

# TRAVELBOUND

EDUCATE, STIMULATE, ENCOURAGE & INSPIRE

ACCOMMODATION, TRANSPORT AND EXCURSIONS

GENERIC RISK ASSESSMENT

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## 1. Risk assessments

As safety is our prime concern the risk associated with your chosen tour needs to be assessed by us as a reputable tour operator and by you as the Tour Leader.

### What is a risk assessment?

A risk assessment is simply a look at what could go wrong – both before and during the trip – and then deciding on ways to prevent – or minimise – these potential problems.

### Risk Ranking

R = Representative T = teacher C = children TB = Travelbound

1 = Low 3 = Medium 5 = High

The following quantitative method has been designed as a measure of the total risk evident:

$$\text{RISK} = \text{SEVERITY OF HAZARD} \times \text{LIKELIHOOD OF OCCURRENCE}$$

Obviously the higher the number calculated, the higher must be the priority for control measure and immediate action. The risk assessment documentation should where possible state realistic time scales within which the action or control measures outlined must be taken.

**2 : Accommodation**

R = Representative T = teacher C = children  
 1 = Low 3 = Medium 5 = High

<b>Risk</b>	<b>At Risk</b>	<b>Existing Controls</b>	<b>Likelihood of Risk</b>	<b>Severity of Risk</b>	<b>Overall Risk</b>	<b>Additional Suggestions</b>
Injury / Death as a result of fire	RCT	<p>All emergency exits are clearly marked and nearest available exits are also shown on the reverse of the hotel bedroom doors. A fire drill will take place on your first night in your accommodation. Smoking is strictly forbidden in all bedrooms.</p> <p>All accommodation complies with local and national safety regulations and has passed a highly comprehensive auditing process, which is externally assessed by Health and Safety Consultants of the highest standard. Travelbound is an Assured Member of the School Travel Forum and as such also adheres to a rigorous Code of Practice and Safety Management Standards.</p>	1	5	5	<p>We strongly recommend that all party members familiarize themselves with emergency procedures and the nearest emergency exits to their room.</p> <p>All hotels used for our groups have relevant fire measures in place that comply with our standards and with local legislation.</p>

		The STF initiative is also welcomed by the Outdoor Education Advisors Panel.				We offer Inspection Visits to party leaders to do an independent audit of the specific accommodation proposed for use.
Slipping Hazards	RCT	Party Leaders should ensure that all party members bring suitable footwear for all types of outdoor activities. Within the hotel they use beware notices to make guests aware of hazards.	1	3	3	
Falling from balconies	RCT	Most of our accommodation does not have balcony facilities. However, the exceptions that do, we make provisions to lock where possible to restrict access to school guests. Although, some rooms for adult use may have this facility and we advise these rooms only to be used by adults of a competent nature.	1	5	5	Where balconies are accessible, the gaps and height of the balconies do comply with FTO and STF standards

Drowning	RCT	The swimming pool has to comply with all local standards, and a Health and Safety plan must be provided by the hotel. We require stringent guidelines such as clear visibility of the bottom, adequate depth markings, non-slip pool perimeter etc. The pool must be lit or closed and shut off at nights.	1	5	5	Supervision of party leader to be present at all times whilst using the facility of a pool.
Intrusion	RCT	Doors to the bedrooms have to be lockable from the inside. All hotel doors must be locked at night to not allow access from the outside but all doors are checked so that if necessary they can exit from the inside at all times in case of a fire.  In some hotels for school groups a night porter will be available to checks for all security risks.	1	5	5	

**3: Transport**

R = Representative T = teacher C = children TB = Travelbound  
 1 = Low 3 = Medium 5 = High

