



Risk Assessment Policy

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Scope

Instituto Español Vicente Cañada Blanch is committed to maintaining the health, safety and welfare of pupils, staff and visitors. Risk assessments are completed as appropriate within the School jointly by individual departments/teams and Health and Safety Coordinator to enable hazards to be identified and risks managed as far as is reasonably practicable. This includes the requirements of the Independent Schools Standards Regulations (ISSRs), National Minimum Standards for Boarding and Early Years Foundations Stage.

Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do. That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

Training

All staff will receive guidance on risk assessment school policy as part of their induction. Besides, online courses related to this will be completed by the staff through the school online platform Educare. Where necessary, this will include contract staff, visitors and volunteers. Training will be refreshed on an annual basis.

Completion of Risk Assessments

WHO

The Headteacher will ensure that regular written risk assessments are undertaken of premises, methods of work and all school activities.

The person responsible for the activity or premises owns the risk and is the person who will complete the Risk Assessment. Advice can be sought if required and the Risk Assessment must be checked by H&S Officer

The school employs a Facility manager as leader of the maintenance team and he is responsible for checking the premises risk assessment and taking actions to fix the problems.

The results of major issues found after risk assessments are reported to the Education Office of the Spanish Embassy, representative of the proprietor, who will prioritise issues and assign resources to undertake remedial/control measures where required.

RECORDS

The school adopts the risk assessment template for premises enclosed as Annex I and the risk assessment template for school trips enclosed as Annex II.

There are 6 steps to completing a Risk Assessment:

1. Identify the hazards (what could go wrong)
2. Identify who might be harmed and how.
3. Evaluate the risks – How likely is it to go wrong and how serious would it be if it did.
4. Decide whether existing controls are adequate or if more are required – What are you doing to stop it.
5. Record the findings.
6. Monitor and review – How are you going to check that your plans are working.

WHEN

Every school trip requires a tailored risk assessment to be made.

In high-risk areas such as laboratories, workshops, gymnasiums, etc., risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on an annual basis.

The Risk Assessment is a live document and will be continually consulted to ensure that the correct level of safety is being maintained. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables.

Contractors

Contractors must telephone the School Office and make appropriate arrangements before commencing work. Major works must be done during non school days when children are not in the premises.

When they arrive, all contractors must report to the school entrance desk officer at the main door on Portobello Road and the Office Assistant is notified of their arrival. They are requested to sign the visitors' book and be given a visitor's badge to wear during their visit. At the end of their visit they must again report to the entrance desk school officer, return the badge and sign the visitors' book with the time of departure.

Contractors work under close supervision, so that there is no danger to the health and safety of children or adults in school. When not in use, any equipment that contractors bring into school must be stored in a safe place.

No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas. No work must be in progress in the playgrounds during break times and lunchtime.

The guidance below is communicated to contractors.

Guidance for Contractors on site.

The I.E.Vicente Cañada Blanch complies with the recommendations of the Health and Safety Inspector (Kensington and Chelsea Local Authority) and requests you to refrain from the following practices:

- Smoking in the building or in the grounds
- Talking to the children

- Moving vehicles while children are at play.
- Working on or near the playgrounds while the children are at play.
- Leaving equipment lying around or unattended.
- Playing music during school hours.

Risky areas (16b)

The following are designated as key areas of risk:

- School trips.
- Sport and adventure activities.
- Playground.
- School vegetable garden.
- Catering and cleaning.
- Medical room.
- Management of visitors on school premises.
- Fire and emergencies.
- Traffic and pedestrian interaction on site.
- Management of hazardous substances.
- Specific classrooms: art, computer rooms, laboratories, technology room.
- School parking and on site vehicle movements.

Out-of-bounds signs are located at risky areas of the School (such as edges of the playground or car park) to indicate to pupils that unsupervised entry into those areas is prohibited. The school ensures that pupils do not have unsupervised access to potentially dangerous areas, such as the Science laboratories, the Design Technology room, computer rooms, gymnasium, etc. Doors to these areas are kept locked at all times when not in use. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities. Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision. The medical room is locked at all times when a member of the staff is not on duty there. Members of staff supervise the playground at all times.

