

Risk Assessment

Student Exchange Trip to China

True Education Partnerships

Liverpool

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Risk Ranking

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

RISK = LIKELIHOOD OF OCCURANCE & SERVITY OF RISK

Likelihood of Risk

1. Improbable 2. Remote 3. Occasional 4. Probable 5. Frequent

Severity of Risk

1. Negligible 2. Marginal 3. Critical 4. Catastrophic

Overall Risk

1. Low Risk 2. Moderate Risk 3. Medium Risk 4. High Risk

Risk Assessment: Accommodation

School:

Size of Group:

Group Leader for whole group:

HAZARD	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
Fire	All members of party	<ul style="list-style-type: none"> • Ensure the accommodation has fire safety measures (working alarms, fire exits, fire extinguishers) • Ensure all know where the fire exits are • Designate a meeting place away from accommodation in case of fire • Ensure all children know who their group supervisor is • Children to follow group supervisor in case of fire • Register to be taken after any evacuation of building • Main group leader will decide on whether doors should be locked from inside depending on accommodation • Main group leader is to ask relevant member of staff or accommodation manager about any other fire-related safety information and relay back to group 	1	4	4
Intruders	All members of party	<ul style="list-style-type: none"> • Ensure that accommodation has reasonable measures to prevent intruders • Ensure that accommodation is secure during the night (doors locked, porter, reception, etc.) • Ensure that all windows and doors can be shut and locked • Try not to give rooms leading onto balconies to children • Take a register of pupils before 'lights out' • Try to have adults in rooms adjacent to children • Group leader will decide whether children should lock door from inside • Children will inform group supervisor in case of an emergency • Group supervisors must not be accommodated too far from children 	1	4	4

HAZARD	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
Safeguarding	All members of party	<ul style="list-style-type: none"> All adults must be familiar with recommended safeguarding procedures Adults must be available at all times in the accommodation in case of emergency or if pupils require adult assistance Separate male and female sleeping arrangements if possible (group leader should check this with children) There should be both male and female staff in case children need assistance during time in accommodation Any special arrangements must be clear to all adults Pupils must know who their supervisor is and where the adults' rooms are located in the building 	1	3	3
Hygiene	All members of party	<ul style="list-style-type: none"> True Education Partnerships will only choose accommodation with excellent levels of safety and hygiene Children should inform group supervisors of any problems regarding hygiene (dirty rooms, bathrooms, etc.) 	2	2	2
Additional Needs	All members of party	<ul style="list-style-type: none"> Adults will check that all children's accommodation meets the requirements Any additional needs must be discussed prior to travel Illnesses or disorders that might affect accommodation arrangements should have been discussed prior to travel 	1	1	1
Action needed pre-travel	All members of party	<ul style="list-style-type: none"> Ensure all know the name and have copies of the address of accommodation Ensure all children's parents know the address and contact details of accommodation Ensure accommodation has been informed of sleeping arrangements (large group of children) Ensure all relevant medical conditions have been discussed 	1	2	2

Risk Assessment: Boat journey/trip

School:

Size of Group:

Group Leader for whole group:

RISK	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
Preparation on gathering before boarding boat	All members of party	<ul style="list-style-type: none"> Have a register of all members of party Ensure all children arrive accompanied by an adult (no crossing roads alone) Upon collecting as a whole group, split into smaller groups with designated group leaders for each group (4-5 children max. per adult) Make sure group stays together while waiting for others to arrive Assemble as a group away from platforms, parking bays and large crowds Ensure all group leaders are vigilant Adults will warn children not to stray away from group and no lagging behind or wandering off unaccompanied Adults will check register all present Ensure all children are informed of expected behaviour Ensure all children are informed of risks of being on water and the safety measures associated e.g. life jackets and lifeboats if relevant Ensure all non swimmers are identified beforehand Ensure all have adequate footwear and outdoor clothing for the weather and activity Only reputable boating companies and sea worthy craft to be boarded (if in doubt do not get on board) 	2	4	4
Safety at sea	All members of party	<ul style="list-style-type: none"> Adults always be alert to actions of the children and be present to supervise at all times Designate an adult per 4-5 children in a group Adults have registers to check especially at boarding and disembarking Find the emergency procedures poster/document and be aware of location of life jackets and life boats (where applicable) Adults be aware of staff/crew location on board and first aid points Adults will supervise any toilet visits 	2	4	4

