



GENERIC RISK ASSESSMENT

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Date of Risk Assessment: 01/11/2025

Date of Review: 01/11/2026

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 all travellers, students, school staff, language school staff, suppliers, work placement providers, 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.**

Trip Leaders, organisations and schools using this document should be advised that this is not intended to replace their own risk assessment processes and procedures but to support them. Factors specific to groups, 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 Blue Stamp Travel group leaders, trip 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: 01/11/25

In conjunction to this document, please refer to the Supplementary Risk Assessments for specific risks detailed within this Risk Assessment.

Who is at risk	When / Activity	Risk	Actions to Mitigate Risk	Residual Risk Level
All Travellers	Duration of Trip	Provision does not meet requirements of group or individual travellers	- Choice of reputable Tour Operator. - Programme designed and agreed with school prior to booking - Adjustments made to programme accordingly to accommodate individual travellers as necessary.	Low
	Pre-trip	Local specific risks and hazards	- Check with FCDO for guidance to follow about travel to destination city / country - Liaise with Blue Stamp Travel for additional support if required	Low
	Pre-trip and on return	Cancellation of transport	- Liaise with Blue Stamp Travel for plan B regarding local accommodation, change of transport, sustenance etc * Review Blue Stamp Guide on Cancellation and Delays in advance of travel (Issued in Babel account) - Liaise with insurance company to ensure adequate cover.	Low

Who is at risk	When / Activity	Risk	Actions to Mitigate Risk	Residual Risk Level
All Travellers	Coach Journey	Injury or Accident	- 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	- Travellers to adhere to airline guidance. - Travellers to listen to briefing on flight and read safety card provided. - Seating of travellers appropriate to age – eg avoiding emergency exits if necessary. - Staff to be seated able to provide supervision of group.	Low
	Eurostar / Trains / Buses / Metro etc.	Injury or Accident	- Travellers to adhere to trainline guidance. - Travellers to listen to briefing on journey and/or read signage - Members of staff to be assigned first on and last off - Students briefed about separation on public transport. - Students to be seated where at all possible or to stand and hold on to rails	Low
	Ferry Journey and/or tourist boat trips	Injury or Accident	See BST Boat Trip Risk Assessment	Low

	Travelling in Destination City	Injury, accident or getting lost	• Travellers reminded about direction of traffic flow by accompanying staff • Students alerted to risk of cycles, scooters etc in pedestrian areas. • Where public transport is necessary, Group Leaders (and possibly Homestay hosts 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.	
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Who is at risk	When / Activity	Risk	Actions to Mitigate Risk	Residual Risk Level
Students	Homestay Accommodation	Accident or Incident	• Hosts police cleared (France and Spain). Checks carried out by local agents. • Hosts inspected by local agent. • Students matched to hosts according to dietary needs and with consideration to allergies. • Local homestay coordinator available during visit. • Where a Group Leader travels with a group they will be available to support students. • Students and teacher issued 24/7 UK contact number for support as required. • Students and Staff should read Homestay Guide	Low
All Travellers	Hotel / Hostel / Residence Accommodation	Accident or Incident	• Students not allowed to leave hotel without signing in/out and with prior agreement from staff and times to return if applicable • Consider allocation of rooms with balconies. Where applicable, brief students about use of balconies and undertake visual inspection of rooms on arrival. • Where residences have kitchenette, knives can be removed by the staff or teachers on the trip and returned after at check-out. • Briefing regarding fire exits and routine. • Students to be aware of staff rooming locations in case of emergency – consider signage as appropriate. • Students not to be left unsupervised in common areas	Low

Who is at risk	When / Activity	Risk	Actions to Mitigate Risk	Residual Risk Level
Students	Non-working / leisure time	Misconduct leading to personal injury	- Health and Safety document distributed prior to trip. - Code of Conduct issued and signed by student and parent/carer. See Code of Conduct Document for detail. - Group Leaders and Trip Leaders and other adults to reinforce rules and insist on good behaviour and high expectations. - Curfews implemented. - Students told to be in groups whenever possible especially at times when it is dark or later in the evening. - Group Leaders arrange optional social programme to entertain students in a safe environment. - Signing in/out sheet used with hotel groups.	Low
		Substance abuse	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.	Low
		Abuse of Alcohol	- Code of Conduct informs students and parents/carers that excessive drinking will not be tolerated on the trip. - Group Leader to remind students of safe and sociable drinking. - Reinforcement of age restrictions in destination and/or appropriate to group. - Drinking in bedrooms is not permitted.	Low

