

General Risk Assessment

Accommodation, Transport, Restaurants and Excursions

The Learning Adventure

Last Updated: 12/09/24

Risk Ranking

P = Participant AL = Adventure Leader

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

General risks associated with accommodation. Also see accommodation section of *Safety Management System, Accommodation Audit Minimum Standards*, and *Accommodation Audits*.

Risk	At Risk	Existing Controls	Likelihood of Risk	Severity of Risk	Overall Risk	Additional Suggestions
Injury / Death as a result of a fire	P AL	<p>All emergency exits are clearly marked, and Adventure Leaders ensure participants are aware of them and of the meeting point.</p> <p>All accommodation complies with local and national safety guidelines.</p> <p>Fire extinguishers distributed within the hotel.</p> <p>Hotels display emergency exits maps on the rooms door or similar location.</p> <p>The hotel has a fire alarm and detection system, which is checked regularly (as per local regulations).</p> <p>Smoking on a TLA tour is strictly forbidden in all areas of the hotel.</p>	1	4	4	We strongly recommend that all participants familiarize themselves with emergency procedures and the nearest emergency exits to their room.

Slip, trip or fall hazards	P AL	<p>Hotels are encouraged to use ‘beware’ notices to make guests aware of hazards and to ensure areas are well lit.</p> <p>Where practicable, the hotel provides staff who immediately clean up any slipping hazards in common areas.</p> <p>Participants are instructed to take care on staircases and balconies to reduce the risk of injuries through slipping, tripping, or falling. If deemed necessary, participants should be instructed not to go on balconies or rooftops that may be accessible.</p>	2	2	4	The Adventure Leader/school staff will use a first aid kit for minor injuries. For serious injuries, the Adventure Leader will call emergency services for further assistance.
Intrusion	P AL	<p>Ensure all entrances to the accommodation are secure and/or supervised to prevent intruder entry.</p> <p>All bedrooms are lockable from the inside.</p> <p>All bathrooms are lockable from the inside.</p> <p>Whenever the hotel configuration permits, the staff will be on the same floor as the participants.</p>	1	3	3	<p>Participants should not be in single rooms where this can be avoided.</p> <p>Participants are instructed not to open doors to any unknown person. Participants should contact supervising adults if they are unsure or wary.</p> <p>TLA endeavors to fully audit all accommodation to ensure it is safe and secure.</p>

Property stolen in accommodation	P AL	All bedrooms are lockable from the inside. Valuables should be locked away safely.	1	2	2	TLA endeavors to fully audit all accommodation to ensure it is safe and secure.
Consumption of alcoholic beverages	P	Students are briefed on the consequences and have signed a form from the school to adhere to rules and policy. Staff will monitor students carefully. Students will be informed of the legal drinking age in destination country. The group will follow the local law as well as the policy set up by the Group Leader.	1	2	2	
General	P	Participants are instructed they must not leave the hotel without the knowledge or permission of staff. Participants are instructed they must not change rooms without the knowledge or permission of staff. Participants are informed of restricted areas within the accommodation if applicable (e.g. bar, floors of the hotel other than the one in which they are staying, unsupervised use of the pool if there is one).	1	2	2	Adventure Leader will give out contact number and school are provided an emergency contact number for TLA.

		Participants are aware of the staff's room numbers.			
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2: TRANSPORTATION

General risks associated with transportation. Also see transport section of *Safety Management System*, *Transport Audit Minimum Standards*, and *Transport Audits*).