RISK	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
Falling/tripping	All members of party	<ul style="list-style-type: none"> • Be aware of terrain, kerbs etc. and watch footing • No running • Adult supervision at all times • First aid kit carried by designated adult for scrapes and bruises • If fall is overboard alert crew and follow their procedures for rescue (supervisors not to attempt to rescue unless trained) • Abide by rules and expectations at venues visited 	2	4	4
Behaviour	All members of party	<ul style="list-style-type: none"> • Main group leader will brief the group supervisors on their roles and responsibilities • Children will have been briefed on code of conduct and behaviour expectations for the journey on board a boat and water safety issues • All non swimmers need to be identified • Adults to use initiative and have a confidence to cease activity and disembark should they feel that there is a risk to safety 	4	2	2

Risk Assessment: Emergency; Natural disaster/terrorist attack etc.

School:

Size of Group:

Group Leader for whole group:

RISK	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
Emergency or catastrophe i.e. natural disaster (typhoon, earthquake) or terrorist attack etc.	All members of party	<ul style="list-style-type: none"> Have a set procedure agreed by all staff members of party Be aware of official contact numbers for emergency for the Consulate or Embassy in the city/area that are visiting (Shanghai/Beijing = Emergency phone number; +86 (10) 5192 4000) Have a map to show location of Embassy or consulate; British Consulate General in Shanghai; https://www.gov.uk/world/organisations/british-consulate-general-shanghai British Embassy Beijing; https://www.gov.uk/world/organisations/british-embassy-beijing Have adequate insurance cover and policy for emergencies - from school and individuals on trip 	2	4	4
Getting lost or separated from group	All members of party	<ul style="list-style-type: none"> Agree upon a suitable meeting place for regrouping Ensure all know the location of the designated meeting place Group leaders should take registers before any activities (especially if this involves leaving the school) Ensure all pupils have contact details of the staff, the Chinese school's address and other contact details with them at all times 	2	4	4
Emergency funds required for extra accommodation or food	All members of party	<ul style="list-style-type: none"> The British school should have insurance and a plan for this and TEP will endeavour to ensure smooth communications and that all receipts are collected and given to the school staff present In some circumstances TEP will help with transfer of funds from UK to group for this 	1	2	2

Risk Assessment: Flights

School:

Size of Group:

Group Leader for whole group:

RISK	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
Arrival at airport	All members of party	<ul style="list-style-type: none"> Have a register of all members of party Arrive 2 hours before flight Have a designated meeting place in airport which all should be informed of beforehand Make sure children stay together with group while waiting for others to arrive Split children into smaller groups with an adult to supervise each group (1 adult per 3-4 children) before moving through airport Brief all on what to do if any become separated from the group Ensure all adults know their roles and pupils know group supervisor Group supervisors will have emergency contact details for all children Children to be informed on behaviour requirements, not to wander away from group Ensure all have passports and correct visas 	1	3	3
Loss of child in airport	All members of party	<ul style="list-style-type: none"> Ensure all know designated meeting point in case of separation before moving through airport for check-in, security, boarding Meeting point should be manned (for example, the customer help desk) Ensure each group supervisors supervises no more than 4-5 children Adults should have registers and check them at key points, i.e. arrival, after check-in, after security, before boarding Group supervisors check with each other that all pupils are present before moving on Queueing for security should be done as a whole group – one or two adults go first and wait for children after security check in a clearly visible place Group recollects after security as a whole, group supervisors check registers and reassemble back into small groups All meet at designated meeting point at appointed time before boarding 	1	4	4
Boarding	All members of party	<ul style="list-style-type: none"> Register should be taken after collecting in designated pre-boarding meeting point Boarding will be done as a group - at least one adult at front and rear of queue 	1	3	3

