

# Risk Assessment

## Transport, Accommodation and Excursions

### The Dragon Trip

### Learning Adventure

---

**London**

The Learning Adventure  
133 Whitechapel High Street  
London E1 7QA

+44 (0)20 3457 0545

**Boston**

The Learning Adventure  
51 Melcher St,  
Boston, MA 02210

+1 617 500 8578

**Shanghai**

The Learning Adventure  
Rm. 202, Building 4, 689 Xinhua Rd  
Baoshan District, Shanghai, PR China

+86 021 61 50 32 00



## Risk Ranking

C = Customer G = Guide

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

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

### Likelihood

1. Remote
2. Possible
3. Probable
4. Likely

### Severity of Hazard

1. No injury or repercussion
2. Minor Injury
3. Major Injury
4. Fatal

### Overall Risk

**1-5 LOW RISK**

**6-10 MEDIUM RISK**

**11-16 HIGH RISK**

### 1 : Accommodation

---

#### London

The Learning Adventure  
133 Whitechapel High Street  
London E1 7QA

+44 (0)20 3457 0545

#### Boston

The Learning Adventure  
51 Melcher St,  
Boston, MA 02210

+1 617 500 8578

#### Shanghai

The Learning Adventure  
Rm. 202, Building 4, 689 Xinhua Rd  
Baoshan District, Shanghai, PR China

+86 021 61 50 32 00

# The Learning Adventure

Risk	At Risk	Existing Controls	Likelihood of Risk	Severity of Risk	Overall Risk	Additional Suggestions
Injury / Death as a result of fire	CG	<p>All emergency exits are clearly marked and guides make sure customers are aware of them.</p> <p>Smoking is strictly forbidden in all bedrooms.</p> <p>All accommodation complies with local and national safety guidelines.</p> <p>Fire extinguishers distributed within the hotel and emergency exits are labeled and mentioned by the lead guide.</p>	1	4	4	We strongly recommend that all customers familiarize themselves with emergency procedures and the nearest emergency exits to their room.
Slipping Hazards	CG	<p>Guides should ensure that all party members bring suitable footwear for all types of outdoor activities.</p> <p>Within the hotel, they use 'beware' notices to make guests aware of hazards.</p>	1	3	3	

**London**  
The Learning Adventure  
133 Whitechapel High Street  
London E1 7QA

+44 (0)20 3457 0545

**Boston**  
The Learning Adventure  
51 Melcher St,  
Boston, MA 02210

+1 617 500 8578

**Shanghai**  
The Learning Adventure  
Rm. 202, Building 4, 689 Xinhua Rd  
Baoshan District, Shanghai, PR China

+86 021 61 50 32 00

		The hotel provides 24 hour/day staff who clean up any slipping hazards immediately.				
Intrusion	CG	Security guards monitor all entrances/exits 24 hours/day.  All entrances/exits are guarded at night.  All bedrooms are lockable from the inside.  Separate bathrooms for males and females. (except for some hostels)	1	3	3	

## 2: Transport

Risk	At Risk	Existing Controls	Likelihood of Risk	Severity of Risk	Overall Risk	Additional Suggestions
------	---------	-------------------	--------------------	------------------	--------------	------------------------

**London**  
The Learning Adventure  
133 Whitechapel High Street  
London E1 7QA

+44 (0)20 3457 0545

**Boston**  
The Learning Adventure  
51 Melcher St,  
Boston, MA 02210

+1 617 500 8578

**Shanghai**  
The Learning Adventure  
Rm. 202, Building 4, 689 Xinhua Rd  
Baoshan District, Shanghai, PR China

+86 021 61 50 32 00

# The Learning Adventure

Standing whilst on the coach	CG	Do not walk around the coach unless totally necessary.  Return to seat as soon as possible and do not obstruct the aisles in case of an emergency.	2	3	6	
Plane crash	C	We encourage customers to follow the safety guidelines of the airlines.	1	4	4	Watch safety briefing by flight attendants and read plane safety manual
Being hit by falling objects stored in overhead lockers on train	CG	Customers should put heavy items under the seat in front of them to avoid falling out of the overhead compartments, or store luggage securely in luggage areas.	1	2	2	Party leaders to retrieve items from overhead lockers in case of falling objects if customers not able to do so.
Get separated with the group when taking public bus/subway	CG	All customers are suggested to follow your guides carefully. Guides ensure every customer knows where to get off and will remind customers again before getting off.	2	1	2	Party leaders should split students into smaller groups and each adult should be responsible for a group of students.

