

Appendix 4 – Risk Assessment Templates

**SCHOOL/COLLEGE OVERSEAS (INTERNATIONAL) TRAVEL
HAZARD IDENTIFICATION & RISK ASSESSMENT (HIRA) FORM**

TEMPLATE ONLY – PLEASE EDIT FOR EACH SPECIFIC TRIP.



Risk Assessment For
School/College:
Location of Accommodation(s) : [Address, Location, Country]

Assessment Undertaken By
Name:
Date:

Assessment Reviewed
Name:
Date:

Activities: Overseas travel to (insert location, countries, travel modes / dates and describe the activities to be undertaken).

1. Planned Trip to be arranged by specialist Company/Agent/external organisation or independently by School College.
2. Risk assessment is to be used for further identical trips YES/NO

REF:

Date:

Signed by Head Teacher:

Note: Not all of the hazards or controls listed below will be relevant to your intended travel – insert, expand or delete as appropriate

List significant hazards here:	List groups of people at risk:	List existing controls, or refer to safety procedures etc.	For risks, which are not adequately controlled, list actions needed.	Remaining level of risk: High, Med or Low
Phase 1 (Pre – Travel information / Arrangements)				
<p>Health Data. Group- 'fitness' to travel – disabilities, pre-existing medical conditions. Country specific diseases, etc <i>(e.g. Malaria, Rabies, Typhoid, Hepatitis A, Diphtheria, Yellow Fever).</i></p> <p>Detail any relevant disabilities or pre-existing medical conditions that may require additional controls to be put in place by the School or College:</p>	<p>Department School/College Staff Students</p>	<p>All Staff/Students advised to refer to GP as required. Seek medical/Health advice on fitness to travel and vaccinations required for travel to <i>(Country)</i>.</p> <p>Regular travellers overseas to have medical examinations;</p> <p>Staff/Students to demonstrate they have the required vaccinations, prophylaxis e.g. anti-malarial drugs prior to travel (where necessary);</p> <p>Note: No staff/student shall be permitted to travel on any international trip against advice of their GP.</p> <p>Travel advice from FCO and travel agent or sponsor organisation.</p> <p>Travel health advice from NHS Fitfortravel</p> <p>Staff/Student to declare any relevant pre-existing medical condition or disability that could be potentially worsened by the proposed overseas travel/activity; (Parental Consent)</p> <p>Specific safety advice from FCO to be included where relevant</p> <p>Also School to review all primary media resources reference the country of destination anniversaries of major events, Political elections, current political stability, public health concerns, physical disruption (earthquakes, hurricanes, floods etc)</p>	<p>Ensure staff/Students receive required vaccinations and health surveillance as appropriate via Medical Advice / GP</p> <p>Consult UK FCO: Your Trip Advice</p> <p>Consult AonProtect Personal Accident & Travel Assistance</p> <p>Consult FCO: Disabled Travellers</p>	<p>Insert level of risk for each hazard identified. after controls have been implemented</p>

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Pre-Departure Arrangements	Insert exposure group	Pre-travel briefings, Travel documentation (Visa's, Passport, Letter for prescriptions as required, travel insurance (School & Students) etc) Arrival at Airport/ferry terminal. Procedures for non-attendance of Staff or Students.		Insert level of risk for each hazard identified. after controls have been implemented
Document Control <i>Loss of passports, visas, insurance details, etc</i>	Staff/ Students	School/College to arrange photocopies of all important travel documents – kept separate from originals; Note: In many countries it is a legal requirement for individuals to carry passport or a copy at all times.	Assistance from relevant Consulate .	Insert level of risk for each hazard identified. after controls have been implemented
Phase 2 (Travel Mode – Travel/ Flight, Itinerary, Terminal, Transfers, In flight Arrangements & Arrival)				
Air travel to (Country) Short- Long haul flight	Insert exposure group	School/Student – arrangements for airport terminal/transfers (time, flight delays etc). <i>Insert – Coordination and communications arrangements for Group in Terminal).</i> <u>Specific safety advice from FCO and Airline to be included where relevant</u>		Insert level of risk for each hazard identified. after controls have been implemented
In – flight	Insert exposure group	Size of Group – Seating arrangements. Distribution of Staff within Group. Pre-flight arrangements with Airline. Students with known travel requirements i.e. sickness etc. pre-flight arrangements. All 'in flight' Safety Precautions advised by aircraft cabin crew. – Group to be briefed on in flight behaviour.		Insert level of risk for each hazard identified. after controls have

