

Sample Risk Assessment

Transport, Accommodation and Excursions

The Dragon Trip

Educational Tours – CHINA

London

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Risk Ranking

D = Dragon Tripper (passenger) 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

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1 : Accommodation

Risk	At Risk	Existing Controls	Likelihood of Risk	Severity of Risk	Overall Risk	Additional Suggestions
Injury / Death as a result of fire	DG	<p>All emergency exits are clearly marked and guides make sure dragon trippers 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</p>	1	4	4	We strongly recommend that all Dragon Trippers familiarize themselves with emergency procedures and the nearest emergency exits to their room.

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		and mentioned by the lead guide. Security guards patrol the hotel 24 hours a day.				
Slipping Hazards	DG	Guides should ensure that all party members bring suitable footwear for all types of outdoor activities. Within the hotel, they use 'beware' notices to make guests aware of hazards. The hotel provides 24 hour/day staff who clean up any slipping hazards immediately.	1	3	3	
Intrusion	DG	Security guards monitor all entrances/exits 24 hours/day.	1	3	3	

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		<p>All entrances/exits are guarded at night.</p> <p>All bedrooms are lockable from the inside.</p> <p>Separate bathrooms for males and females.</p> <p>Night Trains have lockable doors and are have guards on duty throughout.</p>				
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2: Transport

Risk	At Risk	Existing Controls	Likelihood of Risk	Severity of Risk	Overall Risk	Additional Suggestions
Standing whilst on the coach	DG	Do not walk around the coach unless totally necessary.	2	3	6	

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		Return to seat as soon as possible and do not obstruct the aisles in case of an emergency.				
Plane crash	D	We encourage dragon trippers 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	DG	Dragon Trippers 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 dragon trippers not able to do so.

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3: Excursions

Risk	At Risk	Existing Controls	Likelihood of Risk	Severity of Risk	Overall Risk	Additional Suggestions
Dehydration	DG	<p>Ample water supplies will be given out each day before excursions.</p> <p>All Dragon Trippers 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)	DG	<p>Consideration of forecast and amendment of plans if necessary, use of suitable</p>	2	2	4	Teachers to help enforce wearing

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		clothing and equipment, dry spare clothing and emergency equipment.				of appropriate clothes.
Food related Illness	DG	Dragon Trippers should wash hands before handling food. Cook food sufficiently to avoid food poisoning. Restaurants abide by local safety standards.	2	3	6	Allergy information requested before travel. Dragon Trippers bring any special personal medication.
Traffic	DG	China's pedestrian areas mean traffic is only a problem when on excursions away from these locations. Free time is given in safe pedestrian surroundings. Always use a safe means of crossing roads. We cross as a	2	4	8	Attain strict attention to guide suggestions and directives. Remind Dragon Trippers that

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		group with guides overseeing process.				driving is on the right hand side. Remind customers about silent electric scooters
Slippery surfaces/uneven pavement	DG	Wear appropriate shoes as advised by guides prior to leaving the hostel. Only sensible walking shoes are allowed for hiking activities. Guides to check all dragon trippers footwear prior to them leaving the hostel.	2	2	4	Dragon Trippers shouldwalk in an orderly fashion, avoid running and jumping. Ensure that kit lists are sent out to dragon trippers well in advance of their departure from the UK.

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<p>Theft of personal belongings/missing luggage</p>	<p>DG</p>	<p>Due to the high numbers of tourists pickpockets and con artists operate on a large scale. Emphasize tourist scams such as the “tea scam” and “art scam”. Guides to explain and make dragon trippers aware of the dangers.</p> <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>2</p>	<p>2</p>	<p>4</p>	<p>The hotel has lockable individual lockers for every guest and guests can leave valuables in a sealed envelope at the hotel reception.</p>
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		Police reports can be used in the event of insurance claims.				
Others	DG	<p>Dragon Trippers must be reminded about the heightened sensitivity regarding the political situation in China. Especially whilst in the Tiananmen Square area, any disrespectful behavior towards the Chinese Communist Party will be dealt with especially harshly.</p> <p>Guides to refer to specific safety & evacuation procedures prior to each activity, and to ensure they have all the necessary equipment and knowledge to</p>	1	3	3	

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		ensure these plans can be implemented. Lead guide to ensure that all guides are familiar with these procedures.				
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4: Non Standard Excursions (only relevant for certain itineraries)

Risk	At Risk	Existing Controls	Likelihood of Risk	Severity of Risk	Overall Risk	Additional Suggestions
Hiking related injuries	DG	All Dragon Trippers must follow the route outlined by the guide. Attention must be made to walking on solid and stable pathways at all times.	3	1	3	Appropriate footwear needs to be worn. Additional water to be carried by Dragon Trippers
Accidents induced from cycling	DG	All Dragon Trippers to wear helmets, and bikes to be checked before departure.	2	3	6	Dragon Trippers who do not show competency on

