

## TRAVEL & RESIDENTIAL - RISK ASSESSMENT

<b>Department/Area</b>	Reach Staff	<b>Date Assessed</b>	Feb 2023
<b>Person Conducting Assessment</b>	Daniel Clark-Basten (Atlas)	<b>Date Reviewed</b>	April 2024
<b>Managers Name</b>	Dan Palmer	<b>Date Reviewed</b>	Jan 2025
<b>Title of Risk Assessment</b>	Travel and Residential Risk Assessment	<b>Date Reviewed</b>	Feb 2026
<b>Detail the source of the risk:</b> The background information, description of the Event.	This assessment though not exhaustive is to highlight the potential hazards of the task/s described and the mitigating steps put in place to minimise risk of personal injury or harm.		

Item	Who is at Risk	Significant Hazards	Initial Risk			Control Measures	Residual Risk		
			L	S	R		L	S	R

<b>Student isolation</b>	Students	<ul style="list-style-type: none"> <li>➤ Student becoming lost in an unknown area.</li> <li>➤ Potential risk for the student to be abducted.</li> <li>➤ Potential risk of harm.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>➤ Ensure supervising Staff are competent and understand their roles.</li> <li>➤ Ensure there is sufficient supervision for the Staff to student ratio.</li> <li>➤ Plan and use suitable group control measures (<i>for example, buddy systems, large groups split in small groups each with a named leader identification system</i>).</li> <li>➤ Discuss itinerary and arrangements with Students.</li> <li>➤ Briefing to all Students on what to do if separated (<i>Reach to have a plan in place</i>).</li> <li>➤ Head counts by leaders particularly at arrival/departure points.</li> <li>➤ 1:1 event's should have a similar lost/separated procedure in place.</li> </ul>	2	3	6
<b>Inclement weather</b>	Staff & Students	<ul style="list-style-type: none"> <li>➤ Heat stroke/heat injuries</li> <li>➤ Hypothermia/cold injuries</li> <li>➤ Wet from rain/snow etc</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>➤ Consider the weather prior to the trip and advise Staff and Students to dress accordingly or reschedule the event.</li> <li>➤ Plan for accidents, i.e. vehicle break downs (<i>forced to sit outside the vehicle by the side of the road/motorway</i>).</li> <li>➤ Carry out an equipment/clothing check before setting off on journeys.</li> <li>➤ Carry spare clothing (plastic ponchos, hats, umbrellas, sun cream) where applicable (<i>Beach, open spaces, Thailand</i>).</li> </ul>	2	3	6
<b>Sickness or injury</b>	Staff & Students	<p>Staff and Students falling ill or having an accident on any level with the exception of a fatality</p> <ul style="list-style-type: none"> <li>➤ Planned activities</li> <li>➤ Food poisoning</li> <li>➤ Minor injuries</li> <li>➤ Major injuries</li> <li>➤ Viral infections</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>➤ 1st aid cover accessible and appropriate for the trip.</li> <li>➤ Staff know how to call emergency services and give the correct details/location (<i>i.e., what 3 words</i>)</li> <li>➤ First aid and travel sickness equipment carried &amp; supplied when required.</li> <li>➤ Students will carry personal medication such as EpiPens, inhalers etc.</li> <li>➤ Mobile phones charged and carried by staff.</li> <li>➤ Emergency contact details carried by staff for the student they accompany.</li> <li>➤ Where language maybe a barrier, all persons have immediate access to translation tools on mobile device.</li> <li>➤ Reach will have a viral isolation and recovery plan/process in place.</li> </ul>	3	3	9