Risk	At Risk	Existing Controls	Likelihood of Risk	Severity of Risk	Overall Risk	Additional Suggestions
Walking						
Getting separated from the group	P AL	<p>Adventure Leader to walk at the front of the group when moving together. Other staff should spread themselves through the group with a teacher at the back of the group.</p> <p>If there is a change of direction, or more than one direction to go in, the staff member at the front should stop and ensure the group is together before moving on.</p> <p>Maintain a steady pace that allows everyone to easily keep up with.</p> <p>Staff to keep regular count of the participants.</p> <p>The group will be given/communicated the phone number of the teachers/AL and hotel address on the first day of tour</p>	1	2	2	<p>Clear instructions are given to the participants as to who to follow and when.</p> <p>Participants to be in buddy groups and are instructed to stay together at all times.</p>

Tripping, slipping, or falling	P AL	<p>Participants to wear appropriate footwear for the amount and nature of walking to be done.</p> <p>Participants to walk at a reasonable pace to maintain a low risk of injury.</p> <p>Routes are selected to minimize hazards. If necessary, if a hazard is present, the pace should be slowed accordingly, and the group should walk in single file.</p> <p>Participants are instructed to pay attention to where they are walking and to their surroundings.</p>	2	2	4	<p>Teachers to help enforce wearing of appropriate footwear.</p> <p>The Adventure Leader/school staff will use a first aid kit for minor injuries. For serious injuries, the Adventure Leader will call emergency services for further assistance.</p>
Collision with traffic	P AL	<p>Participants to be carefully monitored by staff around roads.</p> <p>Participants reminded to be aware and vigilant around traffic.</p> <p>If possible, traffic to be stopped by staff prior to students crossing a road. Only suitable crossing points are to be used, and group should cross as one, if it is safe to do so.</p> <p>Student should be reminded that the direction of traffic may be opposite of the one they are normally used to.</p>	1	4	4	<p>The Adventure Leader/school staff will use the first aid kit for minor injuries. For serious injuries, the Adventure Leader will call emergency services for further assistance.</p>

Flights						
Getting separated from the group	P	The group should all board the flight together to ensure nobody is left behind. One Group Leader should lead the group, with a staff member following at the back of the group to ensure all board the plane.	1	2	2	Group Leaders should split students into smaller groups and each adult should be responsible for a group of students.
Lost passport	P	Teachers should collect the participant's passports and onward boarding passes if the participants may be expected to lose them.	1	2	2	Teachers to carry colour photocopies of all passports and visas.
Being hit by falling objects stored in overhead lockers	P AL	Participants must ensure that their hand luggage is within the airlines weight limit. Participants should put heavy items under the seat in front of them to avoid falling out of the overhead compartments.	1	2	2	Group Leaders to retrieve items from overhead lockers in case of falling objects if participants are not able to do so.
Plane crash	P AL (if internal flight)	We encourage participants to follow the safety guidelines of the airlines.	1	4	4	Watch safety briefing by flight attendants and read plane safety manual. Only recognized and regulated airlines may be used.
Private Transport (e.g. hired coaches/minibuses)						
Getting separated from the group	P AL	Close supervision when getting on and off the coach and during any breaks in the journey. Participants to be counted before the transport departs.	1	2	2	Group Leaders should split students into smaller groups and each adult should be responsible for a group of students.

Service station and other breaks in the journey	P AL	<p>When stops are made participants are given clear instructions as to where they can and cannot go to minimize exposure to moving vehicles.</p> <p>Participants are given clear instructions on the purpose and timings of the stop.</p> <p>Participants are given clear instructions on how and where to contact Group Leaders and the Adventure Leader.</p> <p>Participants to remain in pairs or threes (buddy system as dictated by school policy).</p> <p>Supervising adults to do headcount of participants before departure.</p>	1	2	2	Safety briefing given to participants before the break or stop.
Standing whilst on the coach	P AL	<p>Participants are not permitted to walk around the coach unless totally necessary.</p> <p>Participants are encouraged to return to their seat as soon as possible and to not obstruct the aisles in case of an emergency.</p> <p>Seatbelts must be worn where available.</p>	2	3	6	<p>Seatbelts are to be requested when booking the transport. If they are not available, the trip may only continue where this is within the laws of the country.</p> <p>Passengers asked to remain seated whilst coach is in motion.</p>
Coach/ minibus crash	P AL	Seatbelts must be worn where available.	2	4	8	TLA endeavors to fully audit companies for safety and quality.