RISK	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
In-flight	All members of party	<ul style="list-style-type: none"> • Before boarding, adults should inform children of the behaviour required in-flight • Adults will help children place any bags into overhead lockers • Listen to all safety instructions • Remain seated with seatbelt on when instructed • Adults will supervise behaviour • Groups should be sat together – if for any reason this isn't possible, adults will supervise as best as possible (for example, if a child is sat away from group, an adult should check on child during flight when seatbelts do not need to be fastened) • Adults should inform members of cabin crew (i.e. that this is a school visit) if children are seated away from group • The group should follow in-flight exercise recommendations • The group should stay hydrated and eat when meals are provided • If the flight is direct to China, adults must ensure and help children complete the immigration forms • Examples of immigration forms and what information is required must be given to all members of party prior to departure • If any other immigration forms are required for stop-overs in non-EU countries (unlikely), all will be previously informed and adults will help children complete them 	5	2	2
Disembarking (stop-over)	All members	<ul style="list-style-type: none"> • The whole group should collect together as soon as possible after disembarking • Adults will be at front and rear of group and should take a register • The group will go through border control as a whole, one or two adults will go first and collect children on the other side • Assemble as a group in main shopping concourse • Located departure gate and time for next leg of journey • Depending on circumstances and length of stop-over, the group should eat together at a food outlet (McDonald's, etc.) 	4	2	2

RISK	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
Disembarking (China)	All members of party	<ul style="list-style-type: none"> Collect together as a group upon leaving plane Queue with adults at front and rear of group One or two adults should go through immigration first and quarantine first and wait for children on other side Check register for all children after immigration 	5	2	1
Disembarking (UK)	All members	<ul style="list-style-type: none"> Group to collect as soon as possible after leaving plane Adults at front and rear of queue Majority of staff and children will be able to go directly through EU gate If there are any pupils unable to go through EU gate, an adult must accompany them Any non-EU nationals will already have had their passport and visas checked prior to departure for validity in each country of travel/residence 	5	2	1
Luggage collection	All members	<ul style="list-style-type: none"> After disembarking, move together into luggage collection – group supervisor supervising their small groups Group supervisors should help remove children's luggage from conveyor belt Children will be told not to touch/stand/sit on conveyor belts Do not leave until all luggage has been collected Exit luggage collection into airport arrivals and look for contact 	5	2	2
Transport between plane and terminal	All members of party	<ul style="list-style-type: none"> Some airports may require the use of a minibus from plane to the main airport building Remain as a group if minibuses are used to transport passengers from plane to main building (if not possible, split into 2 or 3 groups - ensure that no pupils are left unsupervised on transport to main building or plane) All should sit or use handrails on minibus 	5	2	2

RISK	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
Delays	All members of party	<ul style="list-style-type: none"> Check with airline policy on delays – all members of party will be informed of airline's delay policy prior to departure If the delay is too long consider cancelling trip Party may need to be split in certain circumstances – children will not be left unsupervised 	3	2	2
Health and medical conditions	All members	<ul style="list-style-type: none"> All health conditions will have been discussed with Access China UK and group supervisors prior to departure Unless absolutely necessary, it is not recommended to bring medicine due to different laws regarding medicines Any medicine that needs to be brought on the journey will have been checked for suitability Any serious health problems (requiring medical attention) during any part of the journey must be brought to the attention of relevant people at the location All members of party will be informed of the consequences of carrying contraband items. 	3	2	2
Action needed prior departure	All members	<ul style="list-style-type: none"> Ensure all visa and passport issues are resolved Ensure all members of party are aware of contraband items and consequences Designate a main group leader for the whole group Designate group supervisors for groups of 4-5 children Ensure all members of party are capable of undertaking journey (re medical and psychological conditions) Ensure all group supervisors have a full register of the whole group Children will be split into smaller groups of 4-5 children max. Group supervisors will know which small groups of 4-5 children they are responsible for Any meeting points should be designated beforehand if possible Ensure airline policies on delays and cancellations has been covered 	2	4	4

Risk Assessment: Medical Emergencies

School:

Size of Group:

Group Leader for whole group:

