles. • Sufficient supervision – groups for airport/accommodation and school/activities. • Each school group goes through the airport with their responsible adults • Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system). • Discuss itinerary and arrangements with pupils. • Briefing to all on what to do if separated from the group. • Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups. • Wristbands for each pupil detailing group leader contact number and name/address/number of the hotel. • Pupils to wear high visibility jackets and the group baseball cap • Toilet breaks will be supervised by an adult - adult to accompany children to public toilets on trips and wait outside • Designated areas in hotel which will have 2 adults at	Plan supervision before visit and brief staff and pupils. Staff have been assigned pupil groups for travelling Write out briefing notes for staff to ensure consistency Carry additional hi vis jackets and caps in case of loss etc.	Low

				all times - monitored by adult (regular head count) to check that all children are in place • Children to request to go to rooms only when needed and permission given by adult and will go in pairs • Children only in rooms at designated time and with adults on the floor with them (e.g shower etc.)		
Illness or injury	Walk to schools Walk around town Beach Loro parque trip In hotel	Illness, injury.	Pupils, staff.	• 1st aid cover accessible and appropriate and carried by all groups • Leaders know how to call emergency services. • Pupils and parents are reminded to bring individual medication, and this is securely kept by lead adult for the group. • Medical needs for all children on trip provided for all staff on trip • First aid and travel sickness equipment carried. • Staff mobile phones carried. Staff reminded to ensure phones are charged • Emergency contacts for pupils and staff arranged • Nearest medical centre/hospital and pharmacy identified and shared with all adults • Ensure all school leaders have emergency contact number of hosts in Tenerife • Ensure all school group leaders have emergency contact number of hosts in Tenerife • Designated school adult / adult on duty will be responsible if children are ill in the night • Spare room available to isolation and will be monitored/supervised by designated adult • Rules for hotel - no running/supervision in rooms if children are in and behaviour monitored and shared with children	Check first aid certificates are Current. Medication brought by pupils. Children all have EHICs/Global health cards. Staff to be trained on dealing with medical conditions	Low

Eating at the hotel/ out and health & safety	Packed lunches 1x restaurant meal Hotel breakfast and evening meal	Illness	Pupils	• Dietary needs and any allergies identified pre trip by parent/carers so these can be communicated to the hotel • Children to eat together in hotel dining room and stay together until taken back to rooms / onto next activities by staff • Breakfast and evening meals in the hotel each day supervised by staff • Options of food checked before children serve themselves and explanation of food given to children including what they can/can't eat • Spanish translation provided for any children with dietary needs that can be shown to hotel staff in dining hall • Packed lunches to be provided as required by staff • Where the hotel is unable to cater for dietary needs then appropriate food is to be procured by staff • For any meals outside of hotel and packed lunch all staff to have a list of dietary requirements for groups and ensure that this is communicated to restaurant - translation into Spanish provided for non-spanish speaking lead adults • Staff to monitor pupils to ensure they are eating meals, any pupils not eating enough / refusing to eat to be identified and appropriate interventions / checks	Check parental consent form. Medication brought by pupils If children have epi pen this will be taken by group lead to all meals	
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				carried out - ascertain why they are not eating, are they unwell, is alternative food required, parental phone calls if needed etc • Children to visit toilet before breakfast so as not to need to leave the dining room during sitting • Hand washing / sanitising before meals • Sanitising gel used if no washing facilities available • Snacks to be purchased by staff for consumption outside of mealtimes that match dietary requirements - google translate used to check ingredients list for allergies • Staying hydrated is crucial in a hotter country, children to be made aware how much water they should be drinking daily and to refill water bottles as appropriate • All adults to carry up to date information on allergy need		
Special needs of specific pupils – medical, behavioural, educational.	Any time	Illness, injury.	Pupils	• Obtain information from parents • Take advice from SENCO if appropriate • Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary. • Staff training to deal with any medical conditions if appropriate • All staff on trip to be briefed by experienced adult on support/ dangers etc.	Use parental consent form. Medicine handed in at the school office and carried by school group lead / medical lead. 2 safeguarding leads identified	Low

					within the group All teachers to be up to date on safeguarding training.	
Staff Supervision of pupils	At all points	Injury, death.	Pupils	• Ensure pupils sufficiently briefed with rules and expectations • Clear guidelines and emergency procedures set and understood by children and adults • Pupils remain in groups of 6 children with teacher when out and all pupils supervised by adults in school and hotel	Included in information to parents.	Medium
Communicating with school/parents/ carers	End of day			• Pupils will not be allowed to bring mobile phones with them. • There will be a designated time each evening when each school group leader will send a report and photos can be uploaded to each school's website or on a shared padlet which is shared via password and QR code to parents • Gold cover will be provided by Hackney Local Authority. • A senior member of staff for each school in the UK will be on call for the period we will be away and we will have their emergency mobile number. • School adult in UK to be designated for parents to contact • Each school to provide a phone number to	Padlet with information to be shared to parents/carers and photo-sharing permissions obtained. Padlet to only be accessed through password.	Low

				be reached in an emergency (see above) List of parental emergency numbers carried by overall group leader and each school leader for their pupils		
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Section 2: Travel Risks						
HAZARD OBSERVED	Place/Trip	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING

