



TERRORIST EVENT OR MAJOR INCIDENT 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: 01/11/2025

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

Who is at risk	When / Activity	Risk	Actions to Mitigate Risk	Residual Risk Level
All Travellers	Terrorist attack in or near trip location	Injury, death	- Trip location reviewed for current government travel advice. - Avoid high-risk or politically sensitive areas. - All staff briefed on emergency plans. - Refer to FCDO for guidance - Refer to local police guidance - Refer to Blue Stamp Travel guidance	Low
	Incident in transport hub (e.g. ferry terminal, station, airport)	Injury, death, delayed travel.	- Avoid large crowds where possible. - Avoid non-essential time in public areas. - Maintain supervision and quick headcounts. - Identify safe waiting zones away from building exit points - Liaise with Blue Stamp Travel - Refer to Blue Stamp Travel's Trip Leader Guide to Delays and Cancellations	Low
	Explosion, attack, or armed incident nearby	Injury, death	- Emergency "RUN-HIDE-TELL" protocol briefed to staff and age-appropriate pupils. (See below) - Staff to maintain calm and control. - Consider practise and review of emergency assembly and communication plan.	Low
	Evacuation / lockdown situation	Injury, death, separation from group.	- Staff know evacuation routes and safe assembly points. - Students briefed on staying with their teacher. - Students briefed on communicating with their teacher if away from the group. - Carry emergency contact list and medical info. - Identify nearest police / emergency contact numbers at each location. - Establish secondary rendezvous site.	Low
	Loss of communication with group	Injury, death	- Staff equipped with mobile phones, power banks, and emergency contacts. - Pre-arranged, named school emergency contact, identified. - Teachers to maintain/monitor communication method (Eg Whatsapp Group) - Establish protocol for lost of communication – back-up contact in UK.	Low

All Travellers	Panic or emotional distress (post-incident)	Illness	- Staff to provide reassurance - Follow school critical incident plan - Access to pastoral or counselling support post-trip	Low
Students	Separation of student(s) from group	Injury	- Buddy system in place. - Pupils carry ID card with teacher's mobile number and school contact or have information stored in mobile phone. - Staff trained in immediate response procedure.	Low
All Travellers and Parents/Carers	Media or public misinformation during incident	Emotional distress	- Designated communication officer at school handles all external communications. - Staff and students briefed not to engage with media. - Advise students about communications on social media and with families	Low

Emergency Response Procedures

In the event of a terrorist or major incident:

RUN	Move away from danger if safe to do so.
HIDE	If escape is not possible, find cover, stay quiet, silence devices.
TELL	Contact emergency services (999 in UK, 112 in EU) and school leadership.
ACCOUNT	Conduct headcount when safe. Do not re-enter unsafe areas.
CONTACT	Inform school base as soon as safely possible; school will coordinate communication with parents.

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