		<p>TLA staff ensures company/vehicle/driver used are safe & reliable through audits.</p> <p>Coach is to maintain speed limit at all times.</p> <p>Adventure Leaders have phones with all emergency service numbers.</p>				Seatbelts are to be requested when booking the transport. If they are not available, the trip may only continue where this is within the laws of the country.
Coach/minibus breaks down enroute	P AL	<p>Participants are to be kept clear of moving vehicles and other roadside dangers in the most appropriate way.</p> <p>Adventure Leaders have phones with all emergency service numbers.</p>	1	2	2	<p>Adventure Leader has spoken with company/driver to ensure plan is in place if this happens.</p> <p>Adventure Leader is supported by bus company and TLA to find a solution.</p>
Being hit by falling objects stored in overhead lockers/racks	P AL	Participants 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	Group Leaders to retrieve items from overhead lockers in case of falling objects if participant is not able to do so.
Public Transport						
Get separated from the group when taking public bus/subway	P AL	All participants are instructed to follow their Adventure Leaders carefully. Adventure Leaders to ensure every participant knows where to get off and will remind participants again before getting off.	1	2	2	Group Leaders should split students into smaller groups and each adult should be responsible for a group of students.

		<p>Participants will be fully briefed by the Adventure Leader before taking public transport about what to do in each eventuality.</p> <p>Participants should have at least 2 telephone numbers they can contact if they are lost. Ideally this will be the Group Leader and the Adventure Leader.</p>				<p>Where appropriate the entire group should be near each other to facilitate communication between groups in case of a change.</p> <p>Participants are fully briefed on the 'if lost' procedure at the safety briefing.</p>
Incident on a bus/subway	P AL	<p>Participants are made aware of the emergency incident plan in case of an incident.</p> <p>Close supervision of participants by supervising adults.</p> <p>Participants to remain in pairs or threes (buddy system as dictated by school policy).</p>	1	4	4	Adventure Leader will have all emergency services telephone numbers.
Incident on a ferry	P AL	<p>Participants are made aware of the emergency evacuation plan in case of an incident.</p> <p>Close supervision of participants by supervising adults.</p> <p>Establish a specific seating area/meeting point and have a supervising adult there throughout crossing.</p>	1	4	4	Adventure Leader will have all emergency services telephone numbers.

		Participants to remain in pairs or threes (buddy system as dictated by school policy).				
		Supervising adults to do headcount of participants before disembarkation.				
Fall off a ferry	P AL	<p>Close supervision of the participants to prevent the likelihood of a fall.</p> <p>Participants are made aware of where the buoyancy aids are and how to access them.</p> <p>Participants are given clear instructions to remain seated and to not lean their bodies over the side.</p> <p>Participants to remain in pairs or threes (buddy system as dictated by school policy).</p>	1	4	4	<p>When on small boats or in adverse weather conditions consider if/when buoyancy aids should be worn.</p> <p>Activity Leader will have all emergency services telephone numbers. When mobile phone reception is unavailable staff should be aware of how to contact help in the case of an emergency.</p>

3: Restaurants

Risk	At Risk	Existing Controls	Likelihood of Risk	Severity of Risk	Overall Risk	Additional Suggestions
Slipping Hazards	P AL	Adventure Leaders will alert staff if they find any hazards.	2	2	4	The Adventure Leader/school staff will use a first aid kit for minor injuries. For serious injuries, the Adventure Leader will call emergency services for further assistance.

