

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

LIST CHILDREN with special needs/health or behaviour issues/requirements and measures put into place to reduce the risks for them & the group:	• • •	• • •
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Trip Venue: Puerto de la Cruz, Tenerife **Lead Traveller Mobile number:** Bernadette Clinton 07443575221

Date of Trip: 28th March - 3rd April 2025 (6 nights) **Lead DSL:** Bernadette Clinton Group Leader, Hackney Education

Deputy DSL: Raquel Tola Rego Deputy Group Leader

HE Gold Cover: Kain Roach +44 208 356 3531

General Trip Risks – could happen at any time					
HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Exposure to weather.	Cold injury, heat injury, over-exposure to sun.	Pupils and staff.	<ul style="list-style-type: none"> Consider possible weather conditions and plan appropriate programme, clothing and equipment. Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. Daily weather forecast obtained and plans adjusted accordingly. Provide baseball caps and sun screen and tee-shirts for children All participants have suitable footwear, clothing and equipment to match expected conditions including sun cream 	Provide clear information about suitable clothing via a suggested clothing list and provide necessary equipment to pupils and parents ahead of travel.	Low
Pupil lost or separated from group, inadequate supervision.	Injury, death.	Pupils.	<ul style="list-style-type: none"> 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 supervision before visit and brief staff and pupils. Staff have been assigned pupil groups for travelling.	Low

			<ul style="list-style-type: none"> 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 	<p>Write out briefing notes for staff to ensure consistency</p> <p>Carry additional hi vis jackets and caps in case of loss etc.</p>	
Illness or injury.	Illness, injury.	Pupils, staff.	<ul style="list-style-type: none"> 1st aid cover accessible and appropriate Leaders know how to call emergency services. Pupils and parents are reminded to bring individual medication, and this is securely kept. 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. 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 	<p>Check first aid certificates are current. Medication brought by pupils. Children all have EHICs/Global health cards.</p> <p>Staff to be trained on dealing with medical conditions</p>	Low
Eating at the hotel and health & safety	Illness	Pupils	<ul style="list-style-type: none"> Dietary needs and any allergies identified pre trip by parent/carer 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 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 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 	<p>Check parental consent form.</p> <p>Medication brought by pupils</p>	

			<p>carried out - ascertain why they are not eating, are they unwell, is alternative food required, parental phone calls if needed etc</p> <ul style="list-style-type: none"> • Children to visit toilet before breakfast so as not to need to leave the dining room during sitting • Hand washing / sanitising before meals • Snacks to be purchased by staff for consumption outside of mealtimes • 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.	Illness, injury.	Pupils	<ul style="list-style-type: none"> • 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 	Use parental consent form. Medicine handed in at the school office. 2 safeguarding leads identified within the group All teachers to be up to date on safeguarding training.	Low
Staff Supervision of pupils	Injury, death.	Pupils	<ul style="list-style-type: none"> • Ensure pupils sufficiently briefed • Clear guidelines and emergency procedures set and understood. • Pupils remain in groups of 5 children with teacher 	Included in information to parents.	Medium
Communicating with school/parents/ carers			<ul style="list-style-type: none"> • 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. • Gold cover will be provided by Hackney Local Authority. This means that a senior member of staff will be on call for the period we will be away and we will have their emergency mobile number. • Each school to provide a phone number to be reached in an emergency 		Low

			<ul style="list-style-type: none"> List of parental emergency numbers carried by overall group leader and each school leader for their pupils 		
Travel Risks					
HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Traffic accident, coach.	Injury, death, separated from the group.	Pupils, staff.	<ul style="list-style-type: none"> 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 5 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 coach. 	Contact Coach Company.	Low
On foot.	Injury, death.	Pupils and staff.	<ul style="list-style-type: none"> 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.	Injury, death, separated from group.	Pupils and staff.	<ul style="list-style-type: none"> 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 5 pupils on the coach Emergency plan in place – pupils briefed where they are going, what to do if separated from the group. Meeting points established at the airport. 	Planning Should a group leader not be available staff should know who can provide cover	Low

International terror attacks in airports	Injury, death, separated from group.	Pupils and staff.	<ul style="list-style-type: none"> 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 5 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 		Low
Accommodation Risks					
HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Fire	Death	Pupils, staff.	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 to be 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. A group list is held by staff to ensure registration of the whole party after an evacuation of the building. Discuss with accommodation manager any shortcomings in provision e.g. locked fire doors 	<p>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.</p> <p>A copy of Keys to be held by adults. This worked well when we stayed here last year</p>	Low

