



LANGUAGE SCHOOL ABROAD RISK ASSESSMENT

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Date of Risk Assessment: 14/10/2025

Date of Review: 14/10/2028

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:

14/10/2025

Who is at risk	When / Activity	Risk	Actions to Mitigate Risk	Residual Risk Level
All Travellers	Attending language school abroad	Mild-moderate physical injury from slips/falls	Blue Stamp Travel only works with accredited language schools in licenced premises that are designed and maintained in accordance with locally applicable regulations	Low
	Arrival – moving around car parks etc	Moderate-serious injury from motor vehicles	- 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
	Getting lost	Minor distress due to getting lost	- Students attend orientation briefing and tour of language school - Agree meeting point in a suitable location, e.g. reception, cafeteria - Establish clear expectations concerning when students may leave the language school.	Low
	Fire safety	Serious injury from smoke inhalation/fire	- All students to attend orientation briefing with school staff - Brief students and staff on action to take in the event of a fire – follow instructions from language school teachers - Keep accurate register of students (e.g. absence due to illness)	Low
	Allergic reaction	Serious illness due to anaphylactic reaction	- Brief responsible adults if food activities are taking place where there may be a risk of contact with/consuming allergens. - Ensure student carries epi-pen / member of staff with necessary medication is at an identified location	Low
	Lessons – closed/open classes	Inappropriate behaviour by teacher	- Blue Stamp Travel works only with accredited language schools that employ qualified teaching staff. BST maintains close relationships with schools to address issues promptly and effectively - Brief students on how to raise concerns if necessary	Low
	Lessons – open classes	Inappropriate behaviour by fellow students	- Brief students in advance on appropriate course of action in case of concern – i.e. raise issue with language school teacher, inform home school teacher/BST (if appropriate). - Establish expectations around safe sharing of personal information with others	Low

	<i>Off-site visits with language school teachers</i>	<i>Getting lost</i>	• <i>Liaise with language school staff to ensure home school staff are aware of all off-site activities</i> • <i>Establish clear expectations for behaviour when students are participating in off-site activities (e.g. market shopping) with language school teachers</i> • <i>Home school teacher should identify students that may struggle to abide by such boundaries & put appropriate support in place</i>	<i>Low</i>
	<i>Free time off site</i>	<i>Getting lost, risky behaviour</i>	• <i>Establish appropriate levels of oversight for students' age & stage</i> • <i>Establish boundaries regarding appropriate behaviour, meeting points, timings, action to take in event of getting lost</i>	<i>Low</i>
	<i>Cookery classes</i>	<i>Burns, scalds and lacerations</i>	• <i>Establish clear expectations concerning how students are to follow instructions from staff delivering class</i> • <i>Supervise/isolate/remove students who may be judged to pose a safety risk to themselves/others in a kitchen environment</i>	<i>Low</i>