



HISTORIC BUILDINGS RISK ASSESSMENT

The Old Bank | 2 Nottingham Road | Daybrook | Nottingham | NG5 6JQ
www.bluestamptravel.com | +44 (0) 115 9404 500 | enquiries@bluestamptravel.com

Date of Risk Assessment: 01/3/2025

Date of Review: 01/03/2028

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, 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 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: 10/06/25

Who is at risk	When / Activity	Risk	Actions to Mitigate Risk	Residual Risk Level
All Travellers	Arrival – moving around car parks etc	Moderate-serious injury from motor vehicles	<ul style="list-style-type: none"> Group leaders ensure students disembark from coach / public transport in an orderly fashion and proceed to a safe assembly point. Watch for traffic travelling from the opposite direction to the UK. Supervise students at all times. 	Low
	Moving around outdoors – wet weather	Minor-moderate injury or accident from trips or falls	<ul style="list-style-type: none"> Ensure students are wearing appropriate footwear. Check weather forecast before travelling. Implement additional supervision if high-risk areas (e.g. stairs) are likely to be slippery. Observe all relevant signage on site. 	Low
	Moving around uneven paths / staircases	Minor-moderate injury or accident from trips or falls	<ul style="list-style-type: none"> Brief students before travelling to ensure they understand the risks of slips and falls (especially abroad). Implement appropriate supervision based on age/maturity of students, such as by dividing the party into smaller groups. Observe all relevant signage on site. 	Low
	Moving around – low ceilings	Minor-moderate injury or accident	<ul style="list-style-type: none"> Ensure students move slowly and carefully in areas of restricted headroom, wearing protected headgear if advised to do so by site operator. Observe all relevant signage on site. 	Low
	Moving around – at height	Serious injury or accident from falling/landing	<ul style="list-style-type: none"> Implement appropriate supervision when students are in areas where there is a risk of falling from height such as walls and battlements. Brief students in advance about expectations regarding behaviour in such areas. Observe all relevant signage on site. 	Moderate
	Safety in crowds	Minor distress from getting lost Minor distress from losing valuables	<ul style="list-style-type: none"> Divide the party into manageable groups with appropriate supervision for students' age/stage. Identify individuals at risk of losing their way in crowds and implement suitable additional supervision. Brief students about keeping valuables (especially mobile phones) secured and out of sight at busy locations. 	Low

	Getting lost	Distress	<ul style="list-style-type: none"> Brief students in advance on what to do if they are lost: e.g. approach a member of staff / return to a pre-established meeting point at a location that is easy to find (e.g. main entrance/ticket desk) and with appropriate supervision. For large sites, share a specific map reference with students as a meeting point, such as a What3Words reference. Identify individuals at risk of going astray and implement suitable additional supervision. 	Low
	Hot weather	Minor-moderate dehydration	<ul style="list-style-type: none"> Ensure students are carrying adequate water for the whole visit, as it may not be possible to refill water bottles while on site. Ensure students are appropriately dressed (e.g. factor 50 sun cream, hats, limit exposed skin). Check weather forecast before travelling and reschedule for a later time in the day if there is a risk of extreme heat. 	Low
	Cold weather	Minor-moderate hypothermia	<ul style="list-style-type: none"> Ensure students are appropriately dressed for the visit. Check weather forecast before travelling. 	