RISK	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
Medical emergency	All members of party	<ul style="list-style-type: none"> Ensure all travellers are fully insured for medical emergencies prior to travel (declare pre-existing medical conditions) Ensure insurance is valid in country of travel Ensure all have contact details of local hospitals and emergency numbers (English - speaking if possible) Ensure that no activities which pose a serious hazard are undertaken Parents/guardians of children must be informed as soon as possible 	2	4	4
Hospitalisation	All members of party	<ul style="list-style-type: none"> Ensure all have local hospitals address and contact details Group leaders should accompany children when possible in case of hospitalisation 	2	4	4
Minor injuries	All members of party	<ul style="list-style-type: none"> Children should report minor injuries which do not need urgent medical attention to group supervisors - group supervisors will advise on how to proceed Children should not participate in activities which are likely to irritate injuries 	2	3	3
Food poisoning	All members of party	<ul style="list-style-type: none"> Only restaurants with an excellent standard of hygiene shall be chosen Ensure that children do not eat food which is very unfamiliar In the case of food poisoning, seek advice at local medical centre (pharmacies in China often have more power than in the UK and can give relevant medicines) - a Chinese guide will advise on how to proceed If severe, go to local (English - speak or international) hospital 	2	2	2
Road and traffic accidents	All members of party	<ul style="list-style-type: none"> Please follow instructions found in section on road safety 	2	2	2

Risk Assessment: Restaurants and Food Venues

School:

Size of Group:

Group Leader for whole group:

RISK	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
Loss of child	All members of party	<ul style="list-style-type: none"> Registers will be taken at restaurant All must remain together whilst waiting to be seated Group supervisors will be responsible for small groups All will be informed of a designated meeting point (e.g. restaurant lobby) Children will remain seated and not wander around restaurant Trips to toilet will be supervised 	2	4	4
Injury	All members of party	<ul style="list-style-type: none"> All chosen restaurants will be a safe, high quality environment If any adult believes the restaurant to be unsuitable, another location will be chosen Children will not use sharp knives or other sharp cutlery Any sharp knives or tools must be stored away correctly away from group Group supervisors will ensure that children do not leave table Trips to toilet will be supervised Group supervisors must check if food (especially soups, broths and stews) is served very hot and inform children to wait until cooled Children must be informed not to touch any hot dishes or teapots Hot liquids will be kept away from children Children will not be permitted entry into the kitchen at any time Children will be kept away from wet floors and other areas which may be hazardous Group leader will try to ensure seating in non-smoking environments Children will abide by the code of conduct 	2	4	4

RISK	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
Food safety and hygiene	All members of party	<ul style="list-style-type: none"> Only clean, hygienic restaurants will be chosen If any adult believes there to be problems with food hygiene and safety, another location will be chosen Group supervisors will ensure that children do not eat dishes which are not too unfamiliar or may cause problems (certain meats and food eaten in China will be very unfamiliar to children) 	2	2	2
Illness	All members of party	<ul style="list-style-type: none"> If group supervisors believe food is improperly cooked, request to change dish or location Avoid very unfamiliar, raw or spicy foods In case of illness caused by food, consult local pharmacy or emergency services 	2	2	2

Risk Assessment: School Campus

School:

Size of Group:

Group Leader for whole group:



PARTNERSHIPS

RISK	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
High risk and unsuitable activities	All members of party	<ul style="list-style-type: none"> Ensure both schools have agreed upon an itinerary beforehand which meets all safety requirements Ensure both have agreed upon safety standards and have informed each other of any activities which may be hazardous Ensure there is enough supervision at all times during any form of activity Group leaders cancel any activity if they deem it too dangerous 	2	4	4
Lost child	All members of party	<ul style="list-style-type: none"> Agree upon a meeting place within the school campus Ensure all know the location of the designated meeting place Group leaders should take registers before any activities (especially if this involves leaving the school) Ensure all pupils have contact details of the staff, the Chinese school's address and other contact details with them at all times 	1	4	4
Fire and safety	All members of party	<ul style="list-style-type: none"> Ensure there is a good understanding between the schools of the required safety standards Ensure the Chinese school has adequate procedures in place in the case of fire or other emergencies Ensure all know where the fire exits are located before settling into the school Group leaders will ensure children do not enter hazardous areas (such as school kitchen) Children will not be permitted to wander into unknown areas unsupervised - group leaders must be present Ensure children are briefed on acceptable behaviour 	2	4	4

