



GENERIC RISK ASSESSMENT

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Date of Risk Assessment: 01/03/2024

Date of Review: 01/13/2025

Assessor: Steve Manderson

The following risk assessment should be considered in conjunction with the Blue Stamp Travel Safety Management System that is in place to prevent risk to students, employers, school staff, language school staff, suppliers, agents of and employees of Blue Stamp Travel.

The information provided herein is provided as an illustration of steps that are taken to ensure high levels of care of people in our charge or working for or with Blue Stamp Travel. **It does not remove the responsibility of any party working for or with Blue Stamp Travel from taking necessary steps to keep themselves and others safe or reduce risk of injury or accident.**

Schools using this document should be advised that this is not intended to replace school risk assessment processes and procedures but to support them. Factors specific to schools, their students or staff should be considered in addition to the risk assessment provided.

Blue Stamp Travel recognise that it is not possible to identify in advance every conceivable risk or situation that may arise as part of a trip and as such encourage dynamic risk assessment by Group Leaders and teachers as part of practical and safe delivery of a trip. This document is provided in good faith and should be read in this context. If any further clarification is required, then please contact: Enquiries@Bluestamptravel.com.

- Codes:**
- N**= No significant risk
 - L** = Low Risk
 - M**=Moderate Risk - some action needed
 - H**=High Risk in need of control measures or elimination

Signed:

Title: Managing Director

Date: 01/03/24

In conjunction to this document, please refer to the Covid Risk Assessment which refers to specific precautions to prevent the spread of covid and arrangements in cases of contraction of Covid during a trip.

<i>Who is at risk</i>	<i>When / Activity</i>	<i>Risk</i>	<i>Actions to Mitigate Risk</i>	<i>Residual Risk Level</i>
Student, Accompanying Teachers, Group Leader.	Coach Journey	Injury or Accident	<ul style="list-style-type: none"> • Coach companies selected using safety audit • Coaches selected ensuring that national safety requirements are adhered to; seat belts, drivers' hours etc. • First Aid Kit and Fire Extinguishers on board • Drivers issue Health and Safety briefing specific to coach on collection of students. • Coach drivers' hours comply with guidance from The Guild of British Coach Operators • Drivers provided with single occupancy bedrooms and provided sufficient opportunities to rest prior to travel. 	Low
	Flight	Injury or Accident	<ul style="list-style-type: none"> • Students to adhere to airline guidance. • Students to listen to briefing on flight and read safety card provided. • Seating of students appropriate to age – eg avoiding emergency exits if necessary. 	Low
	Eurostar / Trains / Metro etc.	Injury or Accident	<ul style="list-style-type: none"> • Students to adhere to trainline guidance. • Students to listen to briefing on journey and/or read signage 	Low
	Travelling in Destination City	Injury due to transport	<ul style="list-style-type: none"> • Students reminded about direction of traffic flow by Group Leader • Students alerted to risk of cycles, scooters etc in pedestrian areas. • Where public transport is necessary, Group Leaders (and possibly Host Families where applicable) will support students. WhatsApp Group is provided to aid communication. Group Leader has 24/7 mobile that is available in the event of a student being lost. 	Moderate

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<i>Students</i>	<i>Host Family Accommodation</i>	<i>Accident or Incident at Host Family</i>	<ul style="list-style-type: none"> • <i>Host Families police cleared (France and Spain). Checks carried out by local agent.</i> • <i>Students matched to hosts according to dietary needs and with consideration to allergies.</i> • <i>Any other students in Host Families will be Under 18 and of the same gender.</i> • <i>Host Families inspected by local agent.</i> • <i>Local Coordinator available during visit.</i> • <i>Where a Group Leader travels with a group they will be available to support students.</i> • <i>Students and teacher issued 24/7 UK contact number for support as required.</i> 	<i>Low</i>
<i>Students</i>	<i>Non-working / leisure time</i>	<i>Misconduct leading to personal injury</i>	<ul style="list-style-type: none"> • <i>Health and Safety document distributed prior to trip.</i> • <i>Code of Conduct issued and signed by student and parent/carer. See Code of Conduct Document for detail.</i> • <i>Group Leaders reinforce rules and insist on good behaviour.</i> • <i>Curfews implemented.</i> • <i>Students told to be in groups whenever possible particularly after work hours.</i> • <i>Group Leaders arrange optional social programme to entertain students in a safe environment.</i> • <i>Signing in/out sheet used with hotel groups.</i> 	<i>Low</i>