<b>Risk</b>	<b>At Risk</b>	<b>Existing Controls</b>	<b>Likelihood of Risk</b>	<b>Severity of Risk</b>	<b>Overall Risk</b>	<b>Additional Suggestions</b>
Dehydration	RCT	All guests advised to bring and drink water to avoid this prior and if allowed (depending on coach company) during the trip.	1	3	3	
Stops at Services	RCT	Register all students leaving and returning to the bus. Allow a few at a time instead of a huge group unless supervised by adequate staff numbers.	1	2	2	Do a tick list when feel everyone is on the coach as a head count can be less trustworthy.
Standing whilst on the coach	RCT	Do not walk around the bus unless totally necessary.  When seated keep seat belt on.  Return to seat as soon as possible and do not obstruct the aisles in case of an emergency.	2	3	6	NB: Some European laws state that seat belts are not a legal requirement on coaches yet. However, we use coach companies of the highest standard

						available and coaches fitted with seatbelts are provided when available.
Being hit by falling objects stored in overhead lockers	RCT	Guests should be advised to put heavy items under the seat in front of them to avoid falling out of the overhead compartments.	1	2	2	Party leaders to retrieve items from overhead lockers in case of falling objects.
Travel Arrangements being changed or cancelled due to failure of Tour Operator	TB	School tour is booked with a reputable tour operator that is ABTA and ATOL bonded. Travelbound is a well established provider of educational trips for schools and groups and is both ABTA (V378X) and ATOL (2165) bonded. (Ski Bound Limited Registered in England No 1873956. Travelbound is a trading name of Ski Bound Limited a member of the TUI Travel PLC Group of Companies. Registered office: TUI Travel House, Crawley Business Quarter, Fleming Way, Crawley, West Sussex, RH10 9QL.)	1	5	5	

Incident during Ferry travel	RCT	The Party Leader should ensure all passengers adhere to any requests made by the ferry operator with regards to safety matters.	1	5	5	
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4: Excursions

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 1 = Low 3 = Medium 5 = High

Risk	At Risk	Existing Controls	Likelihood of Risk	Severity of Risk	Overall Risk	Additional Suggestions
Traffic	RCT	<p>Students to walk no more than two abreast and away from the curb</p> <p>Staff to divide themselves and walk at back, front and middle of the group</p> <p>Cross if possible only at designated places (zebra crossings/pelican crossing)</p> <p>A staff member should cross the road first and the staff in the middle should see the pupils across. A member of staff at the back should be the last to cross</p>	3	3	9	<p>Please walk on pavement in orderly fashion.</p> <p>Attain strictly to guide suggestions and directives</p> <p>Avoid running</p> <p>Remind students that driving is on the right hand side and make sure students look both ways before crossing</p>
Slippery surfaces/uneven pavement	RCT	<p>Wear appropriate shoes</p> <p>Attain to site Health &amp; Safety Policy and Operating Policy</p>	2	2	4	<p>Please walk in orderly fashion, avoid running and jumping.</p>

		Attain to guides' directives				Staff where applicable are CRB checked. All are in possession of relevant qualifications and licences
Non guided excursion	RCT	Teacher to supervise strictly  A good practice is to split the group in smaller ones with a strict ratio of adults supervisor per number of students	1	3	3	Do not take any avoidable risk
Getting lost/missing pupils	RCT	Students must never go off on their own and must know where staff are and details of excursions/visit  Restrict where possible unsupervised time  Keep register of students and use a typed name list to check rather than head count	3	3	9	A good practice is to give to each student a card with telephone number of hotels, party leader and Travelbound duty office.  Students must carry ID card
Theft of personal belongings/missing luggage	RCT	Split amount of money up and use an inside pocket or money belt	1	2	2	Most hotels have safes and you can leave valuables in a

	<p>Never leave belongings unattended</p> <p>Wallets should not be carried in back pocket</p> <p>In the event of theft and/or accidents, please make sure that you report these to the local police or emergency services</p> <p>Their report will be needed by you in the event of insurance claims</p>				<p>sealed envelope at the hotel. If this is not the case the party leader to provide safe keeping.</p>
Others	<p>Sun cream to be taken during open air excursion in summer if applicable</p> <p>Bring enough water for each student to avoid dehydration</p> <p>Bring appropriate clothes for rain/cold weather if applicable</p>	1	2	2	<p>Check weather forecast for the days of your travel</p>