Gas appliances	P AL	Restaurant subject to local equipment safety standards.	1	4	4	Adventure Leaders/school staff will call emergency services in the event of a gas explosion. For injuries, Adventure Leaders will use a first aid kit for minor injuries. For serious injuries, the Adventure Leader will call emergency services for further assistance.
Fire	P AL	Restaurant subject to local fire safety standards.	2	4	8	Adventure Leaders will call emergency services in the event of a fire. For injuries, Adventure Leaders/school staff will use a first aid kit for minor injuries. For serious injuries, the Adventure Leader will call emergency services for further assistance.
Food poisoning or allergic reaction	P AL	<p>Restaurant subject to local food safety standards. Any incidents of food illness from prior trips are reported. If more than one incident of food poisoning can be traced back to the same restaurant, our groups will not return unless the restaurant has made proven changes.</p> <p>Allergy information requested before travel.</p> <p>Participants bring any special personal medication.</p> <p>Participants to alert staff to any signs of illness as soon as possible.</p>	2	2	4	<p>Adventure Leaders will help keep sick guests hydrated and take any participant suffering from serious food poisoning to the local hospital.</p> <p>Participants should wash hands before handling food.</p> <p>Participants must have travel insurance that covers medical emergencies</p>

Choking	P AL	N/A	1	4	4	Adventure Leaders will call emergency services for assistance.
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4: Excursions

Risk	At Risk	Existing Controls	Likelihood of Risk	Severity of Risk	Overall Risk	Additional Suggestions
Exposure to antisocial, threatening behavior from members of the public	P AL	<p>Participants to have direct staff supervision unless it is appropriate and safe for them to be unsupervised.</p> <p>Where students are not in direct supervision from staff, they should be in groups of 2 or 3 (buddy system as dictated by school policy) and be given clear instructions on geographical boundaries and specified meeting points where staff members will be.</p> <p>Any suspicious behavior by members of the public should be immediately reported to staff and the threat removed, either by removing the group from the situation or increasing vigilance.</p>	1	3	3	<p>Participants to be fully briefed about reducing the risks of being victims of crime and the need for vigilance.</p> <p>Participants to have emergency numbers of staff in case they feel threatened or uncomfortable.</p> <p>In the case of illegal activity from members of the public, the police should be called.</p>
Theft of personal belongings / missing luggage	P AL	In some locations that may be visited on our trips, pickpockets and con artists operate on a large scale. Emphasize local tourist scams to the	2	2	4	If available, encourage participants to use lockers in hotel rooms, or

by members of the public		<p>participants. Adventure Leaders to explain and make participants aware of the dangers.</p> <p>Participants should split large amounts of money up and use an inside pocket or money belt. Wallets and phones should not be carried in back pockets.</p> <p>Participants should never leave belongings unattended.</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>				leave valuables in a sealed envelope at the hotel reception.
Illness (general)	P AL	<p>Ensure that participants always maintain good hygiene.</p> <p>Participants to alert staff to illness or early signs of illness as soon as possible.</p> <p>Pre-existing medical conditions and allergies are known to staff, and details of appropriate medication provided.</p>	2	1-3	2-6	<p>Participants must have travel insurance that covers medical emergencies.</p> <p>The Adventure Leader/school staff will use a first aid kit for minor illness. For serious illnesses, the Adventure Leader will call emergency services for further assistance.</p>

Injury (general)	P AL	<p>All activities are explained to the participants before commencing. Specialist instruction to be given where required.</p> <p>Ensure that all activities are performed in a controlled environment.</p> <p>Appropriate clothing and footwear must be worn by participants.</p> <p>Equipment must be fit for purpose.</p> <p>Participants must be instructed on the appropriate and expected behavior for the activity to ensure they are not a danger to themselves and others.</p> <p>Staff must be present during activities and carefully supervise the participants.</p>	1	1-4	1-4	<p>Staff to help monitor the correct clothing and footwear is worn before leaving for the activity/ excursion.</p> <p>The Adventure Leader/school staff will use a first aid kit for minor illness. For serious illnesses, the Adventure Leader will call emergency services for further assistance.</p> <p>Participants must have travel insurance that covers injuries</p>
Dehydration	P AL	<p>Ample water supplies to be provided each day before excursions.</p> <p>All participants are advised to bring and drink water to avoid dehydration prior to, and during the trip.</p>	1	3	3	