		<i>Getting Lost</i>	• <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>What3Words used to share locations</i> • <i>Use of TripAid for communications</i> • <i>Students instructed to stay in pairs/small groups where it is possible and certainly in the evenings or when dark or in unfamiliar surroundings.</i>	<i>Low</i>
<i>Students</i>	<i>Remove Supervision</i>	<i>Getting Lost</i>	• <i>Dedicated meeting times arranged and communicated to students</i> • <i>Timers set on phones as reminders</i> • <i>Location for meeting time using What 3 Words or key landmarks</i> • <i>Students permitted autonomy only if they can demonstrate that they can be trusted to be independent safely.</i> • <i>Teacher contact location or mobile number agreed</i>	<i>Low</i>
<i>All travellers</i>	<i>Use of mobile phones</i>	<i>Theft</i>	• <i>Students warned not to have phones out in busy places and warned of pick-pockets in busy places and public transport</i> • <i>Brief parents/carers to support safeguarding concerns ahead of trip</i> • <i>Consider phones to be removed from students or put in phone pouches over-night to prevent over-tiredness and/or communication leading to issues.</i> • <i>Enforce ‘phone-away’ time particularly when information is disseminated</i> • <i>Allow time for use of phone for contacting home etc.</i>	<i>Low</i>

Who is at risk	When / Activity	Risk	Actions to Mitigate Risk	Residual Risk Level
Students	At Work Placements	Injury at work	<i>* See detailed Work Experience Risk Assessment *</i>	Low
Students	At Language School	See language school abroad generic risk assessment	<i>* Refer to BST Language School Abroad Risk Assessment *</i>	Low

Who is at risk	When / Activity	Risk	Actions to Mitigate Risk	Residual Risk Level
All Travellers	Visits and Excursions	Injury or accident	- Students to be briefed about meeting places and meeting times - Students to be briefed about relevant hazards specific to venue - Direct and/or indirect supervision to be determined in relation to location, risks and dynamic risk assessment - Guidance to be taken from local guides and/or venue staff as appropriate * Refer to BST Risk Assessments for Historic Buildings * * Refer to BST Risk Assessments for Boat Trip * * Refer to BST Risk Assessments for Theme Parks and Tourist Attractions*	Low
All Travellers	Hot Weather	Illness	All travellers are issued the Staying Safe in Hot Weather guide in Babel accounts	Low
All Travellers	Beach, sea, coast	Injury / Death	- Dynamic risk assessment of location to be carried out prior to choosing to use facilities - Specific hazards to be highlighted prior to allowing students free time - Students are only allowed into the water if there is a lifeguarded area with a lifeguard on duty - Look for flagged area and signage. - Listen to instructions from lifeguards. - No paddling allowed at all without a lifeguard. - Students must have a good swimming ability	Low
All Travellers	Swimming Pool and Sports Facilities	Injury / Death	- Students are only allowed into a pool if there is a lifeguard on duty. * Refer to BST Risk Assessment for Water Activities * - Highlight local rules and regulations and signage at the facility being used.	Low
All Travellers	Use of Medication	Illness / Death	- Student medication to be documented prior to travel - Supervision provided where necessary - Medications that cause a risk to student and/or others may be stored with staff - Fridge provided as necessary for medication.	Low

			• Sufficient medication taken to include allowance for a delay to return journey • Advice document provided as necessary EG Medical Action plan	
All Travellers	Allergic Reactions	Illness / Death	• Traveller information collected in advance of trip and shared with staff • Consider students being informed or what to look out for and how to help to act as buddies if required • Provide dietary information to caterers and hotel staff • Advice document provided as necessary EG Medical Action plan	Low
All Travellers	Covid	Illness / Death	* Refer to BST Covid Risk Assessment *	Low
All Travellers	Terrorist Event or Major Incident	Injury / Death	* Refer to BST Terrorist or Major Event Risk Assessment *	Low