## 3: Excursions

**London**  
The Learning Adventure  
133 Whitechapel High Street  
London E1 7QA

+44 (0)20 3457 0545

**Boston**  
The Learning Adventure  
51 Melcher St,  
Boston, MA 02210

+1 617 500 8578

**Shanghai**  
The Learning Adventure  
Rm. 202, Building 4, 689 Xinhua Rd  
Baoshan District, Shanghai, PR China

+86 021 61 50 32 00

Risk	At Risk	Existing Controls	Likelihood of Risk	Severity of Risk	Overall Risk	Additional Suggestions
Dehydration	CG	<p>Ample water supplies will be given out each day before excursions.</p> <p>All customers advised to bring and drink water to avoid this prior and during the trip.</p> <p>All TDT Guides carry spare bottles of water and rehydration medication.</p>	1	3	3	
Extreme weather, (cold or heat injury)	CG	<p>Consideration of forecast and amendment of plans if necessary, use of suitable clothing and equipment, dry spare clothing and emergency equipment.</p>	2	2	4	Teachers to help enforce wearing of appropriate clothes.
Food related illness	CG	<p>Customers should wash hands before handling food.</p>	2	3	6	

**London**  
 The Learning Adventure  
 133 Whitechapel High Street  
 London E1 7QA

+44 (0)20 3457 0545

**Boston**  
 The Learning Adventure  
 51 Melcher St,  
 Boston, MA 02210

+1 617 500 8578

**Shanghai**  
 The Learning Adventure  
 Rm. 202, Building 4, 689 Xinhua Rd  
 Baoshan District, Shanghai, PR China

+86 021 61 50 32 00

# The Learning Adventure

		<p>Allergy information requested before travel.</p> <p>Customers bring any special personal medication.</p> <p>Restaurants abide by local safety standards.</p>				
Traffic	CG	<p>The guide will carefully brief students on road etiquette, drawing attention to cultural differences. Free time is given in safe pedestrian surroundings.</p> <p>Always use a safe means of crossing roads. We cross as a group with guides overseeing process.</p>	2	4	8	<p>Attain strict attention to guide suggestions and directives.</p> <p>Remind customers that driving is on the left hand side.</p> <p>Remind customers about silent cars and electric scooters</p>
Slippery surfaces/uneven	CG	<p>Wear appropriate shoes as advised by guides prior to leaving the accommodation.</p>	2	2	4	<p>Customers should walk in an orderly fashion, avoid running and jumping.</p>

**London**  
 The Learning Adventure  
 133 Whitechapel High Street  
 London E1 7QA

+44 (0)20 3457 0545

**Boston**  
 The Learning Adventure  
 51 Melcher St,  
 Boston, MA 02210

+1 617 500 8578

**Shanghai**  
 The Learning Adventure  
 Rm. 202, Building 4, 689 Xinhua Rd  
 Baoshan District, Shanghai, PR China

+86 021 61 50 32 00

# The Learning Adventure

pavement/low lighting		<p>Only sensible walking shoes are allowed for hiking activities.</p> <p>Guides to check all customers footwear prior to them leaving the hostel.</p>				<p>During the Warner Bros Studio Tour, warn the students that low lighting in certain places might make injury more likely if they're not careful.</p> <p>Ensure that kit lists are sent out to customers well in advance of their departure.</p>
Stampede when at crowded places	CG	Guides normally try to avoid crowds and give out introduction at places with more space.	1	3	3	Customers should not run into huge crowds or do anything that might make panicking or attract too much crowds
Theft of personal belongings/missing luggage	CG	Due to the high numbers of tourists pickpockets and con artists operate on a large scale. Emphasize tourist scams and discourage any conversation with locals on the street. Guides to explain and make customers aware of the dangers.	2	2	4	The hotel has lockable individual lockers for every guest and guests can leave valuables in a sealed envelope at the hotel reception.