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Arrival Arrangements	Insert exposure group	Details of arrival arrangements - Transfer to Accommodation. Organised by School / College or Travel Agent/Trip organiser.		Insert level of risk for each hazard identified. after controls have been implemented
Phase 3 (Political stability of Country, Region, Location, Accommodation (Configuration, Security, Fire)				
Terrorism, personal security / safety Specific terrorism/security information from FCO to be included here	Insert exposure group (Department to review threat level in consultation with the School/College)	Check FCO website and current Media to ensure there are no restrictions - no School or member of staff/student permitted to travel to a country against advice from FCO. School/college to ensure mobile phones will operate within the country being visited; (confirm costs) Schools/Colleges should remain vigilant in all public places and take sensible precautions for personal safety and avoid public gatherings and demonstrations, which have the potential to create a significant or notable risk. Control arrangement for cash and valuables. School/College to monitor the above throughout the planning phases and immediately prior to departure. (School/College to ensure insurance provisions)	School/Colleges strongly advised to research the county / specific area which they are visiting e.g. personal safety, areas to avoid, local customs, legislation, etc. FCO: Your Trip Advice Any activities that are undertaken as an addition to those outlined before the trip begun must be risk assessed prior to commencement.	Insert level of risk for each hazard identified. after controls have been implemented
Accommodation Fire, personal security	Insert exposure group	Accommodation to be approved Any Previous experience of accommodation; Local security arrangements.		Insert level of risk for each hazard identified. after

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	(Department to review)	<p>All pupils/students and staff Staff accommodated in a single building or dispersed. (More than one building or separate accommodation). Emergency evacuation procedures are to be validated and confirmed on arrival.</p> <p>Current crime and security threat to be researched and confirmed. Status of local crime and security threat to be monitored throughout the planning phase and immediately prior to departure.</p> <p>Local Authority Building certifications/ licenses (Fire, electricity etc.)</p> <p>(Note: in the absence of any local certificates College/School to ensure 'suitable and sufficient' assessment of the local arrangements is demonstrated.</p>		controls have been implemented
<p>General safety covering Activities and locations being visited</p> <p>Approvals/ Licenses (Provider) (Water Activities- including swimming pools). Adventure Training, Visits etc. Transport, Fire, Personal security (pickpockets etc)</p>	Insert exposure group	<p>Note: Full documented assessment covering all planned activities including social events to be included:</p> <p>If the planned activities are conducted under the control, supervision of an approved licenced provider or organisation the School/ College is only required to validate the provider/organisations approvals and insurance cover.</p>	Any activities that are undertaken as an addition to those outlined before the trip begun, must be assessed prior to them starting.	Insert level of risk for each hazard identified. after controls have been implemented
<p>Weather</p> <p>Possible extremes of hot cold or wet.</p> <p>Hot – heatstroke, sunburn Cold – hypothermia.</p>	Insert exposure group	Suitable and sufficient assessment of climatic related risks (to include seasonal extremes)		Insert level of risk for each hazard identified. after controls have

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				been implemented
Medical emergency	Insert exposure group	<p>Ensure all individual Pupils/Student/Staff medical requirements are documented. (EpiPen's, allergies etc.). Details to be easily accessible. Parents / Guardians to formally document/approve/notify School/College of pupils/Students medical needs and provide required instructions and medications.</p> <p>Check availability of prescribed medication.</p> <p>Note: Certain countries have strict control covering passengers entering with certain listed prescription and the quantities permitted. A GP (Doctor) letter may be required</p> <p>Specific safety advice from FCO to be included where relevant</p>		
Food Poisoning	Insert exposure group	<p>School / College to ensure and confirm (Written or documentary proof) that all accommodation providers who also provide catering provisions (Hotels, Activity centres etc.) are licenced by local authorities or conform to the countries statutory food Safety/Hygiene standards. If the planned trip is under the control of a 'contracted' specialist educational travel provider the provided shall be required to provide the School/College with confirmation that Food safety standards of the location (catering provider) has been validated.</p> <p>Assessment to be undertaken with regard to potable water supply.</p> <p>Specific safety advice from FCO to be included where relevant</p>		

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Additional specific risks related to your travel, work or intended leisure activities with inherent risks which are not covered above.	Insert exposure group			

Sources of information to assist you complete your travel risk assessment:

UK Foreign & Commonwealth Office Country Specific Safety Advice: <http://www.fco.gov.uk/en/travel-and-living-abroad>