**Overseas Visit Travel Risk Assessment (to be used in conjunction with the overseas visit risk assessment template)**

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| **Title/Venue:** Enter details | **Departure date:** Select a date | **Visit wholly within school hours?:** Yes/No |
| **Visit Leader:** Enter name | **Number of adults (incl. leader):** Number | **Number of young people:** Number |

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| **Section of**  **Visit** | **Is this element of transport being utilised on this visit?** | **Significant and Foreseeable Hazards** | **Initial**  **risk rating** | **Who is at risk?** | **Appropriate Control Measures** | **Result risk**  **rating** |
| **Transport within UK:** |  |  |  |  |  |  |
| **Coach** |  | Road traffic accident | High | All | Reputable and appropriate coach transport provider and vehicle used – what assurances have been sought – LA list or CTAF?  Visit leader has confidence to challenge coach operator if any practice is inadequate.  Supervision during boarding/disembarking and appropriate location chosen.  Supervision of group by staff in conjunction with driver, use of functioning seatbelts by all members of party and staff positioned throughout coach.  Luggage stored appropriately and aisles/emergency exits kept clear  Supervision of group whilst walking from drop-off/pick-up point.  Plans/preparation for travel sickness  If it is necessary to exit the coach due to breakdown or RTA then this will be done with adult supervision. Adults and children will exit the coach in a safe manner and will be kept safely away from the road.  Follow procedures for RTA / Vehicle Breakdown.  Contact Police / Highways Agency if traffic management is required to safeguard the party in the event of a breakdown. | Low |
| **Minibus** |  | Road traffic accident | High | All | Roadworthy vehicle hired from a reputable operator with appropriate assurances. Appropriate insurance and MOT (MOT where applicable).  Driver has appropriate licence and completed relevant minibus test with current experience.  Driver deemed fit to drive vehicle.  Thorough check of vehicle by driver prior to each part of journey to ensure roadworthiness.  Knowledge of route to be taken and alternative routes as required.  Supervision during boarding/disembarking from vehicle. Suitable place chosen for disembarkation.  Follow instructions given by driver, use of seatbelts by all members of party.  Supervision of group whilst walking from drop-off/pick-up point.  Plans/preparation for travel sickness  Ensure vehicle does not exceed max load permitted (people & luggage). See DfT/DfE guidance.  Close supervision and head counts during any breaks in journey and getting in and out of bus.  Driver to have sufficient break from supervision of group during day and to drive no more than 2 hours before a 30 minute break.  Luggage in vehicle securely fastened and clear of aisles.  At least two members of staff on vehicle including driver  If it is necessary to exit the minibus due to breakdown or RTA then this will be done with adult supervision. Adults and participants will exit the minibus in a safe manner and will be kept safely away from the road. Breakdown cover for vehicle in place. | Low |
| **Train** |  | Personal injury  Fast moving trains  Falling onto tracks from platform  Separation | Medium | All | Group to wait safe distance away from edge of train platform until train is stationary and doors are open. Boarding/disembarking to be supervised by staff on train with staff at front and rear of group whilst boarding with headcounts taking place to ensure no participant left on platform. Train doors to be supervised and opened/closed by staff.  Staff spread out throughout train carriage.  Sufficient seats/standing area on train to accommodate all group. Block booking of seats/carriage on train.  Contingency plan in place in the event of not all of the group being able to board the train due to limited space.  Any heavy items of luggage to be lifted by staff onto train/storage racks.  Awareness of general public on train by school staff.  Train timetables carried by group leader.  Group to remain in seats whilst train is at stations.  No leaning out of windows or against doors. | Low |
| **Other transport** |  | Enter details | Rating | Who? | Enter details | Rating |
| **Transport to get overseas:** |  |  |  |  |  |  |
| **Aeroplane** |  | Large terminal buildings  Separation | Medium | All | Briefing of group regarding conduct in airport and baggage restrictions/banned items.  Supervision and vigilance in all areas of airport from check-in through to the departure gate with regular headcounts at all transition points.  Meeting point identified in departure lounge and ‘buddy groups’ used for toilet visits etc.  Vigilance in duty free areas and ban on alcohol.  Preparation for first-time/nervous flyers.  Plenty of time allowed for transition through airport to avoid rushing and potential for missed departure.  Block booking of seats with staff amongst young people.  Follow instructions from cabin crew including close attention to safety briefing. | Low |