Traffic accident, coach.	Coach to airport in UK Coach to hotel UK Coach to trip - beach/concert/Tiede	Injury, death, separated from the group.	Pupils, staff.	• Coach from a reputable supplier. • Coaches have seat belts that staff ensure are used. • Buses without seatbelts are avoided and never used on high-speed roads. • Group leader from each school supervises their 6 pupils • Suitable embarkation points used (for example, coach park, onto wide pavement). • Close supervision and head counts during any breaks in journey and getting on and off the coach.	Contact Coach Company.	Low
On foot.	Walk to schools Walk to town Walk to Loro Parque - loro parque trip	Injury, death.	Pupils and staff.	• Walk on foot planned to avoid fast roads wherever possible. • Supervision on pavements, roads and especially crossing of any fast roads is pre-planned. Have an adult at the front and one at the back of any group at all times. • Pupils are briefed about hazards and behaviour required. • Pupils will be wearing high visibility jackets	Planning	Medium
Use of public transport: trains, trams, underground, bus, air travel.	Possible from town to hotel	Injury, death, separated from the group.	Pupils and staff.	• Journey is planned and assessed – key risk points identified. • Careful supervision, particularly in crowded areas and entry, exit and change points with head counts. • Large groups divided into small groups each with leader(s). • Pupils know their group and leader(s). • Group leader from each school supervises own 6 pupils on the coach	Planning Should a group leader not be available staff should know who can provide cover	Low

				• Emergency plan in place – pupils briefed where they are going, what to do if separated from the group. • Meeting points established at the airport. • At airport school adults supervise children and additional adults to support if necessary. Stay in a central area and move to gate together		
International terror attacks in airports	Flight to and from Tenerife	Injury, death, separated from the group.	Pupils and staff.	• At all times, follow the FCO's recommendations on places NOT to travel to • Follow all instructions from the airport operators and airlines • Group Leader at all times to be with their group of 6 children • Pupils to wear high vis jackets and group caps for easy identification • Overall Group Leader and Deputy to be available to escort and supervise pupils going to the toilet in airport so that they are never left without an adult in control in case quick decisions need to be made	Check FCO advice before travel both in UK and Tenerife	Low

Section 3: Accommodation Risks						
HAZARD OBSERVED	Place/Trip	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING

Fire	Hotel - in public areas In rooms In schools In public buildings	Death/ Injury	Pupils, staff.	● Briefing to all pupils about expected standards and code of behaviour. ● Identify requirements at time of booking and check during pre-visit and on arrival. ● Check that there are: ○ automatic fire alarms on each floor and in public areas, which can be heard inside rooms. ○ fire extinguishers available on each floor and in public areas. ○ fire exits clearly marked. ○ torches available if emergency lighting is not provided. ● A walk-through fire practice takes place on arrival to include assembly point, lay-out of accommodation, key personnel and routines. ● Each pupil is shown how to lock and unlock bedroom doors so that they all feel confident to do so in an emergency. Rooms to be locked from the inside at night - key taken out of lock and kept on hook/table near door so that ● A group list is held by staff to ensure registration of the whole party after an evacuation of the building.	Pre-visit check and/or check of information/assurance from a reputable tour operator. Check on arrival. Take up any issues, such as locked fire doors, with management. Inform group about fire procedures on arrival. A copy of Keys to be held by adults. This worked well when we stayed here last year	Low

				• Discuss with accommodation manager any shortcomings in provision e.g. locked fire doors • Follow any school/public building procedures for fire and ensure head count when evacuation achieved • Immediately inform any personnel if student missing by Spanish speakers		
Attack or disturbance by intruder	In rooms, public areas	Injury, death, abduction	All	• Check that security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation • Our accommodation will be isolated from other hotel guests and others will not have access to our area at night • Ensure the hotel or similar accommodation is locked at night or that there is a night porter on duty. • Ensure that all windows and doors can be securely shut from the inside. • Designated staff bedrooms will be adjacent to the bedrooms of all pupils. • Ensure pupils understand that they inform staff in the event of an emergency. • Check pupils at “lights out”. • Designate responsibilities and roles for individual members of staff including floor groups. • A member of staff will be “on duty” every night for pupils if they need	Pre-visit check and/or check of information/assurance from a reputable tour operator. Briefing of pupils regarding expected behaviour and actions Bedroom doors to be locked from the inside. A copy of Keys to be held by adults.	Low

