

## CAS Trips Risk Assessment: General

The attached General Risk Assessment is a high-level view of the possible risks acknowledged for overseas school trips. Each defined risk has a risk mitigation plan which is followed by all our trip managers.

When you book a trip with CAS Trips, you will have access to a more in-depth Risk Assessment that assesses the risk of the trip at an activity level, customised to your trip.

Nature of Risk & Description	Persons at Risk	Risk Rating	Risk mitigation measures	Residual Risk
<b>Accommodation Risk</b>				
Threats to personal security and safety	Pupils, staff	Low	<ul style="list-style-type: none"> <li>• Ensure supervising staff competent and understand their roles.</li> <li>• Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).</li> <li>• Ensure all students and teachers have cell phones, fully charged and all students have group leaders' numbers and emergency numbers saved.</li> <li>• Briefing to all on what to do if separated from group.</li> <li>• Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</li> </ul>	Low
Interaction with other volunteers/guests	Pupils	Medium	<ul style="list-style-type: none"> <li>• Ensure supervising staff competent and understand their roles.</li> <li>• Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).</li> <li>• Briefing to all on what to do if separated from group.</li> <li>• Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</li> <li>• Ask students to stay together and not run off individually with other hostel guests, for example.</li> </ul>	Low
Stolen or lost possessions	Pupils, staff	Medium	<ul style="list-style-type: none"> <li>• Students reminded of the importance of taking care of their belongings.</li> <li>• Students encouraged to leave valuables at reception.</li> <li>• Students asked to lock doors when leaving rooms.</li> <li>• Make sure students have their bags always closed, and ideally carry them in front of them.</li> <li>• Pupils remain in pairs or groups.</li> <li>• Leaders know how to call emergency services (See CAS Trip App for emergency number in host country).</li> </ul>	Low
Allergic reactions (chemicals in air, etc.)	Pupils, staff	Medium	<ul style="list-style-type: none"> <li>• Students should be aware of their allergies and always be in pairs.</li> <li>• Obtain all allergy information from students/parents prior to the trip and make sure guides are aware of them.</li> <li>• Send any possible allergens to activity providers.</li> </ul>	Low
<b>Crime Risk</b>				
Arrest of student/crime charges	Pupils	Low	<ul style="list-style-type: none"> <li>• Ensure supervising staff competent and understand their roles.</li> <li>• Brief students on the consequences of their actions if situation results in arrest/crime charges.</li> </ul>	Low
Kidnapping	Pupils, staff	Low	<ul style="list-style-type: none"> <li>• Ensure supervising staff competent and understand their roles.</li> <li>• Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).</li> <li>• Briefing to all on what to do if separated from group.</li> <li>• Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</li> <li>• Leaders know how to call emergency services (See CAS Trip App for emergency number in host country).</li> </ul>	Low
Petty theft	Pupils, staff	Medium	<ul style="list-style-type: none"> <li>• Ensure supervising staff competent and understand their roles.</li> <li>• Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).</li> <li>• Briefing to all on what to do if separated from group.</li> <li>• Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</li> <li>• Leaders know how to call emergency services (See CAS Trip App for emergency number in host country).</li> </ul>	Medium