## TRAVEL & RESIDENTIAL - RISK ASSESSMENT

<b>Legal:</b> Insurance	Staff & Students	Failure to cover for the trip could result in: ➤ Liability claim ➤ Student of Staff being left in a foreign country ( <i>medical/legal</i> ) ➤ Students not being covered for the trip activities (eg. adventure or water activities)	3	3	9	<ul style="list-style-type: none"> <li>➤ Confirm the insurance required for the trip purpose is in place.</li> <li>➤ Staff should ensure personal car insurance covers work &amp; passengers.</li> <li>➤ Confirm the trip dates with the insurance provider.</li> <li>➤ Activities to be led by qualified instructors only</li> <li>➤ Activities are led by reputable organisations where insurance policies have been checked by Reach.</li> <li>➤ Insurance should adequately cover any viral conditions overseas.</li> </ul>	2	2	4
<b>Medical:</b> EHCP	Students	Failure to plan correctly could increase the risk of Harm from: ➤ Medical requirements ➤ Toilet/Changing facilities ➤ Emergency evacuation from the trip ➤ Mobility challenges ➤ Learner skills sets (eg. ability to swim)	4	4	16	<ul style="list-style-type: none"> <li>➤ Ensure EHCP is current, and all relevant Staff are aware of requirements.</li> <li>➤ Obtain consent for the trip from guardians if required.</li> <li>➤ Ensure all necessary arrangements have been made and factored into the trip for the individual's needs, including an individual risk assessment.</li> <li>➤ Clear instructions and rendezvous points communicated with Guardians if required.</li> <li>➤ Guardians will be informed immediately in the event of an accident or incident.</li> <li>➤ Activities have appropriate breaks to mitigate against tiredness.</li> </ul>	2	4	8
<b>Travel:</b> Road traffic incident (RTI)	Staff & Students	➤ Risk from Injuries from minor to fatal in the event of a Road traffic incident of any kind	4	4	16	<ul style="list-style-type: none"> <li>➤ Reach will have in place an emergency procedure in place for all travel.</li> <li>➤ Coach or minibus will be hired from a reputable company only.</li> <li>➤ Seatbelts/restraining systems will be in place and always used during travel.</li> <li>➤ Only qualified drivers to be used.</li> <li>➤ Highway code will be adhered to.</li> <li>➤ The route will be reviewed prior to travel, including appropriate rest breaks.</li> <li>➤ Management will be notified immediately in the event of any RTI.</li> </ul>	2	4	8
<b>Travel:</b> Vehicle breakdown waiting roadside	Staff & Students	Staff & Students could be at risk from inclement weather injuries: ➤ Heat stroke/heat injuries ➤ Hypothermia/cold injuries ➤ Colds from sitting in rain ➤ Risk of collision with moving traffic/vehicles	3	4	12	<ul style="list-style-type: none"> <li>➤ Staff and Students will follow the trip break down procedure (<i>emergency process as per highway code</i>) to mitigate risk of injury or illness.</li> <li>➤ Stay with the group/individual or vehicle.</li> <li>➤ Students to be supervised at all times and guardians/Reach management informed immediately.</li> <li>➤ Updates to be communicated back to Reach management.</li> </ul>	2	4	8
<b>Travel:</b> Service station, breaks during the journey	Students	Students becoming separated/left behind ➤ Abducted ➤ Injured by collision with moving vehicles	3	3	9	<ul style="list-style-type: none"> <li>➤ Staff and Students will adhere to the stoppage plan including a brief before disembarking the vehicle, covering:</li> <li>➤ Staying together or in an allocated group of 3 (<i>or more if practical</i>).</li> <li>➤ Time restrictions in place (<i>return to vehicle</i>).</li> <li>➤ Head counts before departure (<i>by 2 staff and correlated</i>).</li> </ul>	2	3	6

## TRAVEL & RESIDENTIAL - RISK ASSESSMENT

		➤ Caught stealing				➤ Purchase restrictions ( <i>alcohol, tobacco, prohibited articles</i> ).			
<b>Travel:</b> Ferry/Sea crossings	Staff & Students	<ul style="list-style-type: none"> <li>➤ Becoming separated with the group (lost onboard)</li> <li>➤ Falling overboard</li> <li>➤ Sea/motion sickness</li> <li>➤ Intoxicated</li> </ul>	4	4	16	<p>Students will:</p> <ul style="list-style-type: none"> <li>➤ Remain with the group at all times during the crossing.</li> <li>➤ Be under close supervision/accompanied while out on deck.</li> <li>➤ Inform a member of Staff if they feel sick/ill and which toilets they are going to use.</li> <li>➤ NOT consume alcohol at any time.</li> <li>➤ Rendezvous at an agreed location prior to returning back to the vehicle</li> <li>➤ Head counts before departure (<i>by 2 staff and correlated</i>).</li> <li>➤ Procedure in place and implemented for missing Students.</li> </ul>	3	3	9
<b>Travel:</b> Public transport, underground, buses, air travel, trams etc..	Staff & Students	<ul style="list-style-type: none"> <li>➤ Risk from injury/harm at any stage while travelling on any mode of transport.</li> </ul>	3	3	9	<p>Staff &amp; Student will:</p> <ul style="list-style-type: none"> <li>➤ Follow the highway code.</li> <li>➤ Listen to careful instructions about the route being taken and any emergency procedures to be taken.</li> <li>➤ The journey is planned to highlight any potential areas of risk &amp; mitigation in place.</li> <li>➤ Careful supervision, particularly in crowded areas and entry, exit and change points with head counts at intervals.</li> <li>➤ Large groups divided into small groups each with leader(s).</li> <li>➤ Pupils know their group and leader(s).</li> <li>➤ Emergency plan in place and communicated.</li> <li>➤ Pupils briefed where they are going and what to do if separated from group.</li> <li>➤ All have undergone a briefing into the travel plans.</li> </ul>	3	3	9
<b>Safeguarding</b>	students	<p>Staff &amp; Students are at risk from but not limited to:</p> <ul style="list-style-type: none"> <li>➤ Injury from accident/violent acts</li> <li>➤ Abduction</li> <li>➤ Abuse physical &amp; sexual</li> <li>➤ fatality</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>➤ Staff and students will use different accommodation/rooms/quarters</li> <li>➤ The Reach staff will ensure it has exclusivity of the accommodation where practicably possible</li> <li>➤ Ensure male and female students are separated</li> <li>➤ Ensure transgender students are included in discussion to place in the most appropriate accommodation to their needs.</li> <li>➤ Staff are contactable during the night/out of hours</li> <li>➤ All students are checked into their rooms and head count taken before 'lights out'</li> <li>➤ All adults are appropriately trained in safeguarding/child protection standards</li> <li>➤ Everyone is aware of the procedure should they become concerned</li> </ul>	2	4	8
<b>Intruder:</b> Attack or disturbance by intruder		<p>Staff &amp; Students could be at risk of harm or injury while in accommodation from:</p> <ul style="list-style-type: none"> <li>➤ an attack of violence</li> <li>➤ sexual abuse</li> <li>➤ possessions being stolen</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>➤ Reach staff to conduct a safety walk checking to:</li> <li>➤ Ensure accommodation is safe and unable to accessed by unauthorised persons</li> <li>➤ ensure the accommodation is locked at night or has a night porter/reception</li> <li>➤ ensure windows (if they open) can be secured/locked from inside</li> <li>➤ If at a hostel seek individual/own accommodation if not possible staff are to provide a night duty rota</li> </ul>	2	4	8