The school makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking, access control, signage or otherwise physically preventing access to them. Areas temporarily out of bounds are,

where possible, fenced or cordoned off and appropriate warning notices are placed to describe the danger.

Much of the school grounds away from the central buildings are lit from dusk to dawn and every effort is made to assess that the level of lighting is suitable.

Pupils are informed or reminded regularly of the dangers of entering risky areas of the School. They are made aware that to enter such an area deliberately is regarded as a very serious disciplinary offence that will be dealt with in an appropriate manner.

Our school is protected by CCTV. The Main school entrance has access controlled doors and the hallways are cleared out after 16:00 to assure students are safe during after school lessons.

Cold weather

Occasionally during the year we suffer spells of very bad weather (e.g. snow). During these times we will always do our best to keep school open. However, Vicente Cañada Blanch Spanish School covers a big site which is impossible to keep totally clear from snow and ice in times of cold weather. The Local Authority does not have a responsibility to grit the school grounds. All gritting and its associated costs are the responsibility of the school. On the other hand, the school is not responsible for clearing or gritting the council pathways, and if you have any concerns or questions you should email streetline@rbkc.gov.uk.

The school has to give priority to children so that they can enter the building safely. We aim to keep as many routes as possible clear from ice and snow, but this may not always be possible. Our priority routes are:

1. From St. Lawrence Terrace gate to the Secondary and Primary building main front door.
2. From the Primary building main front door to the Secondary one.
3. From Portobello north gate to the Primary building back door.

Emergency Closure Procedure

The decision to close the school is made by the headteacher prior approval from the Spanish Embassy Education Office and based on conditions at the school and the health and safety of staff and pupils on their way to and from school as well as once they are here on site. Please bear in mind that some staff are not local and may not be able to get to school and therefore we are not able to guarantee the health and safety of all the students.

If the decision is made to close, the school will:

- Update with a message on the school website.
- Inform to parents via sms and email. It is therefore important that parents keep the school informed of any changes to their contact details.
- Inform any after school club provider by email.

If there has been snow or ice but the school is able to open, please bear in mind that access to the site may be only via the main entrance on Portobello Road until staff have been able to clear and make safe the usual access routes across the playground. Staff will be at the door letting children in or out. Parents will not be allowed to enter the building. We ask you to be patient as the entrance is narrow and it may take some time to let all children in or out. Teachers or staff will be inside the building directing children.

Should the weather conditions worsen unexpectedly in the middle of the day recess will take place indoors. In case a decision to close the school earlier is made, parents will be informed as explained above.

ANNEX I



GOBIERNO DE ESPAÑA

MINISTERIO DE EDUCACIÓN Y FORMACIÓN PROFESIONAL



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Classroom areas	ISSUES <i>Please note that this is not an exhaustive list and you should identify any other hazard associated and discuss with your leadership team if necessary.</i>	TO BE FILLED IN BY THE STAFF						TO BE FILLED IN BY THE FACILITY MANAGER		
		N/A	YES	NO	Further action needed (If you answered NO)	Hazard rating	Accident Likelihood	Risk rating	Action taken	Completed date
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?							0		
	Are there any changes in floor level or type of flooring that need to be highlighted?							0		
	Are gangways between desks kept clear?							0		
	Are trailing electrical leads/cables prevented wherever possible?							0		
	Is lighting bright enough to allow safe access and exit?							0		
	For stand-alone classrooms: - Are access steps or ramps properly maintained? - Are access stairs or ramps provided with handrails?							0		
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?							0		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?							0		
	Where window restrictors are fitted to upper-floor windows, are they in good working order?							0		
	Are hot surfaces of radiators etc kept clear to prevent the risk of burns to vulnerable young people?							0		
Computers and similar	Have pupils been advised about good practice when using computers?							0		
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?							0		
	Are all plugs and cables in good repair? Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)							0		
Fire	If there are fire exit doors in the classroom, are they: - unobstructed; - keep unlocked; and - easy to open from the inside?							0		
	Do you know where the classroom closest fire-fighting equipment is placed?							0		
	Are fire evacuation procedures clearly displayed at the back of the door?							0		
	Are you and your students aware of the evacuation drill, including arrangements for any vulnerable adults or children?							0		
Workplace (ventilation and heating)	Does the room have natural ventilation?							0		
	Can a reasonable room temperature be maintained during use of the classroom? Are measures in place, for example blinds, to protect from glare and heat from							0		
Additional Issues	The projector should be placed correctly, because it is moved all days and we							0		
								0		
Name and Position: Date: Signature:									Name and Position: Date: Signature:	