| **Ferry** |  | Falling overboard  Seasickness  Injury on vehicle deck and/or whilst boarding/disembarking | High | All | Briefing of group regarding conduct, behaviour, boundaries and out of bound areas at start of ferry journey.  Boarding and leaving the ferry is supervised with staff being first and last to enter and same when disembarking. Regular head counts throughout journey and at boarding/leaving.  Close supervision whilst leaving/returning to vehicle deck with no access onto vehicle deck during journey.  Clear briefing of procedure for docking and reminder of vehicle deck and stairway numbers.  All party members to listen to and follow ferry official safety briefing and procedures.  Specific seating area for daytime crossings with staff member always present and other staff to be ‘patrolling’ other areas of ferry.  Participants to be in ‘buddy groups’ at all times whilst on ferry.  For night-time crossings seats or cabins will be pre-booked on same deck in a block. Member of staff always available and group know how to summon designated member of staff. Group to remain in cabins during night-time with staff ‘checking-in’ group into cabins at designated time.  If access allowed to go out onto deck, sea conditions to be appropriate and staff to accompany small groups at all times.  Vigilance to be maintained with regards group members attempting to access duty free/alcohol on ferry – ban in place.  Parent/carer information collected with regards participant’s seasickness and medication supplied by parent/carers as required and administered by staff as appropriate as per medication protocols – no leaning over railings to be sick and assistance sought from ferry crew as appropriate.  High level of supervision and vigilance when at border checkpoint in Calais – check of coach for stowaways prior to re-boarding if group have to leave at border control. | Low |
| **Channel Tunnel** |  | Personal injury  Vehicles on transport deck  Fire in tunnel | Medium | All | Clear briefing of group at start of visit regarding boundaries and mode of travel.  Follow operator guidelines with regards movement on vehicle transporter.  Follow instructions from emergency services in event of fire or incident in tunnel.  High level of supervision and vigilance when at border checkpoint in Calais – check of coach for stowaways prior to re-boarding if group have to leave at border control. | Low |
| **Eurostar** |  | Personal injury | Medium | All | Boarding/disembarking to be supervised by staff on train with staff at front and rear of group whilst boarding with headcounts taking place to ensure no participant left on platform.  Any heavy items of luggage to be lifted by staff onto train/storage racks  Supervision and vigilance by staff whilst on train with block booking of seats with staff seated amongst group.  Movement around train in ‘buddy groups’ | Low |
| **Transport whilst overseas:** |  |  |  |  |  |  |
| **Coach** |  | Road Traffic Accident  UK coach overseas | High | All | Reputable and appropriate coach transport provider and vehicle used – what assurances have been sought – LA list or CTAF?  Visit leader has confidence to challenge coach operator if any practice is inadequate.  Supervision during boarding/disembarking and appropriate location chosen. Possible use of emergency exit if a UK coach being used overseas or appropriate position used so that group can use front door but exit onto pavement and not road.  Supervision of group by staff in conjunction with driver, use of functioning seatbelts by all members of party and staff positioned throughout coach in line with regulations of the country being travelled through.  Luggage stored appropriately and aisles/emergency exits kept clear  Supervision of group whilst walking from drop-off/pick-up point.  Plans/preparation for travel sickness  If it is necessary to exit the coach due to breakdown or RTA then this will be done with adult supervision. Adults and children will exit the coach in a safe manner and will be kept safely away from the road.  Follow procedures for RTA / Vehicle Breakdown.  Contact Police / Highways Agency if traffic management is required to safeguard the party in the event of a breakdown | Low |