Sexual assault	Pupils, staff	Low	<ul style="list-style-type: none"> <li>• Ensure supervising staff competent and understand their roles.</li> <li>• Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).</li> <li>• Briefing to all on what to do if separated from group.</li> <li>• Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</li> <li>• Leaders know how to call emergency services (See CAS Trip App for emergency number in host country).</li> </ul>	Low
Rape	Pupils, staff	Low	<ul style="list-style-type: none"> <li>• Ensure supervising staff competent and understand their roles.</li> <li>• Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).</li> <li>• Briefing to all on what to do if separated from group.</li> <li>• Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</li> <li>• Leaders know how to call emergency services (See CAS Trip App for emergency number in host country).</li> </ul>	Low
Physical assault	Pupils, staff	Medium	<ul style="list-style-type: none"> <li>• Ensure supervising staff competent and understand their roles.</li> <li>• Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).</li> <li>• Briefing to all on what to do if separated from group.</li> <li>• Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</li> <li>• Leaders know how to call emergency services (See CAS Trip App for emergency number in host country).</li> </ul>	Low
Terrorism	Pupils, staff	Low	<ul style="list-style-type: none"> <li>• Be aware of surroundings and report anything suspicious.</li> <li>• Careful supervision, particularly in crowded areas and entry, exit and change points with head counts.</li> <li>• Large groups divided into small groups each with leader(s).</li> <li>• Pupils know their group and leader(s).</li> <li>• Emergency plan in place – pupils briefed where they are going, what to do if separated from group.</li> <li>• At least one leader with each group first aid trained.</li> <li>• Leaders know how to call emergency services (See CAS Trip App for emergency number in host country).</li> </ul>	Low
Political/civil unrest	Pupils, staff	Low	<ul style="list-style-type: none"> <li>• Avoid traveling to areas with political unrest.</li> <li>• If unavoidable, or you find yourself in the middle of a demonstration, be sure to get out ASAP.</li> <li>• Be aware of surroundings and report anything suspicious .</li> <li>• Careful supervision, particularly in crowded areas and entry, exit and change points with head counts.</li> <li>• Large groups divided into small groups each with leader(s).</li> <li>• Pupils know their group and leader(s).</li> <li>• Emergency plan in place – pupils briefed where they are going, what to do if separated from group.</li> <li>• At least one leader with each group first aid trained.</li> <li>• Leaders know how to call emergency services (See CAS Trip App for emergency number in host country).</li> </ul>	Low
Hostage situation	Pupils, staff	Low	<ul style="list-style-type: none"> <li>• Ensure supervising staff competent and understand their roles.</li> <li>• Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).</li> <li>• Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</li> <li>• Leaders know how to call emergency services (See CAS Trip App for emergency number in host country).</li> <li>• Leaders to have relevant embassy contact details stored in their phones.</li> <li>• Leaders to have relevant emergency contact details saved in their phones – noting that this information is available in the CAS Trips App.</li> </ul>	Low

**Beverage & Food Risk**

Alcohol/drug abuse	Pupils	Medium	<ul style="list-style-type: none"> <li>Remind students that they are not allowed to drink alcohol, and that the consequence may be sending them home at their own cost.</li> <li>Make sure students watch their drinks when out and about to avoid being spiked.</li> <li>Ensure all students and teachers have mobile phones, fully charged and all students have group leaders' numbers saved.</li> <li>At least one leader with each group first aid trained.</li> <li>Leaders know how to call emergency services (See CAS Trip App for emergency number in host country).</li> </ul>	Low
Food poisoning	Pupils, staff	Medium	<ul style="list-style-type: none"> <li>Choose restaurants that have been tested by CAS Trips staff.</li> <li>Remind students to wash their hands before eating.</li> </ul>	Low
Allergic reaction	Pupils, staff	Medium	<ul style="list-style-type: none"> <li>Obtain all allergy information from students/parents prior to the trip and make sure guides are aware of them, confirm with students and restaurant before putting in an order for food.</li> <li>Send restaurants allergy lists to ensure that food is safe.</li> <li>All dietary requirements catered for.</li> </ul>	Low
Choking	Pupils, staff	Medium	<ul style="list-style-type: none"> <li>Proximity to health services + access to first aid kits.</li> <li>At least one leader with each group first aid trained.</li> <li>Leaders know how to call emergency services (See CAS Trip App for emergency number in host country).</li> </ul>	Low
Diabetic reactions	Pupils, staff	Low	<ul style="list-style-type: none"> <li>Obtain all diabetic information from students/parents prior to the trip and make sure guides are aware of them, confirm with students and restaurant before putting in an order for food.</li> <li>All dietary requirements catered for.</li> <li>Teachers and guides should be prepared to follow standard first-aid procedure. If unresponsive, check airway, breathing, and circulation (ABC).</li> </ul>	Low
<b>Weather Risk</b>				
Natural disaster or extreme weather conditions	Pupils, staff	Low	<ul style="list-style-type: none"> <li>Regular weather updates, proper clothing, emergency kit, emergency evacuation plan.</li> <li>Consider possible weather conditions and plan appropriate program, clothing and equipment.</li> <li>Plan for the pupils who may not bring suitable clothing - check before departure.</li> <li>Guide will obtain daily weather forecast and adjust plans accordingly.</li> </ul>	Low
Cold injury, heat injury, over-exposure to sun	Pupils, staff	Medium	<ul style="list-style-type: none"> <li>Consider possible weather conditions and plan appropriate clothing and equipment.</li> <li>Teachers to inform the pupils about the weather forecast before the departure.</li> <li>Plan for the pupils who may not bring suitable clothing - check before departure.</li> </ul>	Low
<b>Health Risk</b>				
Allergic reactions (chemicals in air, etc.)	Pupils, staff	Medium	<ul style="list-style-type: none"> <li>Students should be aware of their allergies and always be in pairs.</li> <li>Obtain all allergy information from students/parents prior to the trip and make sure guides are aware of them.</li> <li>Send any possible allergens to activity providers.</li> </ul>	Low
Cold injury, heat injury, over-exposure to sun	Pupils, staff	Medium	<ul style="list-style-type: none"> <li>Consider possible weather conditions and plan appropriate clothing and equipment.</li> <li>Inform the pupils about the weather forecast before the departure.</li> <li>Plan for the pupils who may not bring suitable clothing - check before departure.</li> </ul>	Low
Exacerbation of existing ailments	Pupils, staff	Low	<ul style="list-style-type: none"> <li>Students should be aware of any existing medications they currently take &amp; Teachers to check with the student for compliance.</li> <li>Obtain all medical information from students/parents prior to the trip and make sure guides are aware of them.</li> <li>Parents to ensure their child has enough medication to last the length of trip and return</li> </ul>	Low
<b>Transport Risk</b>				
Explosion or other incident on subway	Pupils, staff	Low	<ul style="list-style-type: none"> <li>Be aware of surrounding area and report anything suspicious.</li> <li>Careful supervision, particularly in crowded areas and entry, exit and change points with head counts.</li> <li>Large groups divided into small groups each with leader(s).</li> <li>Pupils know their group and leader(s).</li> <li>Emergency plan in place – pupils briefed where they are going, what to do if separated from group in case of explosion or similar incident.</li> </ul>	Low
Injury or death in bus or van	Pupils, staff	Medium	<ul style="list-style-type: none"> <li>Coaches meet EU safety standards – hired from accredited coach company.</li> <li>Coaches have seat belts that staff ensure are used.</li> <li>Buses without seatbelts are avoided whenever possible and never used on high-speed roads.</li> <li>Suitable embarkation points located by CAS Trips (for example, coach park, onto wide pavement).</li> <li>Close supervision and head counts during any breaks in journey and getting on and off coach.</li> </ul>	Medium