		Adventure Leaders will point out locations where water is available and remind group to stay hydrated.				
Extreme weather, (cold or heat illness or injury)	P AL	<p>Consideration of forecast and amendment of plans, if necessary.</p> <p>Participants must dress appropriately for the conditions and have suitable clothing for the excursion / activity. Dry spare clothing should be carried.</p> <p>In hot sunny conditions participants should be encouraged to wear a hat and sunscreen and be reminded to drink water regularly.</p> <p>In cold conditions participants must wear warm clothing, go indoors when appropriate and be encouraged to stay dry. Staff to monitor for early signs of hypothermia or frostbite.</p>	2	2	4	<p>Suitable equipment and emergency equipment will be carried by the Adventure Leader.</p> <p>Kit list provided to participants ahead of trip.</p> <p>Teachers to help enforce wearing of appropriate clothes.</p> <p>The Adventure Leader/school staff will use a first aid kit for minor injuries. For serious injuries, the Adventure Leader will call emergency services for further assistance.</p>
Traffic	P AL	<p>Pedestrian areas mean traffic is only a problem when on excursions away from these locations. Free time is given in safe pedestrian surroundings.</p> <p>Always use a safe means of crossing roads. We cross as a group with Adventure Leaders overseeing the process.</p>	2	4	8	<p>Attain strict attention to Adventure Leaders' suggestions and directives.</p> <p>Remind participants that driving may be on the opposite side of road.</p>

						Remind participants about silent electric scooters if applicable.
Slippery surfaces/uneven pavement	P AL	<p>Wear appropriate shoes as advised by Adventure Leader. Adventure Leaders to check all participants footwear prior to them leaving the accommodation.</p> <p>Only sensible walking shoes are allowed for hiking activities.</p>	2	2	4	<p>Participants should walk in an orderly fashion, avoid running and jumping.</p> <p>Ensure that packing lists are sent out to participants well in advance of their departure.</p> <p>The Adventure Leader/school staff will use a first aid kit for minor injuries. For serious injuries, the Adventure Leader will call emergency services for further assistance.</p>
Crushing or stampede at crowded places	P AL	<p>Adventure Leaders normally try to avoid crowds and give out introductions at places with more space and away from crowds.</p> <p>Establish a meeting point in case of forced evacuation from a building or site.</p>	1	3	3	Participants should not run into huge crowds or do anything that might cause panic or attract too many people.
Insect bites and/or related illness	P AL	Participants should wear insect repellent where insect-borne diseases are present. Packing lists should include insect repellent for regions with mosquitos and other insects.	2	2	4	Participants who are sensitive to insect bites should bring ointment or antihistamines, and wear long sleeved clothing.

		Medical information on participants with known allergies known to supervising adults and medication carried with them.				
Getting separated from the group while on an excursion	P AL	<p>Participants are instructed to always remain with their travel buddy(s) (buddy system as dictated by school policy).</p> <p>All participants are instructed to follow their Adventure Leaders / teachers carefully.</p> <p>Arrange designated meeting points that all participants are familiar with and instructed to go to in the event of being separated from the group.</p> <p>Contact numbers of Adventure Leader shared with students.</p>	1	2	2	Group Leaders should split students into smaller groups and each adult should be responsible for a group of students.
Others	P AL	<p>Participants must be reminded about the heightened sensitivity regarding the political situation in some regions where TLA operates.</p> <p>Adventure Leaders to refer to specific safety & evacuation procedures prior to each activity, and to ensure they have all the necessary equipment and knowledge to ensure these plans can be implemented. Lead Adventure Leaders to ensure that all supporting staff are familiar with these procedures.</p>	1	3	3	

5: Non-Standard Excursions (only relevant for certain itineraries)