Attack or disturbance by intruder	Injury, death, abduction	All	<ul style="list-style-type: none"> • 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 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 	<p>Pre-visit check and/or check of information/assurance from a reputable tour operator.</p> <p>Briefing of pupils regarding expected behaviour and actions</p> <p>Bedroom doors to be locked from the inside. A copy of Keys to be held by adults.</p>	Low
Safeguarding	Injury, death, abduction, abuse	Pupils and staff.	<ul style="list-style-type: none"> • Our schools have a designated separate sleeping area.in the hotel • 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 	<p>Pre-visit check and/or check of information/assurance from a reputable tour operator.</p> <p>The staff member on duty will say goodnight to all pupils and assure them that they are available if necessary during the night</p>	Low
Domestic hazards.	Injury, death.	Pupils and staff.	<ul style="list-style-type: none"> • Accommodation has tourist board rating/other external validation of standards. 	Pre-visit risk assessment carried out.	Low

			<ul style="list-style-type: none"> Visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings. On arrival, staff and pupils to report any faulty items found in rooms. 		
Hygiene	Illness	Pupils and staff.	<ul style="list-style-type: none"> Tourist board rating/environmental health endorsement or similar. Visual inspection of washing facilities, lighting, heating, ventilation, catering. 	Pre-visit risk assessment carried out.	Low
Night time tendencies.	Injury, death.	Pupils	<ul style="list-style-type: none"> Information gained from parents about pupils' illnesses, sleepwalking, etc. Suitable supervision arranged to meet the needs of pupils. 	Use recommended parental consent form.	Low
Swimming Pool in hotel	Injury, death	pupils	<ul style="list-style-type: none"> There is a lifeguard present from 8am - 6pm One member of staff has a life saving certificate At least 2 members of staff supervising around the pool area Swimming is not allowed without a lifeguard on duty 	Find out if pupils can swim and at what level	
Outdoor Environment Risks					
HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Falls, drowning.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> 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 Train the children on crossing the road and direction of traffic. Weather forecast obtained and conditions monitored; route changed if necessary. 	<p>Pre-visit risk assessment carried out.</p> <p>Leader completes specific risk assessment for each walk as necessary.</p> <p>Ongoing assessment by leader at start and during activity.</p>	Low
Getting lost.	Injury	Pupils, staff.	<ul style="list-style-type: none"> The leader has sufficient navigational skills. Group size as low as possible Large group will be split into small school groups, each with school group leader. Head counts. 	<p>Leader competence approved (see above).</p> <p>Ensure staff members have each</p>	Low

			<ul style="list-style-type: none"> Briefing of pupils and staff. Pupils to wear wristbands with contact number of leader and name/number/address of hotel 	others phone numbers saved in their phones and are part of the Whatsapp group	
Injury, illness or emergency away from immediate help.	Injury, death.	Pupils, staff.	<ul style="list-style-type: none"> 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. 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 insurance and then claim it back from the Turing funding 	Pre-planning of emergency procedures and communications.	Low
Loss of personal possessions			<ul style="list-style-type: none"> Passports and GHIC/EHIC forms to be handed in to the school and kept by their teacher throughout the visit 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 	<p>This will ensure that passports are not lost.</p> <p>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</p>	

Groups for the trip – airport/travelling, accommodation & activities - allocation of adults for each group

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

- See the 'risk assessment policy' and the 'educational visits policy' for more details.

Staff must be aware of the needs and risks associated with individual pupils and not adopt a complacent attitude as a result of previous risk free visits.

Pupils should be involved in risk assessment and management. This may include identifying potential risks and discussing their role in reducing risks. Through this they will develop risk awareness – an educational issue as well as a safety issue. It is an essential life skill.

The health and safety of those involved in a visit overrides any disability act. Risk assessments from the individual venues should also be reviewed to ensure

Adult Group leaders	Daubeney Sara Alonso-Jimeno	MPA Laura Mendez	MRA Pilar Gonzalez-Gomez	Princess May Veronica Hanley	St Monica's Marcos Casado	Other adults
Children:	Poppy Atkinson	Ephraim Nyarko Achempim	Mila-Rose Rzepcka	Peighton Corbin Lawrence	Afomia Dawit	Bernadette Clinton: Lead DSL
	Cara Chau	Lacie Wood	Kwame Nixon Vaz Cubala	Pele Ikoroha	Marsel Santiago Vaz	Mr Chas Daley- MRA
	Melkam Kayang	Tyler Killington	Oliver Arthur Shaw Wilson	Rivel-Royce Chris Mouloungui	Adora Nhyira	Raquel Tola Rego Deputy DSL plus Mark Tola Gbemu (her son)
	Cason Herbert	Ahmed Ibrahim	Aiden Amankwaa Boateng	Andreas Kamara	Wil-Othaim Alexis Gabriel Allen	
	Jeremy Kofi Twumasi Asare	Alayah Henry	Jasmine Duncan	Olivia Delwin Uqueue	Meklit Samuel	

that staff are familiar with risks during workshops etc. These may be written into the trip risk assessment or simply referenced.