**Risk Assessment Guide**

The following may help you when completing the risk assessment paperwork for your tour. It is just a guide, and if you have any specific questions, please do not hesitate to contact one of our office staff.

**Activity**

**Urban tours: (e.g. Berlin, Krakow, Prague, Munich, Nuremberg, etc.)**

The activity is low risk, and involves walking and using public transport within the city, and visiting properly-regulated attractions. Although cities are by their nature busy places where some crime is inevitable, none of the cities visited are any more hazardous than a normal British city, and the guides will ensure that groups do not visit unsafe neighbourhoods. Students and staff are briefed on road and transport safety. High Visibility vests are provided to guides during the winter months. Additional activities such as visits to theme parks will require a separate risk assessment by the school/college.

**Rural tours: (e.g. The Somme, Normandy, etc.)**

The activity is low risk, and involves walking from a coach to a series of well-known and recognised battlefield sites and memorials. All the walking is on marked tracks or pavements. Where there is a requirement to walk on grass verges beside a road staff and students are fully briefed by the guides. Students and staff are briefed on road safety if any roads have to be crossed. Some tours will include visits to trench systems, sometimes at night. In such cases, the ground will have been carefully examined prior to the visit, and a specific safety brief will be delivered. High Visibility vests are provided to guides during the winter months. Additional activities such as visits to theme parks will require a separate risk assessment by the school/college.

**Environment**

**Urban tours:**

Hazards that pertain in cities in the UK apply to other cities in Europe and the US. Schools, parents and students are briefed on an evening prior to the tour. The guides give safety briefs on the day and at various points throughout the tour. As a rule of thumb the hazards that pertain are predictable in any urban environment.

**Rural tours:**

Hazards that pertain in this environment in the UK apply to the most frequently travelled battlefields in Western Europe. Schools, parents and students are briefed on an evening prior to the tour. The guides give safety briefs on the day and at various points throughout the tour. As a rule of thumb the hazards that pertain are predictable in both environments, and groups will be well briefed if there is any danger from hazards not normally encountered in UK, such as unexploded munitions.

**Guides**

We are the only company that offers to provide two guides per coach (when numbers are 42 or more) as a matter of course. All the guides are fully trained and experienced in taking groups of young people on the battlefields.

**Emergencies and First Aid**

Under current Government guidelines (‘Guidance on First Aid in Schools’, last updated 2014) it should be noted that it is the responsibility of the school to provide first aid cover on all school visits. Our guides have no authority to administer First Aid to any member of a school party without the permission of the person ‘in loco parentis’ (i.e. the Lead Teacher.) However, it may reassure you to know that many of our guides have First Aid training, either by attending training courses, through professional qualifications or by dint of serving in the armed forces, police or fire service, and under exceptional circumstances may be able to assist school staff. All guides carry a copy of ANGLIA TOURS LTD’s Emergency Procedures, which outlines what actions should be taken in the event of a major incident. The document also contains details of local Police/Fire/Ambulance and Medical services of countries we send tours to, and is available for schools to peruse if required. All guides carry mobile phones, which can be used on European networks. Coaches are required to carry First Aid boxes, but schools are advised to ensure they prepare and bring their own. Suggested contents of First Aid box are as follows:

* General First Aid leaflet
* Six individually wrapped sterile adhesive dressings
* Large wound dressing 18cm by 18cm
* 2 x triangular bandages
* 2 x safety pins
* Cleansing wipes
* Disposable gloves
* Resusciade for mouth to mouth resuscitation

**Coaches**

All UK-based coaches we use are fitted with seat belts, insured and equipped for travel in Europe. Drivers’ hours are strictly controlled and, depending on the driving time involved, two drivers may be provided. It is Anglia Tours’ policy to accommodate coach drivers in single rooms whenever possible. Students are briefed that the doors of UK coaches may not always open on the kerb side when abroad. Please note that foreign coach operators are not obliged to fit seat-belts to all vehicles. Anglia Tours will endeavour to secure all vehicles that do have seat-belts, but this may not always be possible.

**Accommodation**

The risk assessment for accommodation does vary according to the type of accommodation used and its location. We suggest that schools contact us for an in depth assessment if required. As a rule of thumb we try and ensure, but cannot guarantee, the following:

* Rooming list is provided
* Separate male and female sleeping/bathroom facilities
* Immediate accommodation area is exclusive to the school
* Schools are not lodged on ground floor rooms
* Full safety and fire briefing given by guides on arrival
* Full briefing on security

As an additional point we advise all staff and students to take a torch if staying overnight or visiting attractions after sunset.

**Weather**

Depending on the time of year schools should be aware of weather changes. Western Europe has similar weather conditions to the UK and should be familiar to all students. No tours involve mountains or water activities (except ferry crossings), where changes in weather can have a dramatic effect. All schools are fully briefed on clothing and footwear requirements at pre-tour briefings.

**Winter** – Warm layered clothing with warm headwear and gloves.

**Spring** – Weather can vary so warm layered clothing required.

**Summer** – Bare skin must be covered – headwear and sun block cream required. Water must be taken – school should consider bringing bottled water.

**Autumn** – Weather can vary so warm layered clothing required.

**All year round** – It is always a good idea to have waterproof clothing to hand. England does not have a monopoly on unexpected rainfall.

All the above, combined with common sense and general good practice will ensure that any risk assessment scores to an acceptable level.