| **Train/Tram** |  | Personal Injury  Fast moving trains  Falling onto tracks from platform  Separation | Medium | All | Group to wait safe distance away from edge of train platform until train is stationary and doors are open. Boarding/disembarking to be supervised by staff on train with staff at front and rear of group whilst boarding with headcounts taking place to ensure no participant left on platform. Train doors to be supervised and opened/closed by staff.  Staff spread out throughout train carriage.  Sufficient seats/standing area on train to accommodate all group. Block booking of seats/carriage on train.  Contingency plan in place in the event of not all of the group being able to board the train due to limited space.  Any heavy items of luggage to be lifted by staff onto train/storage racks.  Awareness of general public on train by school staff.  Train timetables carried by group leader.  Group to remain in seats whilst train is at stations.  No leaning out of windows or against doors. | Low |
| **Metro** |  | Personal injury  Fast moving trains  Falling onto tracks from platform  Separation | High | All | Staff appropriately positioned in front/behind group on escalators on metro network as appropriate.  Staff will have a prepared contingency plan if the metro train is overcrowded and some of the group cannot enter the train due to pressure of numbers.  Staff and group members will be briefed before travelling regarding recommended procedures if they become separated from rest of the group.  When using the metro all staff and group members will be given small maps of the routes so that they can make plans to regroup if they become separated from rest of the group.  A member of staff will always remain with each group if the party becomes separated.  Group practice boarding/disembarking metro prior to visit taking place.  Group to wait safe distance away from edge of platform until metro is stationary and doors are open. Boarding/disembarking to be supervised by staff on metro.  Staff spread out throughout metro carriage.  Sufficient seats/standing area on metro to accommodate all group.  Contingency plan in place in the event of not all of the group being able to board the metro due to limited space.  Any heavy items of luggage to be lifted by staff onto metro/storage racks.  Awareness of general public on metro by school staff.  Staff will be the first and last to enter and first and last to exit metro carriage.  Timetables carried by group leader.  No leaning against doors. | Low |
| **Other transport** |  | Enter details | Rating | Who? | Enter details | Rating |
| **Safeguarding / Supervision** | | Lost or separated participant  Parent/Carer helpers  General public | High | All | Safeguarding procedures followed at all times.  Appropriate group size and ratios in line with guidance and all adults aware of their roles and responsibilities and have the competence and experience to fulfil them.  Smaller manageable sub-groups each with a competent adult.  Briefing of group at start of visit and reminders during visit with boundaries identified and clear meeting points identified.  Supervision and vigilance by adults, awareness of the general public and confidence to challenge as appropriate.  Participants aware of what to do if separated and i.d. carried by participants.  Regular head counts taken during visit and before all departure points. If crossing roads, safe and appropriate points used along with appropriate methods and briefing of group with regards direction of traffic whilst overseas. | Low |
| **Incident / Illness** | | Party member taken ill  Terrorist attack | High | All | Staff will have a clear pre-planned procedure for missing/separated group members.  Follow protocols when dealing with first aid.  Mobile phone with numbers 'programmed'.  Up to date medical information.  Sufficient participant:staff ratio to ensure sufficient safeguarding of party if staff member or participant taken ill.  Emergency procedures taken by Group Leader on visit.  School has emergency plan in place.  Group Leader knows procedure to summon emergency assistance.  Follow directions given by emergency services if in attendance. Contigency funds and plan in place in the event of a major incident and all staff aware of current Home Office and Foreign Office advice with regards what to do in the event of a major incident.  Inform travel operator staff in the event of any incident. | Low |
| **Other specific points relating to the group** | | Enter details | Rating | Who? | Enter details | Rating |

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| **What is your plan ’B’ and any other relevant contingency information?**  Enter details |

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| **Additional information:**  Enter details |

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| **Ongoing risk assessment – the most essential element:** 1. **Apply** the control measures - 2. **Monitor** their effectiveness - 3. **Amend** & **adapt** as required | | |
| **Risk assessment completed by:** Enter name  **Date:** Select a date | **All staff will be appropriately experienced and qualified to competently fulfil their leadership roles and responsibilities.**  **This risk assessment will be shared with the relevant adults on the visit.** |  |