Travel delay or cancellation	Pupils, staff	High	<ul style="list-style-type: none"> <li>• Have a backup travel plan.</li> <li>• Brief pupils on purpose and timings of stop and how and where to contact staff.</li> <li>• Remain in pairs or threes (buddy system – each responsible for named other).</li> <li>• Remind about moving traffic (driving on right abroad).</li> <li>• Careful head count throughout travel delay period and before departure.</li> </ul>	Medium
Missing or injured student	Pupils	Medium	<ul style="list-style-type: none"> <li>• Make sure each student has a map and that they travel in pairs or threes.</li> <li>• Walking planned to avoid fast roads wherever possible.</li> <li>• Supervision on pavements, roads and especially crossing of any fast roads is pre-planned.</li> <li>• CAS Trips guide to maintain group togetherness and to ensure safe crossing points are adhered to.</li> <li>• Pupils are briefed about hazards and behaviour required.</li> <li>• CAS guide will lead group with teachers evenly spread.</li> <li>• Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).</li> <li>• Briefing to all on what to do if separated from group.</li> <li>• Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</li> </ul>	Low
Road accident (either with pupil in the car, or being hit by a car on the street)	Pupils, staff	Medium	<ul style="list-style-type: none"> <li>• Remind all students look both ways when crossing the street.</li> <li>• Walking planned to avoid fast roads wherever possible.</li> <li>• Supervision on pavements, roads and especially crossing of any fast roads is pre-planned.</li> <li>• CAS Trips guide to maintain group togetherness and to ensure safe crossing points are adhered to.</li> <li>• At least one leader with each group first aid trained.</li> <li>• Leaders know how to call emergency services (See CAS Trip app for emergency number in host country).</li> </ul>	Medium
Falling onto rail tracks	Pupils, staff	Low	<ul style="list-style-type: none"> <li>• Make sure all students stay away from subway and train tracks.</li> <li>• Supervision at subway and train stations.</li> <li>• CAS Trips guide to maintain group togetherness and to ensure safe boarding on subways and trains.</li> <li>• At least one leader with each group first aid trained.</li> <li>• Leaders know how to call emergency services (See CAS Trip app for emergency number in host country).</li> </ul>	Low

Likelihood	Value
Unlikely	1
Low Possibility	2
Possible	3
Probable	4
Near Certainty	5

Severity	Value
Minor Injury	1
Injury needing medical attention	2
Injury –off work/school	3
Serious injury/Long term sickness	4
Fatality	5

Risk Rating	
1-5	Low
6-12	Medium
12+	High