**London**  
The Learning Adventure  
133 Whitechapel High Street  
London E1 7QA

+44 (0)20 3457 0545

**Boston**  
The Learning Adventure  
51 Melcher St,  
Boston, MA 02210

+1 617 500 8578

**Shanghai**  
The Learning Adventure  
Rm. 202, Building 4, 689 Xinhua Rd  
Baoshan District, Shanghai, PR China

+86 021 61 50 32 00



# The Learning Adventure

		<p>Split large amounts of money up and use an inside pocket or money belt.</p> <p>Never leave belongings unattended.</p> <p>Wallets should not be carried in back pockets.</p> <p>All events of theft or crime are reported to the local police.</p> <p>Police reports can be used in the event of insurance claims.</p>				
Insect bites related illness	CG	Guides will bring some insect repellent with them (but would not be enough for the whole group).	2	2	4	Customers who are sensitive to insect bites should bring insect repellent and ointment for insect bites, and wear long sleeve cloths.
Others	CG	Guides to refer to specific safety & evacuation procedures prior to each activity, and to ensure they have all the	1	3	3	

**London**  
The Learning Adventure  
133 Whitechapel High Street  
London E1 7QA

+44 (0)20 3457 0545

**Boston**  
The Learning Adventure  
51 Melcher St,  
Boston, MA 02210

+1 617 500 8578

**Shanghai**  
The Learning Adventure  
Rm. 202, Building 4, 689 Xinhua Rd  
Baoshan District, Shanghai, PR China

+86 021 61 50 32 00

# The Learning Adventure

		necessary equipment and knowledge to ensure these plans can be implemented.				
Animal related injuries	CG	Follow the guidelines of the guide in case of meeting wild animals.	1	2	2	
Injury inside professional work spaces during tour/talk	CG	Location of tour/talk to be risk assessed. Guide to be first aid trained.	1	2	2	
Customers bothered by locals	CG	Customers warned about beggars and told not to engage. Customers carefully briefed on expectations.  During movie night, students will be sitting all together or each group of students will have one adult chaperone sit with them.	3	2	6	
Students drink alcohol	CG	Strictly no alcohol at any point during the trip. Students warned that breach of this rule could involve parents and being sent home.	3	2	6	Guide to supervise at all times and warn restaurant staff that the students are underage

**London**  
The Learning Adventure  
133 Whitechapel High Street  
London E1 7QA

+44 (0)20 3457 0545

**Boston**  
The Learning Adventure  
51 Melcher St,  
Boston, MA 02210

+1 617 500 8578

**Shanghai**  
The Learning Adventure  
Rm. 202, Building 4, 689 Xinhua Rd  
Baoshan District, Shanghai, PR China

+86 021 61 50 32 00

# The Learning Adventure

Enclosed spaces and low lighting in the Warner Bros Studio Tour	CG	Customers are reminded that they need to pay closer attention in such environments to avoid injury.	2	1	2	
Personal injury while moving equipment through sites and spaces	CG	<p>Unloading kit in suitable spaces</p> <p>Maneuvering kit around objects without injury or damage.</p> <p>Set up and de-rig of kit to be operated by an experienced member of the Chocolate Films team. All staff should be wearing appropriate clothing for the environment.</p>	2	2	4	
Use of electrical equipment (lighting, cameras and batteries)	CG	<p>No electrical equipment to be used without PAT testing.</p> <p>No extension cable daisy chains.</p> <p>Volts of power in line with power source.</p>	1	1	2	