ANNEX II

EDUCATIONAL RISK ASSESSMENT FORM

SECTION 1: DETAILS

Venue, address and contact number:	
Person completing this assessment:	
Date of visit and classes attending:	
Number of children attending	
Number of adults attending	
Ratio adults : children	
Transport and routes: <i>Insert details of how you will get there</i>	

Names of adults attending visit:	
Names of the first aiders attending visit: <i>Foundation stage-paediatric training required (for children under 5)</i>	
Aware of adults on visit with medical conditions/allergies <i>Specify names and actions taken</i>	
Aware of pupils on visit with medical conditions/allergies <i>Specify names and actions taken</i>	
Aware of risks regarding safety	

and security of ICT devices	
Read travel checklist and the relevant control measures in place	

Leader to check and tick accordingly:			
	Bilingual staff		Special medication (epi pen, inhalers...)
	Staff to pupil ratio		First Aid provision
	Special needs requirements		High-visibility jackets

Leader of educational visit signature	
Accompanying adults signatures	
Deputy Head Signature	Mario Muñoz Checa

SECTION 2: ROUTE

Please, insert a map with the planned route. Attach additional maps for walking routes.

SECTION 3: GENERIC RISK ASSESSMENT: ALL EDUCATIONAL VISITS (GENERAL)

To be read and understood by all adults taking place in the school trip.

<p>Significant HAZARDS <i>Likely places/ways that people could be seriously harmed</i></p>	<p>CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice <i>Discuss with all staff that organise or help lead off site visits. Consider the suggested measures below, and tick those that you decide are helpful and applicable, and delete or put a cross against those that are not. Add extra measures in each section as needed.</i></p>
<p>Inadequate planning and organisation → accidents/injuries.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All staff will be appropriately trained, experienced and qualified to competently fulfil their leadership roles and responsibilities <input type="checkbox"/> All leaders will meet prior to departure to discuss and share risk assessments and implement management plans <input type="checkbox"/> All leaders will be made aware of their roles and responsibilities prior to departure <input type="checkbox"/> Leaders will brief young people regarding hazards and involve them in the risk assessment and management process <input type="checkbox"/> Parents will be informed of arrangements prior to visits and written consent given. <p>Any additional measures taken:</p>

<p>Exposure to adverse effects of weather → cold injury, heat injury, over exposure to sun etc.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff will consider possible weather conditions, plan appropriate programmes, and ensure that young people are aware of appropriate clothing and equipment required (inc. hat, sun cream etc.) <input type="checkbox"/> Specialist personal protective clothing and equipment will be made available to group members if appropriate <input type="checkbox"/> Staff will plan and make provision for young people who may not bring suitable kit, including arranging check-up before departure and/or bringing spares <input type="checkbox"/> Staff will obtain daily weather forecast and adjust plans accordingly. <p>Any additional measures taken:</p>
<p>Young person lost or separated from group → trauma / upset / injuries.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Group leader will ensure that supervising staff are competent and understand their roles <input type="checkbox"/> Staffing ratios will be appropriate and sufficient <input type="checkbox"/> Leaders will use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc) <input type="checkbox"/> Staff will ensure that young people are fully aware of itinerary and supervision/meeting arrangements <input type="checkbox"/> Young people will be briefed as what to do if separated from group <input type="checkbox"/> Leaders will conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups <p>Any additional measures taken:</p>
<p>Visit returns after school hours → accident /upset/ lost/abducted</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Parents/guardians and young people will be fully informed regarding collection arrangements after a visit <input type="checkbox"/> Young people will not be left alone, and will be properly supervised after a visit until they have been safely collected or dropped-off <input type="checkbox"/> A clear pre-planned procedure will be agreed for young people who are not collected <input type="checkbox"/> A young person will not be left alone with just one member of staff