Risk	At Risk	Existing Controls	Likelihood of Risk	Severity of Risk	Overall Risk	Additional Suggestions
Indirect / remote supervision - getting lost or injured	P	<p>Location is checked for suitability of remote supervision.</p> <p>Participants are instructed to always remain with their travel buddy(s) (buddy system as dictated by school policy).</p> <p>Rendezvous points and meeting times are set and known to the participants.</p> <p>Participants know how to contact supervising adults.</p>	1	4	4	Safety briefing given to participants before the start of the activity with clear guidelines and emergency procedures.
Hiking related injuries	P AL	<p>All participants must follow the route outlined by the Adventure Leader. The hike is selected based on the age and experience of the participants and the local environment and conditions.</p> <p>Attention must be made to always walk on solid and stable pathways.</p>	2	2	4	<p>Appropriate footwear and clothing need to be worn.</p> <p>Additional water to be carried by participants and staff should encourage participants to drink.</p> <p>The Adventure Leader/school staff will use a first aid kit for minor injuries. For serious injuries, the</p>

		<p>There should be a member of staff at the front of the group and one at the back, with other adult staff spread out through the group.</p> <p>In sunny conditions participants should wear sunscreen and hats and staff should look out for early signs of dehydration / sunstroke.</p> <p>Be aware of animal interaction during the hike – see the section on ‘animal related injuries’.</p>				Adventure Leader will call emergency services for further assistance.
Cycling related injuries	P AL	<p>The ride is selected based on the age and experience of the participants and the local environment and conditions.</p> <p>A cycling assessment should be completed and any participant who is unable to ride a bike to a safe standard, will be asked not to ride the bike. A suitable alternative will be arranged.</p> <p>All participants to wear bike helmets and suitable footwear and clothing.</p> <p>Bikes to be checked before departure to ensure they are road/route worthy.</p>	2	3	6	<p>Participants who do not show competency on a bike will be asked to not participate in the activity.</p> <p>When riding on or near roads or other hazards participants must remain vigilant.</p> <p>Additional water to be carried by participants and staff should encourage participants to drink.</p> <p>The Adventure Leader/school staff will use a first aid kit for minor injuries. For serious injuries, the Adventure Leader will call emergency services for further assistance.</p>

		<p>Breakdown plan agreed. Participants must not be left on their own but be accompanied by a staff member.</p> <p>There should be a member of staff at the front of the group and one at the back, with other adult staff spread out through the group.</p> <p>In sunny conditions participants should wear sunscreen and staff should look out for early signs of dehydration / sunstroke.</p> <p>Be aware of animal interaction during the hike – see the section on ‘animal related injuries’.</p>				
Swimming related injuries	P AL	<p>School staff should confirm that the participants who wish to swim are confident swimmers, and their ability is as expected.</p> <p>There should be adult supervision of the participants at all times, and they must remain vigilant and aware of how many participants are in the water.</p> <p>Participants must be given clear guidelines concerning where they can and cannot swim.</p> <p>In open or flowing water staff must first assess the appropriateness of the swimming</p>	2	4	8	<p>Participants who do not show competency in the water will be asked to not participate in the activity or to wear a life jacket.</p> <p>The Adventure Leader/school staff will use a first aid kit for minor injuries. For serious injuries, the Adventure Leader will call emergency services for further assistance.</p>

		<p>environment and, if swimming is approved, increase vigilance during supervision.</p> <p>School staff should watch for signs of fatigue and ensure participants are out of the water before getting overly tired.</p> <p>Participants are instructed that they must not enter water without gaining supervising adult permission.</p> <p>Swimming Pools: Participants only to be allowed to use pool after agreeing guidelines with lead teacher. If no permission is given, the pool should be signaled as out of bounds.</p>				
Animal related injuries	P AL	<p>On activities where participants may reasonably be expected to encounter animals, familiar or otherwise, participants should be briefed on how to behave around the animals.</p> <p>Participants should not touch animals except under controlled conditions in the presence of experts.</p> <p>Participants are instructed not to approach animals, familiar or otherwise, they encounter</p>	2	2	4	<p>Zoo staff members offer training and necessary apparatus for all animal-based activities.</p> <p>Participants to wash hands thoroughly after work to avoid the spread of animal diseases.</p> <p>The Adventure Leader/school staff will use a first aid kit for minor injuries. For serious injuries, the Adventure Leader will call</p>