		<p><i>Substances abuse</i></p>	<ul style="list-style-type: none"> • <i>Code of Conduct informs students and parents/carers that any possession of drugs or illegal substances will result in immediate expulsion from the programme and transport home will have to be arranged immediately at the student/parent/carer expense.</i> 	<p>Low</p>
		<p><i>Abuse of Alcohol</i></p>	<ul style="list-style-type: none"> • <i>Code of Conduct informs students and parents/carers that excessive drinking will not be tolerated on the trip.</i> • <i>Group Leader to remind students of safe and sociable drinking.</i> • <i>Drinking in bedrooms is not permitted.</i> 	<p>Low</p>
		<p><i>Getting Lost</i></p>	<ul style="list-style-type: none"> • <i>Group Leader and/or school staff to implement and check on students at curfew time and lights out</i> • <i>Whatsapp “share location” used for support if students require help if lost.</i> • <i>Students encouraged to stay in pairs/small groups where it possible and certainly in the evenings</i> 	<p>Low</p>

Who is at risk	When / Activity	Risk	Actions to Mitigate Risk	Residual Risk Level
Students	At Work Placements	Injury at work	<ul style="list-style-type: none"> • Nature of placements considered by Placement Coordinators to ensure that appropriate placements are secured with appropriate tasks provided • Supervisor allocated to each student who directly supervises student and trains specific tasks as appropriate to the level of competency and experience of each student. • Employer provides list of typical tasks. Placement Coordinators check that these are appropriate • Employers provided with a list of suitable tasks for students • Students advised of suitable necessary clothing Eg closed shoes • Safety equipment provided as appropriate Eg apron • Employers briefed about the aims of the programme • Group Leaders to visit during placement to ensure current Health and Safety requirements are being met. • Students given Health and Safety Guide as part of application process • Statutory rights and obligations apply for work placement students just as they do for all regular employees • Breaks and hours considered by Placement Coordinators to ensure reasonable working hours • Group Leader to intervene if students raise any concerns. 	Low

<i>Who is at risk</i>	<i>When / Activity</i>	<i>Risk</i>	<i>Actions to Mitigate Risk</i>	<i>Residual Risk Level</i>
<i>Students, Group Leaders and Staff</i>	<i>Visits and Excursions</i>	<i>Injury</i>	<ul style="list-style-type: none"> • <i>Students to be briefed about meeting places and meeting times</i> • <i>Students to be briefed about relevant hazards specific to venue</i> • <i>Direct and/or indirect supervision to be determined in relation to location, risks and dynamic risk assessment</i> • <i>Guidance to be taken from local guides and/or venue staff as appropriate</i> 	<i>Low</i>
<i>Students, Group Leaders and Staff</i>	<i>Hot Weather</i>	<i>Illness</i>	<ul style="list-style-type: none"> • <i>All travellers are issued the Stayin Safe in Hot Weather guide</i> 	<i>Low</i>
<i>Students, Group Leaders and Staff</i>	<i>Beach</i>	<i>Injury / Death</i>	<ul style="list-style-type: none"> • <i>Dynamic risk assessment of location to be carried out prior to choosing to use facilities</i> • <i>Specific hazards to be highlighted prior to allowing students free time</i> • <i>Students are only allowed into the water if there is a lifeguarded area with a life guard on duty</i> • <i>Look for flagged area and signage.</i> • <i>Listen to instructions from lifeguards.</i> • <i>No paddling allowed at all without a lifeguard.</i> • <i>Students must have a good swimming ability</i> 	<i>Low</i>



<i>Students, Group Leaders and Staff</i>	<i>Swimming Pool and Sports Facilities</i>	<i>Injury / Death</i>	<ul style="list-style-type: none"> • <i>Students are only allowed into a pool if there is a lifeguarded on duty.</i> • <i>Highlight local rules and regulations and signage at the facility being used.</i> 	
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