	<p>Any additional measures taken:</p>
<p>Emergencies Inadequate procedures → delayed help/support → deterioration of condition</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The school has an emergency plan for dealing with an incident on a educational visit <input type="checkbox"/> At least one leader will carry a mobile phone (with ready charged battery and call credits if “pay as you go”) <input type="checkbox"/> Staff will carry sufficient cash or cards for pay-phones (mobiles do not work in some areas due to weak signal) <input type="checkbox"/> Leaders will have immediate access to a copy of Emergency Procedures, including all emergency contact numbers <input type="checkbox"/> Leader and Headteacher/Emergency Home Contact will have instructions regarding what to do in an emergency <input type="checkbox"/> Leaders will have an appropriate level of first aid training and at least one leader will have a current first aid qualification <input type="checkbox"/> A complete first aid kit (and travel sickness equipment) will be checked and taken with the group <input type="checkbox"/> The first aid kit will be easily accessed by all leaders <input type="checkbox"/> Contact details of parents, group leader, school and, if appropriate, head teacher/school contact's after-hours number will be held by group leader and school contact <input type="checkbox"/> Leaders will brief young people regarding emergency procedures <input type="checkbox"/> Leaders will prepare a contingency plan in the event of an accident or breakdown (inc. safety of group, and planned means of onward travel or return home) <p>Any additional measures taken:</p>
<p>Activities in, on or near water → drowning/hypothermia</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All accompanying staff are made aware of the particular and higher risks associated with many water based activities <input type="checkbox"/> Activities involving water will be carefully pre-planned, and appropriate risk assessments and control measures put in place, including availability of life saving equipment and competent, trained staff. <input type="checkbox"/> Staff will know the swimming ability and confidence of group members and will plan activities accordingly

	<p>Any additional measures taken:</p>
<p>Special medical, behavioural needs of specific young people → injury / illness</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Uptodate information regarding special/medical needs of all group members will be obtained <input type="checkbox"/> Advice will be taken from SENCO, doctor, and parents/guardians, if appropriate <input type="checkbox"/> Individual needs and associated specific risks will be identified, recorded and shared with all relevant personnel <input type="checkbox"/> Young people will have written parental consent and will inform leaders if medication taken or required <input type="checkbox"/> Young people (and parents in letter) will be reminded to bring personal medication if required <input type="checkbox"/> Visit leader(s) will carry information regarding medical conditions and any relevant medication <input type="checkbox"/> Staff will check before departure that young people and/or leaders carry (and store securely) any necessary medication <input type="checkbox"/> Staff will be fully briefed regarding those with known special/medical needs, and trained to treat/respond accordingly <input type="checkbox"/> The programme/itinerary will be arranged with due regard to the mobility and special needs of all members of the group <input type="checkbox"/> Young people will be briefed to eat/drink sensibly and to have sufficient sleep <input type="checkbox"/> Particular care will be given to ensure safe access and involvement for all (e.g. for wheelchair users), especially with regard to transport, accommodation and activities <p>Any additional measures taken:</p>
<p>Misbehaviour/misconduct → accidents/injuries</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staffing supervision will be sufficient and appropriate to manage the group safely <input type="checkbox"/> Young people will be briefed regarding conduct/behaviour required <input type="checkbox"/> Advice will be taken from SENCO and other staff if there are concerns over behaviour <input type="checkbox"/> Individual risk assessments will be carried out if required <p>Any additional measures taken:</p>