				assistance in any way. Pupils will be provided with the name of a staff member every evening, and a sign will be put on the door each night to show who is the responsible adult for that night		
Safeguarding	All areas of hotel	Injury, death, abduction, abuse	Pupils and staff.	• Our schools have a designated separate sleeping area in the hotel with adult room adjacent to pupils rooms • Separate male and female sleeping accommodation • Staff accommodation adjacent and on the same floor as pupils. • Students can easily contact staff throughout the night. They should wake up and inform another child in the room before they leave. • Students are checked into rooms at 'lights out'. • All adults are appropriately trained in safeguarding/child protection and standards regarding access to bedrooms/ changing areas etc are agreed • Pupils know what to do if concerned - room numbers of adults given to children • Children go to toilets in pairs or with an adult when in public areas	Pre-visit check and/or check of information/ assurance from a reputable tour operator. The staff member on duty will say goodnight to all pupils and assure them that they are available if necessary during the night	Low

Domestic hazards	Rooms and public areas	Injury, death.	Pupils and staff.	- Accommodation has tourist board rating/other external validation of standards. - Visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings. - On arrival, staff and pupils report any faulty items found in rooms.	Pre-visit risk assessment carried out.	Low
Hygiene	Public areas	Illness	Pupils and staff.	- Tourist board rating/environmental health endorsement or similar. - Visual inspection of washing facilities, lighting, heating, ventilation, catering.	Pre-visit risk assessment carried out. #Risk assessment staff eat in hotel and check hygiene quality	Low
Night time tendencies.	Hotel rooms	Injury, death.	Pupils	- Information gained from parents about pupils' illnesses, sleepwalking, etc. - Suitable supervision arranged to meet the needs of pupils. - Adults are on duty in the main area which children are aware of till 11 o'clock and check each floor with children before they go to bed. - Hotel reception has school and lead adults rooms numbers and mobile number	Use recommended parental consent form.	Low
Swimming Pool in hotel	Hotel public area	Injury, death	pupils	- There is a lifeguard present from 8am - 6pm - Hotel has clear rules that are shared with all - One member of staff has a life saving	Find out if pupils can swim and at what level	

				certificate • At least 2 members of staff supervising around the pool area • Swimming is not allowed without a lifeguard on duty • Hotel cameras in reception monitor pool • Adult supervision in main area next to pool outside of times to ensure that children do not enter pool		
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Section 4: Outdoor Environment Risks						
HAZARD OBSERVED	Place/Trip	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Falls, drowning.	Sea, swimming pool - public and in hotel	Injury, death.	Pupils, staff.	• Leader experienced in walking in terrain and of leading groups. • Route researched and pre-walked – significant hazards (water hazards, etc) avoided or carefully assessed. • Altitude sickness on trip to Teide • children given any medication for travel sickness according to medical needs identified • Train the children on crossing the road and direction of traffic. • Weather forecast obtained and conditions monitored; route changed if necessary.	Pre-visit risk assessment carried out. Group leader completes a specific risk assessment for each walk as necessary. Ongoing assessment by leader at start and during activity. Review of day by all staff in case any changes need to be made	Low

Getting lost.	On trips	Injury	Pupils, staff.	• The leader has sufficient navigational skills. • Group size as low as possible • Large groups will be split into small (school) groups, each with a (school/music) group leader. • Head counts. • Briefing of pupils and staff. Pupils to wear wristbands with contact number of leader and name/number/address of hotel	Leader competence approved (see above). Ensure staff members have each others phone numbers saved in their phones and are part of the Whatsapp group	Low
Injury, illness or emergency away from immediate help	In town / on trips/ in schools	Injury, death.	Pupils, staff.	• One leader with each group first aid trained. • First aid kit carried for each group. • Information about pre-existing medical conditions and medication carried. • Leaders are briefed and have planned emergency procedures. • Communications arranged. • The nearest hospital and clinic have been checked. • All adults aware of emergency services number - contact group leader • We have a spare room in case a child falls sick and needs to be isolated • We have sufficient staff to continue to supervise if one member of staff falls ill • All staff and pupils have a GHIC or EHIC to ensure that they can be seen quickly in an emergency • All staff and pupils in Hackney schools are covered by the Hackney Insurance • Academies to organise own travel	Pre-planning of emergency procedures and communications.	Low

				insurance and then claim it back from the Turing funding		
Loss of personal possessions				• Passports and GHIC/EHIC forms to be handed in to the school and kept by their teacher throughout the visit • Adults to use safe in hotel rooms for safe keeping of passports and share code with lead adult of trip • Pupils cannot bring mobile phones, ipads, electronic games etc • Bedrooms to be kept tidy so that items are not mislaid in an untidy room. There will be room inspections each day	This will ensure that passports are not lost. This will avoid the loss of expensive items plus will enable pupils to immerse themselves in the experience without spending time on electronic games/social media etc	Low