		<p>during activities that are not based on animal encounters.</p> <p>Follow the guidelines of the zoo or wildlife park. Do not allow participants to go outside designated areas of park.</p>				emergency services for further assistance.
Cooking class burns / cuts	P AL	<p>No running within kitchen area.</p> <p>Participants are taught safety precautions for cooking and how to use kitchen equipment safely.</p> <p>Supervising adults and instructors must be present during the activity and carefully supervise the participants.</p>	3	2	6	The Adventure Leader/school staff will use a first aid kit for minor injuries. For serious injuries, the Adventure Leader will call emergency services for further assistance.
Rock climbing related injuries	P AL	<p>TLA only use licensed rock climbing venues where professional coaches oversee the activity.</p> <p>Safety equipment, such as full climbing gear and helmets are provided and are fit for purpose.</p> <p>Equipment may only be used by qualified staff working to a set operating procedure.</p> <p>Activity will be cancelled in case of rain or adverse weather conditions.</p>	1	3	3	The Adventure Leader/school staff will use a first aid kit for minor injuries. For serious injuries, the Adventure Leader will call emergency services for further assistance.

Boat related injuries	P AL	<p>TLA will only use boats that are safe for participants.</p> <p>There must be close supervision of the participants to prevent the likelihood of a fall.</p> <p>Participants are made aware of where the life jackets are and how to access them.</p> <p>Participants are given clear instructions to remain seated and to not lean their bodies over the side.</p>	1	3	3	Participants should remain seated when the boat is moving and wear/hold the life jacket at all times.
Campfire	P AL	<p>Adventure Leaders will request all participants to stay at least 2m from the campfire.</p> <p>Tents should be at least 100 meters away from campfire.</p>	1	3	3	All participants should listen to instructions from the Adventure Leader and not put any hazardous item into the fire.
Cuts / scratches when making handmade arts and crafts	P AL	<p>The teacher of the lesson will instruct the participants on how to avoid being scratched or cut and will be on hand to offer assistance as required.</p> <p>Adventure Leaders should ensure all participants are offered gloves if/when necessary.</p>	2	2	4	<p>Participants should not make the crafts without gloves on (if deemed necessary by Adventure Leader).</p> <p>The Adventure Leader/school staff will use a first aid kit for minor injuries. For serious injuries, the Adventure Leader will call emergency services for further assistance.</p>

		Supervising adults and instructors must be present during the activity and carefully supervise the participants.				
Service work related injuries (general)	P AL	<p>TLA staff endeavor to inspect all service projects before commencement.</p> <p>TLA staff should have the appropriate understanding of each activity to know what is reasonable and what is involved.</p> <p>Any tasks involving manual labour must be supervised and carefully selected to be appropriate for the age, physical ability, and skill level of the participants.</p> <p>Adults should be divided amongst service projects to provide appropriate levels of supervision at each task. Participants to report any problems or concerns to their supervising staff member.</p> <p>Where service projects involve interaction with the public, participants should never be alone and must always work in groups with direct or indirect supervision.</p>				<p>Participants should not work at heights without appropriate safety equipment.</p> <p>Participants should not operate complicated or heavy machinery unless an expert is providing close supervision and is confident that it is appropriate and safe.</p> <p>Equipment and safety protection must be fit for purpose and training given with unfamiliar equipment.</p> <p>The Adventure Leader/school staff will use a first aid kit for minor injuries. For serious injuries, the Adventure Leader will call emergency services for further assistance.</p>
Farm work volunteering related injury	P AL	Participants should follow guidelines of Adventure Leaders.	1	3	3	The Adventure Leader/school staff will use a first aid kit for minor injuries. For serious injuries, the