<p>Periods of remote supervision → accident / separation from group</p> <p>Abduction/ Attack by stranger</p> <p>Obtaining illegal substances</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Group members will be assessed as sensible and competent <input type="checkbox"/> Parents/guardians will be informed of arrangements and give written consent <input type="checkbox"/> Individuals for whom indirect supervision is not considered suitable will be more directly supervised. <input type="checkbox"/> Group members will be briefed regarding conduct/behaviour required <input type="checkbox"/> Group members will be briefed regarding response if approached inappropriately by a stranger <input type="checkbox"/> Young people will remain in groups or buddy systems at all times, including visits to toilets <input type="checkbox"/> Young people will be briefed what to do and how to contact staff if required in an emergency <input type="checkbox"/> Young people will be briefed regarding procedure if lost/separated <input type="checkbox"/> Young people will have ID cards with contact details of accommodation, school and leader mobile number <input type="checkbox"/> All leaders and young people will be briefed clearly regarding rendezvous times and places <input type="checkbox"/> Staff will understand that they are still responsible and be fully briefed with respect to supervisory responsibilities
<p>Allergic reactions, Poisons, stings, bites → trauma / illness</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff will be briefed regarding group members with known allergies, and will be trained to treat accordingly <input type="checkbox"/> Staff will check that young people and/or leaders carry any necessary medication <input type="checkbox"/> Known high risk situations will be avoided, and appropriate avoidance action taken if necessary <p>Any additional measures taken:</p>
<p>Additional hazards?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Additional precautions?

SECTION 4: TRAVEL ON FOOT IN TOWNS

To be read and understood by all adults taking place in the school trip.

<p>Route planning</p> <p>Injury as result of pedestrian collision with vehicle</p>	<ul style="list-style-type: none"> ❑ Prior inspection of the intended journey will be undertaken by at least one group leader to establish hazards and choose appropriate and safe walking route ❑ The route will be planned to avoid fast or dangerous junctions or sections of road ❑ Leaders will be prepared to alter route or abandon visit if road/weather conditions are considered unsafe (e.g. icy pavements) ❑ Young people will be briefed to remain on pavements unless instructed otherwise ❑ Young people will be briefed regarding hazards and behaviour required ❑ The planned route will have wide pavements ❑ The planned route will cross roads only at designated crossing points or at specified “low risk” locations ❑ All journeys, especially road crossings, will be closely supervised by staff ❑ Young people will be briefed not to cross roads, unless and until specifically instructed to do so by staff ❑ Staff will be fully briefed with respect to supervisory responsibilities when walking beside and crossing roads.
<p>Crossing roads</p> <p>Injury as result of pedestrian collision with vehicle</p>	<ul style="list-style-type: none"> ❑ Roads will be crossed only at safe locations where visibility is clear and sufficient time is available to cross ❑ An experienced staff member will be designated and clearly responsible for overseeing the crossing of roads. ❑ All leaders will be aware of a variety of different strategies for crossing roads e.g. in a long crocodile line, or small groups, one “wave” at a time. ❑ Leaders will choose the safest and most appropriate way for the group to cross road ❑ An experienced staff member will remain in the road signalling traffic to stop whilst young people are crossing

<p>Walking beside roads</p> <p>Injury as result of pedestrian collision with vehicle</p>	<ul style="list-style-type: none"> ❑ One staff member will be at the front of the group, one at the back, with the others positioning themselves alongside the group between the young people and the road itself ❑ Walking beside roads with no pavements will be kept to a minimum, and only undertaken if the risk is considered reasonable, and there is no suitable alternative (consideration will be given to factors such as speed and business of traffic, and widths of road and verge) ❑ The group will be instructed to stay together as one group, on one side of the road only ❑ The group will be instructed to walk off the road and on the verge, if at all possible ❑ The group will normally walk on the side of the road facing oncoming traffic, but the group leader will choose the safest side according to road conditions, width of verge, and visibility of traffic. ❑ Leaders will ensure that group members walk in a single file close to roadside ❑ Leaders will be positioned at the front and back of the group and will wear bright (fluorescent, if possible) clothing ❑ If the pavement is wide enough or the road very quiet, some leaders will walk alongside the group, usually on the pavement on the side nearest to the road, but care will be taken. ❑ Particular care will be taken around corners, when oncoming traffic may not be visible ❑ If visibility is poor, leaders at the front and rear of the group will be positioned at an appropriate distance ahead and behind the group to give prior warning to oncoming vehicles (brightly coloured flags or signs might be used if appropriate to signal to drivers to slow down) ❑ Leaders will warn group members of oncoming traffic and give instructions to the group to move onto the verge if appropriate ❑ Leaders at the front and back of the group will carry whistles to immediate alert other leaders and group members of additional danger or misbehaviour
<p>Walking beside roads (cont'd)</p> <p>Injury as result of pedestrian collision with vehicle</p>	
<p>Additional hazards?</p>	<ul style="list-style-type: none"> ❑ Additional precautions?