Risk Assessment: Train and Bus Journeys

School:

Size of Group:

Group Leader for whole group:

RISK	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
Arrival at train/bus station	All members of party	<ul style="list-style-type: none"> Have a register of all members of party Ensure all children arrive accompanied by an adult (no crossing roads alone) Upon collecting as a whole group, split into smaller groups with designated group leaders for each group (4-5 children max. per adult) Make sure group stays together while waiting for others to arrive Assemble as a group away from platforms, parking bays and large crowds Ensure all group leaders are vigilant Adults will warn children not to stray away from group and no loitering near platform/parking bay when embarking Adults will check tickets and seating - if possible do not allow more than 4 children to be sat alone 	1	2	2
Theft	All members of party	<ul style="list-style-type: none"> Train and bus stations can be very crowded and chaotic Adults must remain vigilant and keep belongings close to person Adults will ensure children do not leave belongings unsupervised 	2	3	3
Loss of child in train/bus station	All members of party	<ul style="list-style-type: none"> Ensure all know designated meeting point in case of separation before moving through train/bus station Meeting point should be manned (e.g. the customer help desk) Ensure each group supervisor does not have more than 4-5 in their group Adults should have registers and check them at key points, i.e. arrival, after embarking on bus/train, after disembarking Group supervisors check with each other that all pupils are present before moving on Queueing should be done as a whole group - adults at front and rear of queue Group recollects as a whole after disembarking, group leaders check registers and reassemble back into small groups 	2	4	4

RISK	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
Embarking	All members of party	<ul style="list-style-type: none"> One or two will lead group and embark first, children follow Adults will be present at front and rear of queue If there is a security check of bags (common in Chinese train stations), one or two adults will go first and children will follow Recollect as a whole group after any possible security checks If there is a long wait until departure, group waits together and may split into smaller groups headed by group leaders No running When called, move to train as one group with adults at front and rear (or small groups if sat in different carriages) Embark in an orderly fashion - seat in allocated seats with one adult per 3-4 children 	2	3	3
In transit	All members of party	<ul style="list-style-type: none"> Remain seated with group leaders supervising Adults will supervise any toilet visits Children will have been informed on expected behaviour 	2	3	3
Travel sickness	All members of party	<ul style="list-style-type: none"> Ensure those who suffer from travel sickness have brought medicine if required Ensure all have eaten sufficient before embarking (bring packed breakfasts in the case of very early trains) Have distractions and games for children for long journeys 	3	2	2
Falling	All members of party	<ul style="list-style-type: none"> Children will remain seated (except supervised toilet visits) 	2	2	2
Falling on platform	All members of party	<ul style="list-style-type: none"> Children will be kept away from platform edge until train is fully stationary No loitering/running near platforms 	2	4	4

RISK	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
Disembarking	All members of party	<ul style="list-style-type: none"> Gather together as a whole group immediately after disembarking, adults in front and rear If the platform is very narrow and/or busy, group leaders will supervise each small group to exit - do not try to collect as a whole group if this would mean children waiting near crowded platform edges Whole group (or small groups) make their way to the exit Recollect and take a register after exiting into main station area 	2	4	4
Behaviour	All members of party	<ul style="list-style-type: none"> Main group leader will brief the group supervisors on their roles and responsibilities Children will have been briefed on code of conduct and behaviour exceptions for the journey 	3	1	1
Action needed prior to train/ bus journey	All members of party	<ul style="list-style-type: none"> Designate main group leader and group supervisors Make sure children know who their group leader and supervisors are Check tickets and seating arrangements Try to ensure adults will be sat next to children Inform all of dangers of loitering near platform edges and parking bays Inform all to be vigilant of personal belongings 	2	2	2

Risk Assessment: Venue Visits

School:

Size of Group:

Group Leader for whole group:

RISK	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
Loss of child	All members of party	<ul style="list-style-type: none"> Take register upon arriving at venue Ensure group supervisors are vigilant of their small groups at all times Ensure all know a designated meeting point (preferably manned) Group must remain together when queueing Group supervisors must ensure children do not wander away from group Take register before leaving venue 	2	4	4
Injury	All members of party	<ul style="list-style-type: none"> Group leader and supervisors will assess any venue - if they deem anything to be dangerous or unsuitable a new location will be chosen Children must follow behaviour expectations and code of conduct No running, pushing or jumping during venue visits Group leaders will be responsible for small groups Group leaders will make sure children stay away from any unsafe or hazardous locations Group supervisors will supervise small groups when using lifts, escalators and stairs Where possible, venues will be forewarned that groups of children will be visiting 	2	3	3
Theft	All members of party	<ul style="list-style-type: none"> Adults must remain vigilant Keep belongings close to person Adults will ensure children do not leave belongings unsupervised Advised not to bring expensive personal items on venue visits where possible Children may leave belongings with adults 	2	4	4
Other	All members of party	<ul style="list-style-type: none"> Specific details regarding venue visits will be updated as they are confirmed Group leaders will decide if venue visits (Oriental Pearl Tower, Old Chinese Town, etc.) are suitable 	4		

Risk Assessment: Walking journey/trip

School:

Size of Group:

Group Leader for whole group:

RISK	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
Preparation on gathering before setting off on walk	All members of party	<ul style="list-style-type: none"> • Have a register of all members of party • All members of the party will be issued with ID cards containing emergency contact numbers and details • Ensure all children arrive accompanied by an adult (no crossing roads alone) • Upon collecting as a whole group, split into smaller groups with designated group leaders for each group (4-5 children max. per adult) • Make sure group stays together whilst waiting for others to arrive • Assemble as a group from platforms, parking bays and large crowds • Ensure all group leaders are vigilant • Adults will warn children not to stray away from group and no lagging behind or wandering off unaccompanied • Adults will check and register all present • Ensure all children are informed of expected behaviour • Ensure all have adequate footwear and outdoor clothing for the weather and terrain 	2	3	3
Theft	All members of party	<ul style="list-style-type: none"> • Areas visited (especially tourist sights and inner cities) can be very crowded and chaotic, warn children to keep tight hold of belongings and bags zipped up • Adults must remain vigilant and keep belongings close to person • Adults will ensure children do not leave belongings unsupervised 	2	4	4

RISK	WHO IS AFFECTED?	CONTROL MEASURES	LIKELIHOOD OF RISK	SEVERITY OF RISK	OVERALL RISK
Loss of child	All members of party	<ul style="list-style-type: none"> • Ensure all know designated meeting point in case of separation before moving • Make sure all of the party have their ID badge on and visible to be used to re find the group • Meeting point should be manned (for example, the customer help desk) • Ensure each group supervisor does not have more than 4-5 in their group • Adults should have registers and check them at key points, i.e. arrival/departure • Group supervisors check with each other that all pupils are present before moving on • Queueing should be done as a whole group - adults at front and rear of queue • All adults have maps of route being taken and contact numbers for each other and a designated support person at school/office 	2	4	4
In transit	All members of party	<ul style="list-style-type: none"> • Children to be warned to keep adult supervisor in sight at all times and informed on expected behaviour e.g. no running etc. • Adults will supervise any toilet visits • When crossing roads - adults lead group, one waits mid road and one brings up the rear of the group (all wait and regroup once over the road in case separated) 	2	2	2
Falling/tripping	All members of party	<ul style="list-style-type: none"> • Be aware of terrain, kerbs etc. and watch footing • No running • Adult supervision at all times • First aid kit carried by designated adult for scrapes and bruises • Abide by rules and expectations at venues visited 	2	3	3
Behaviour	All members of party	<ul style="list-style-type: none"> • Main group leader will brief the group supervisors on their roles and responsibilities • Children will have briefed on code of conduct and behaviour expectations for the journey • Photographs to be taken safely (do not stop in inappropriate places) and ensure children stopping to take photographs are not separated from group 	3	2	2