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		For long cycles groups to have accompanying van, mechanic and guides to have walkie-talkies or good mobile phone access. (Necessity determined by guides)				a bike will be asked to not participate in activity.
Animal related injuries	DG	Follow the guidelines of the zoo, wildlife park or panda base. Do not allow Dragon Trippers to go outside designated areas of park. Panda volunteering is operated in safe controlled environments with handlers present.	2	2	4	Zoo staff offer training and necessary apparatus for all animal based activities. Dragon Trippers to wash hands thoroughly after work to avoid the

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						spread of animal diseases.
Farm work volunteering related injury	DG	Dragon Trippers should follow guidelines of guides. Any dangerous apparatus used will have adult supervision present.	2	3	6	
Bamboo rafting	DG	Dragon Trippers all given life jackets. Boats are manned by local professionals.	3	2	3	On days where weather is unsuitable this activity will be stopped.
Cooking class burns	DG	No running within kitchen area, students taught how to use pan and safety precautions for cooking.	3	2	6	Each student has their own stove so reduces the amount of movement in the kitchen.

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Factory visit related injury	DG	Dragon Trippers provided with necessary safety guidelines by factor staff. Appropriate clothing given to dragon trippers	1	3	3	
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Hospitals:

Below are the suggested hospitals we visit. Note hospital choice is dependent on the insurance provider and request of the injured passenger or group leader.

City	Name	Contact No.	Address	Site/venue
北京 Beijing	北京和睦家医院 Beijing United Family Hospital	(010) 5927 7120	北京市朝阳区将台路2号 No.2 Jiangtai Road, Chaoyang District	798艺术区, 近机场 798 art district, nearby the airport
北京 Beijing	北京首都医科大学附属北京友谊医院 Beijing friendship hospital affiliated to capital medical university	010-63014411 国际部63137607	北京市西城区天桥永安路95号 No.95 yongan Rroad, west city District, Beijing	虎坊桥杂技, 天坛 Temple of Heaven
长城 Great wall	北京大学第三医院延庆医院	010-6910 3020	延庆县延庆镇东顺城街28号 No.28 Dong Shun Cheng Street, Yanqing town, Yanqing County	八达岭长城

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	Peking University Third Hospital Yanqing Hospital			Badaling Ancient Great Wall
北京 Beijing	北京协和医院（东院） Peking Union Medical College Hospital	010-69156114 国际部6915 6699	北京市东城区帅府园一号 Shuaifuyuan 1, Dongcheng District, Beijing	天安门，故宫，王府井附近 Tiananmen Square, Forbidden City, nearby Wangfujing market
北京 Beijing	北京同仁医院 Beijing Tongren Hospital, CMU	010-58266699	北京市东城区东交民巷1号（西区） No.1 Dong Jiao Min Xiang, Dongcheng District, Beijing	天安门，故宫，王府井附近 Tiananmen Square, Forbidden City, nearby Wangfujing market
北京 Beijing	北京同仁医院东区 Beijing Tongren Hospital, CMU	010-58266699	北京市东城区崇文门内大街8号 No.8, inside the main street in Chongwenmen, Dongcheng District, Beijing	故宫，景山，天坛附近 Forbidden City, Jingshan Park Temple of Heaven
西安 Xi'an	兰州军区临潼疗养院附属医院 Affiliated Hospital of Lintong Sanatorium of Lanzhou Military Region	029-83852783	西安市临潼区秦岭地宫 Qinling Di Gong, Lintong District, Xi'an	兵马俑附近 Nearby The Terra Cotta Warriors
西安 Xi'an	龙渠湾社区社区卫生服务站 Longquwan Community Health Service Station	029-81900920	西安市莲湖区龙渠湾 Longquwan Lianhu District, Xi'an	古城墙附近 Nearby Ancient City Walls
西安 Xi'an	陕西省中医医院	挂号：029-12580	西安市莲湖区西华门14号 No.4, Xihuamen, Lianhu District, Xi'an	钟鼓楼附近

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	Shanxi Provincial Hospital of traditional Chinese Medicine			Nearby Drum and Bell Tower
西安 Xi'an	西安市第一医院 The first hospital of xian	029-87630888	陕西省西安市南大街粉巷30号 No.30 fenxiang, Xian	古城墙 Nearby Ancient City Walls
成都 Chengdu	华西医院 Huaxi Hospital	028-85599118 028-85422286 028-85422114	成都市武侯区洗面桥横街20号 No.20 Ximianqiao Street, Wuhou District, Chengdu	锦里附近 Nearby Jingli street

Requirements and competencies for all guides leading educational tours:

- Competent guiding experience.
- Competency in English and Mandarin.
- Familiarity with all health and safety procedures for activities they are guiding.

Requirements for at least 1 of the guides with the group at any one time:

- Chinese Tour Guide License.
- Equipped with First Aid Kit.
- Fluency in mandarin and an ability to communicate with local people who may speak with dialects that differ to the standard Putonghua.

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