



WORK EXPERIENCE ABROAD 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: 21/09/2026

Date of Review: 01/11/2028

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, 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 .

Signed:

Title:

Managing Director

Date:

21/09/26

BLUE  TRAVEL

Registered Limited Company Number: 11732006
VAT Registration Number: 352 0246 36



[blue.stamp.travel](https://www.instagram.com/blue.stamp.travel)



[Blue Stamp Travel](https://www.facebook.com/BlueStampTravel)



[stamp_travel](https://twitter.com/stamp_travel)



[Blue Stamp Travel](https://www.youtube.com/BlueStampTravel)

1. INTRODUCTION

Work experience abroad is an exciting opportunity for young language learners to develop their skills in authentic situations and gain valuable professional skills. This risk assessment is designed as a generic document to help school trip leaders inform their planning for trips including work placements. The term “student” in this document refers to paying travellers aged 16–18 participating in work experience trips operated by Blue Stamp Travel. The risk assessment is relevant to solo trips (Work and Study), group trips (Work Experience Abroad) and school-organised trips.

2. TRAVEL TO/FROM WORK PLACEMENT

Who is at risk	When/Activity	Risk	Actions to Mitigate Risk	Action taken by	Residual Risk Level
Work experience students	Travel to/from work placements	Getting lost	Students provided with detailed route maps BST emergency number provided on Babel / trip itineraries Travellers advised to visit workplace ahead of their placement to familiarise themselves with the route	Blue Stamp Travel	Low
		Crime	Routes and shifts planned to avoid travel at night or alone in less safe areas	Blue Stamp Travel	Low
		Injury or accident	Placement routes planned with safe road crossings	Blue Stamp Travel	Low

3. IN THE WORKPLACE

Who is at risk	When/Activity	Risk	Actions to Mitigate Risk	Action taken by	Residual Risk Level
Work experience students	In the workplace	Injury	Work placements arranged in workplaces that are suitable for the student's age and stage, interests and goals. Paired placements may be arranged if appropriate. Student profile held in Babel which records students' age, prior work experience, relevant medical information (such as allergies, physical or mental limitations), with opportunities for parents/carers and/or trip leaders to share relevant information with placement coordinator. Used to inform placement decisions and share relevant information with employers. Placement coordinators are fluent speakers of the target language to ensure clear and accurate communication with employers. Minimum age requirements for work experience students: no less than 16, and with a good GCSE in the target language. Pre-placement workplace assessment in person or by phone to identify potential risks, workplace hazards (such as chemicals, machinery, lone working, fire and first aid provision). Programme briefing shared with employer, setting out expectations, aims, limitations, students' language levels. Health and Safety at work guidance shared with students prior to the trip.	Blue Stamp Travel	Low

Who is at risk	When/Activity	Risk	Actions to Mitigate Risk	Action taken by	Residual Risk Level
Work experience students	In the workplace	Injury	Detailed placement description from employer, with detailed shift hours, list of main tasks, suitable workplace clothing etc. Employer introduction letter written by student to employer in advance of trip. Named supervisor responsible for the student during the placement. Induction and training provided by employer, with site familiarisation, explanation of tasks, briefing on any safety risks. Safety equipment / clothing provided by employer, e.g. aprons, gloves. Breaks provided at suitable times to allow students to take meals and rest. Evening supervision by homestay hosts/Group Leader/teacher trip leaders to ensure students behave appropriately after hours. Clear expectations set on consuming alcohol according to students' age and stage, enforced by homestay hosts/Group Leaders/teacher trip leaders, to ensure students arrive at work fit to carry out their tasks. Bedtimes and curfews in place to ensure students arrive at work having slept properly.	Blue Stamp Travel	Low

5. WIDER RISKS AND MITIGATIONS

Who is at risk	When/Activity	Risk	Actions to Mitigate Risk	Action taken by	Residual Risk Level
Student	At work	Isolation / stress	Group leader, trip leader or BST staff check in with student during the placement in person, by phone or email.	Blue Stamp Travel	Low
Student	At work	Harm or abuse from colleagues	BST 24-hour emergency phone number provided to students. Where concerns are raised, BST speaks to employer to clarify and resolve situation.	Blue Stamp Travel	Low
Student	At work	Intercultural difficulties	Advice materials provided to students to help navigate intercultural challenges , such as situations where directness could be perceived as rudeness.	Blue Stamp Travel	Low

6. TRIP FORMAT-SPECIFIC MITIGATIONS

Blue Stamp Travel operates various work experience formats outside the UK. The following guidance assists responsible adults with mitigating general risks associated with work experience trips for travellers aged 16–18.

Who is at risk	Trip Format	Risk	Trip-Specific Actions to Mitigate Risk	Action taken by	Residual Risk Level
Solo travellers	Work and Study	General	Parents/carers should only permit students to travel if they are confident the young person concerned is capable and comfortable living and working independently in a foreign city for the duration of the trip. Prior to traveling, parents/carers should assure themselves that their child has the skills necessary to navigate independently around a city, communicate with adults (hosts/language school/placement supervisor/coworkers), solve problems for themselves, and the maturity to behave appropriately in a professional environment.	Parents/carers	Low
Work Experience Group Trips	Work Experience Abroad	General	Blue Stamp Travel employs trained and DBS-vetted Group Leaders to accompany all Work Experience Abroad trips, with a ratio of 1 leader to no more than 15 students. The Group Leader remains in close contact with students throughout the week, providing support and guidance to resolve issues if/when they arise. The Group Leader is tasked with enforcing the Code of Conduct while students are in country. Blue Stamp Travel's extensive network of local partners can be called upon for additional support if required.	Blue Stamp Travel, Group Leader	Low
School students	School-organised work experience	General	Teachers should only permit a student to travel where they are confident the student has the skills necessary to navigate independently around a city, communicate with adults (hosts/language school/placement supervisor/coworkers), solve problems for themselves, and the maturity to behave appropriately in a professional environment. Teachers should set and enforce appropriate boundaries to manage student behaviour in country.	School trip leaders	Low