## TRAVEL & RESIDENTIAL - RISK ASSESSMENT

						<ul style="list-style-type: none"> <li>➤ ensure a member of staff is accessible during the night for any concerns or emergencies</li> <li>➤ Check students at lights out</li> <li>➤ provide students with a security brief</li> <li>➤ all students have completed run, hide, tell training</li> </ul>			
<b>Fire:</b> Risk of fire related injuries		Staff & Students are at risk from fire related injuries due to: <ul style="list-style-type: none"> <li>➤ Being burnt</li> <li>➤ Smoke inhalation</li> <li>➤ Becoming lost/trapped</li> <li>➤ Injured during evacuation (<i>falling over, downstairs, being pushed</i>)</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>➤ Staff will be conversant on the accommodation fire evacuation plan from the accommodation staff and brief the students accordingly</li> <li>➤ Check the accommodation has a fire assessment in line with the regulatory reform (fire safety) order 2005</li> <li>➤ Check the accommodation is equipped with automatic fire alarms on each floor/sleeping area</li> <li>➤ Students and staff have conducted a fire evacuation walkthrough to the designated fire assembly point</li> <li>➤ Students are aware smoking is prohibited in the accommodation</li> <li>➤ Students understand what the process is on discovering a fire</li> <li>➤ Violation of the rules will result in disciplinary action</li> </ul>	2	4	8
<b>Domestic hazards:</b> Risk of injuries from various causals	Staff & Students	Staff & Students are at risk from injury due to: <ul style="list-style-type: none"> <li>➤ poor accommodation safety &amp; Hygiene</li> <li>➤ poor fittings &amp; electricals</li> <li>➤ Poor mobility access</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>➤ Reach staff will ensure the accommodation is reputable with tourist board or other recognisable ratings</li> <li>➤ staff will conduct their own familiarisation and risk assessments on balcony access, stairwells, electrical fittings, accessibility from external fire escapes etc</li> <li>➤ students to report any failures or dangerous findings immediately to staff</li> <li>➤ Staff to log and report all findings to the facility immediately</li> <li>➤ Reach staff will ensure the accommodation booked is suitable for students and staffs mobility levels on the trip</li> </ul>	2	4	8
<b>Additional night time needs:</b> Medication Personal routine etc	Staff & students	Staff & Students are at risk from injury due to: <ul style="list-style-type: none"> <li>➤ sleep walking</li> <li>➤ sleep apnoea</li> <li>➤ missing medication</li> <li>➤ vomiting (due to sun stroke etc)</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>➤ staff will ensure they have all information on any students who are prone to sleep walking and put the relevant provisions in place</li> <li>➤ provisions will be made for any student requiring night care</li> <li>➤ staff are to be aware of any other needs the students may require for overnight stays, and have provisions in place for them</li> </ul>	2	3	6

## TRAVEL & RESIDENTIAL - RISK ASSESSMENT

Assessment Item	Transfer Key Actions Required for Risks	Who is responsible?	Target date/ By When?	Progress	Completed Date

Risk Assessment Summary Index									
LIKELIHOOD (L) =	ALMOST CERTAIN	5	SEVERITY (S) =	SEVERE	5	=	DEGREE OF RISK (DR) (Likelihood x Severity)	RESIDUAL RISK RATING (The level of Risk after control measures have been introduced)	
	PROBABLE	4		MAJOR	4				
	POSSIBLE	3		SERIOUS	3			1 - 8 = LOW RISK	
	IMPROBABLE	2		MODERATE	2			9 - 15 = MEDIUM RISK	
	REMOTE	1		MINOR	1			16 - 25 = HIGH RISK	