SECTION 5: TRAVEL BY TRAIN/ UNDERGROUND

To be read and understood by all adults taking place in the school trip.

Significant HAZARDS <i>Likely places/ways that people could be seriously harmed</i>	CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice <i>Discuss with all staff that help lead visits using this type of transport. Consider the suggested measures below, and tick those that you decide are helpful and applicable, and delete or put a cross against those that are not. Add extra measures in each section as needed.</i>
All accidents	<input type="checkbox"/> This risk assessment will be read and completed in addition to the generic risk assessments “All Educational Visits” which gives general safety guidance applicable to all visits.
Driver error → accident	<input type="checkbox"/> It can be reasonably assumed that that all national train networks in the UK are operated by bona fide, reputable companies with acceptable, independently-regulated safety management systems, so prior written assurances from those companies are not considered necessary unless warranted by specific concerns
Getting on/off train On platform - Getting hit by train door opening as train arrives Falling from platform onto track Falling between train and platform Getting caught in automatic door as it closes	<input type="checkbox"/> Whilst boarding, leaders will ensure that group remains in orderly line well back from edge of platform until the train is stationary and the doors are open <input type="checkbox"/> Only leaders will be allowed to open the train doors to either board or leave the train, and the young people will be briefed accordingly <input type="checkbox"/> Leaders will ensure that boarding and leaving the train is carefully supervised by a staff member, and in an orderly manner <input type="checkbox"/> Leaders will be available to assist with the lifting of luggage onto/off the train <input type="checkbox"/> Seats will be booked in advance, and wherever possible, in a single block within the same carriage <input type="checkbox"/> Leaders will be the first and last to enter when boarding, and the first and last to exit when leaving <input type="checkbox"/> Leaders will have a prepared contingency plan if the train is overcrowded and some of the group cannot enter the train due to pressure of numbers <input type="checkbox"/> A leader will always remain with each group if the party becomes separated.

<p>Being left behind on platform due to pressure of numbers on train</p>	
<p>Whilst on train Falls if train suddenly stops, slows, or has collision Falls from train, out of train doors Leaning out of windows as train passes another train or bridge etc. → Collision Hit by luggage falling from rack above</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All group members will be briefed to stay seated, wherever possible, during the journey <input type="checkbox"/> Leaders will sit at separate locations amongst group to maintain good order and sensible behaviour <input type="checkbox"/> A leader will be positioned at each end of group to give permission/be aware when individuals leave the group to go the toilet or restaurant <input type="checkbox"/> Young people will be given particular instructions not to lean out of windows or to open or touch any exterior doors <input type="checkbox"/> If a major emergency occurs that requires the train to stop, a leader will notify the guard or pull the emergency lever/alarm, if considered necessary <input type="checkbox"/> Leaders will check that all luggage is stored securely, and that heavy items are placed, wherever possible, on low racks at end of carriage <input type="checkbox"/> Young people will be instructed to remain in their seats whilst train is visiting stations
<p>Attack from stranger</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Young people will remain in pairs, groups or buddy systems at all times, including visits to toilets/restaurants etc.
<p>Additional hazards?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Additional precautions?



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