**London**  
 The Learning Adventure  
 133 Whitechapel High Street  
 London E1 7QA

+44 (0)20 3457 0545

**Boston**  
 The Learning Adventure  
 51 Melcher St,  
 Boston, MA 02210

+1 617 500 8578

**Shanghai**  
 The Learning Adventure  
 Rm. 202, Building 4, 689 Xinhua Rd  
 Baoshan District, Shanghai, PR China

+86 021 61 50 32 00

# The Learning Adventure

Use of scissors during the camera obscura workshop	C	Staff assists customers with using scissors	1	1	1	
Faulty electrical equipment in the dark room	CG	All electrical equipment is PAT tested to ensure it meets health and safety standards	2	3	6	All faulty equipment should be clearly identified as such until it is fixed
Use of chemistry during dark room workshop	CG	All visitors and staff are instructed on correct handling of chemistry. Visitors and staff will know where eye wash and first aid supplies are kept. Only staff will mix chemistry. Visitors will be instructed to wash hands if they come in contact with chemistry.	2	3	6	Chemistry is secured in a lockable cabinet.
Working in lowlight conditions during dark	CG	All visitors will be shown the space in normal lighting before the darkroom is put into red light. Visitors will also be asked to	2	2	4	Occupation of the dark room will be limited to the maximum amount of people able to work in the space. No

**London**  
The Learning Adventure  
133 Whitechapel High Street  
London E1 7QA

+44 (0)20 3457 0545

**Boston**  
The Learning Adventure  
51 Melcher St,  
Boston, MA 02210

+1 617 500 8578

**Shanghai**  
The Learning Adventure  
Rm. 202, Building 4, 689 Xinhua Rd  
Baoshan District, Shanghai, PR China

+86 021 61 50 32 00

room workshop		move slowly when in the darkroom and allow their eyes to adjust.				one is allowed in the space who is not at work.
Slipping on wet floors during dark room workshop	CG	All washing is to be done prior to workshops commencing or after they have finished.	2	2	4	After washing dark room equipment must be allowed to dry in the sink area before being put away.

## Hospitals/Health Centers:

Below are the suggested hospitals/health Centers we visit. Note hospital choice is dependent on the insurance provider and request of the injured passenger or group leader. Call 999 for an ambulance or 111 for urgent medical advice from the NHS. Ensure all students have their European Health Care card on them at all times.

<i>City</i>	<i>Name</i>	<i>Contact No.</i>	<i>Address</i>
London	St Bartholomew's Hospital	+44 020 7377 7000	W Smithfield, London EC1A 7BE
London	St Mary Hospital	+44 020 3312 6666	Praed St, Paddington, London W2 1NY

**London**  
The Learning Adventure  
133 Whitechapel High Street  
London E1 7QA

+44 (0)20 3457 0545

**Boston**  
The Learning Adventure  
51 Melcher St,  
Boston, MA 02210

+1 617 500 8578

**Shanghai**  
The Learning Adventure  
Rm. 202, Building 4, 689 Xinhua Rd  
Baoshan District, Shanghai, PR China

+86 021 61 50 32 00

London	King's College Hospital	+44 020 3299 9000	Denmark Hill, Brixton, London SE5 9RS
Watford	Watford General Hospital	+44 01923 244366	Vicarage Rd, Watford WD18 0HB

Requirements and competencies for all guides leading educational tours:

- Competent guiding experience.
- Competency in English.
- Familiarity with all health and safety procedures for activities they are guiding.
- Equipped with First Aid Kit.

---

**London**  
The Learning Adventure  
133 Whitechapel High Street  
London E1 7QA

+44 (0)20 3457 0545

**Boston**  
The Learning Adventure  
51 Melcher St,  
Boston, MA 02210

+1 617 500 8578

**Shanghai**  
The Learning Adventure  
Rm. 202, Building 4, 689 Xinhua Rd  
Baoshan District, Shanghai, PR China

+86 021 61 50 32 00