		Any dangerous apparatus used will have adult supervision present.				Adventure Leader will call emergency services for further assistance.
Factory visit related injury	P AL	Participants provided with necessary safety guidelines by factory staff. Appropriate protective clothing given to participants.	1	3	3	The Adventure Leader/school staff will use a first aid kit for minor injuries. For serious injuries, the Adventure Leader will call emergency services for further assistance.
Injuries related to visits to leisure or theme parks or large public attractions (e.g. museums, tourist spots, etc)	P AL	Use of only publicly well recognised, permanent facilities. Prior discussion with participants of hazards and control measures, including behaviour required during the visit. Pre-planned supervision with sufficient staff, careful head counts of participants on arrival and departure. Staff to carry lists of pupils. Participants to remain/work in groups (buddy system as dictated by school policy) and understand the responsibility to look out for others. Participants are instructed on the arrangements, including time and place of meetings and are	1	3	3	In the case of an emergency the participants and staff know what to do and where to meet. The Adventure Leader/school staff will use a first aid kit for minor injuries. For serious injuries, the Adventure Leader will call emergency services for further assistance.

		<p>made aware of the geographical boundaries of where they are allowed to go during free time.</p> <p>In cases where the participants are allowed remote supervision (if appropriate) they must be aware of a designated central meeting point where a staff member will be at all times.</p> <p>Participants are fully briefed regarding the requirement to obey notices and rules of the attraction.</p> <p>Participants are fully briefed regarding the risks around water hazards and what to do in case of an incident.</p> <p>Participants are fully briefed regarding no unauthorised/unsupervised entry into or onto water for swimming, paddling or rides, water-sports, boats etc..</p> <p>Participants are not to leave the site without the express permission from, and knowledge of, the staff.</p>				
Skiing	P AL	Please see additional Ski Risk Assessment				

White Water Rafting	P AL	Please see additional White Water Rafting Risk Assessment				
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6. Large Scale Incidents

Risk	At Risk	Existing Controls	Likelihood of Risk	Severity of Risk	Overall Risk	Additional Suggestions
Natural Disaster	P AL	<p>Adventure Leader to address Earthquake & Tsunami Safety Procedures in Welcome Script upon group arrival</p> <p>In case of Earthquake, participants instructed to stay where they are, drop to the floor and cover head.</p> <p>In case of Tsunami warning, participants are instructed to get to high ground immediately.</p> <p>Follow instructions of emergency services where possible.</p> <p>Return the group to the hotel and contact parents and the school to confirm pupils and staff are safe.</p> <p>If necessary, make arrangements to bring the group home.</p>	1	3	3	<p>Staff vigilance throughout the day.</p> <p>Use of phone to keep aware of breaking events</p> <p>In case of separation from group, the prearranged meet up spot is the hotel.</p>

Terrorist attack in another area of the city or country the group is visiting	P AL	<p>Gather the group, if dispersed, and make sure everyone is present.</p> <p>Remain at the current location until advised by the emergency services it is safe to move.</p> <p>Return the group to the hotel and contact parents and the school to confirm pupils and staff are safe.</p> <p>If necessary, make arrangements to bring the group home.</p>	1	3	3	<p>Staff vigilance throughout the day.</p> <p>Use of phone to keep aware of breaking events</p> <p>In case of separation from group, the prearranged meet up spot is the hotel.</p>
Terrorist attack in same area of city the group is visiting	P AL	<p>Employment of the RUN–HIDE–TELL process.</p> <p>RUN - Participants should run from danger if there is a safe route to do so without exposing themselves to greater danger. Belongings should be left behind.</p> <p>HIDE - If participants cannot run away from danger, then it's better to hide than to confront. Remember to turn phone to silent and turn off vibrate. Barricade in, if possible</p> <p>TELL - Once clear of immediate danger seek advice from emergency services about what to do next. Follow their instructions.</p>	1	3	3	<p>Staff vigilance throughout the day.</p> <p>Use of phone to keep aware of breaking events</p> <p>In case of separation from group, the prearranged meet up spot is the hotel.</p>

		<p>Contact Adventure Leader / staff contact number if separated from the group to meet up once it is safe to do so.</p> <p>Return the group to the hotel and contact parents and the school to confirm pupils and staff are safe.</p> <p>If necessary, make arrangements to bring the group home.</p>				
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