



# **Independent Schools Cultural Alliance**

## **Risk Assessments**

### ***1.0 ISCA Guiding Principles***

### ***2.0 On-Campus Risks***

- 2.1 Living on campus
- 2.2 ISCA BBQs
- 2.3 ISCA Dance

### ***3.0 On-Campus: sports and activities***

- 3.1 Football
- 3.2 Cricket
- 3.3 Touch Rugby
- 3.4 Hockey
- 3.5 Netball
- 3.6 Squash
- 3.7 Fives
- 3.8 Tennis
- 3.9 Swimming
- 3.10 Ultimate Frisbee
- 3.11 Volleyball
- 3.12 Basketball



### 3.13 Cranleigh Challenge

## **4.0 Off-Campus**

- 4.1 General off-campus principles
- 4.2 Winchester
- 4.3 London Walks & Hampton Court Palace
- 4.4 Canterbury
- 4.5 Houses of Parliament & Covent Garden
- 4.6 Warner Bros Studio Tour
- 4.7 Stratford-upon-Avon & Blenheim Palace
- 4.8 'Wicked' Theatre Performance
- 4.9 Tower of London, River Thames & The London Eye
- 4.10 Bath & Stonehenge
- 4.11 Portsmouth & Arundel
- 4.12 The Globe Theatre, Tate Modern & St Paul's Cathedral
- 4.13 Oxford
- 4.14 Runnymede, Boat Trip & Windsor Castle
- 4.15 Brighton



## 1.0 ISCA Guiding Principles

During the last 37 years ISCA has developed a program that prioritises the safety and security of all those in our care. This document presents the risk assessment for risks faced whilst staying at our Cranleigh School Campus, whilst playing sports and doing activities on campus, whilst travelling on our private buses and whilst visiting all of the sights we will explore during the three weeks. The following overall principles explain how ISCA will deal with day-to-day risks:

1. **Information:** always ensure that students and teachers have full information on the plan for the day, as well as procedures to be followed in the event of an emergency.
2. **Staff-student ratio:** throughout the ISCA program a very low ratio of 1 adult for every 5 students is maintained. This ensures that students can feel the freedom and independence that such a program brings, whilst having constant supervision.
3. **Child safeguarding:** ISCA insists that all adults on the campus, including all support staff at Cranleigh School, have a full criminal record background check. ISCA will also ask to see evidence of equivalent checks for our international faculty. Any safeguarding concerns will be reported to the Program Director and to Cranleigh School's Designated Safeguarding Leads.
4. **Communication:** ISCA will be in constant communication with the group leaders, ensuring that it is safe to visit each and every sight we explore.
5. **Teacher-led:** the ISCA program is run by teachers, utilising that teacher knowledge in the event of an emergency situation developing.



## 2.0 On-Campus Risks

### 2.1 Living on campus

#### The Hazards

##### Fire in the boarding house

Smoke inhalation or burning in the event of a fire

#### The Consequences

Asphyxiation, skin burns and death in extreme cases.

#### Minimisation of the Risks

During our first day of the program all students will receive a fire briefing from Cranleigh School's fire officer. This will cover what to do in the event of a fire and who to call. The fire officer will also make clear the steps to take in an event of the fire. These are as follows:

- On discovering a fire sound the alarm if not automatically activated
- Under no circumstances should students attempt to fight the fire
- Move to the nearest useable exit at a walk, not a run.
- If the exit is blocked, assemble in one of the designated fire rooms (these will be pointed out) and await rescue. These rooms are fire safe for thirty minutes.
- Assemble at the designated meeting point for a roll call (the meeting point will be shown in this briefing). ISCA



has a dedicated Fire Officer who will take a register of the people in their house.

- In the event of a fire at night, ISCA advocates a 'buddy' policy. Everyone living in the boarding house should take responsibility for waking up the rooms either side of theirs, in the case of heavy sleepers etc. Headphones are not permitted to be worn when sleeping.

Tripping when leaving the building

Cuts, breaks and bruises as the result of tripping or falling upon leaving the building

During the fire briefing students will be told to make their way calmly to the nearest exit in the event of a fire. The students will be reminded not to run, but to walk to the nearest exit. In addition, ISCA will assist with the evacuation procedure and will be stationed where there is a trip hazard (on the stairs for example). Throughout the 3 weeks, ISCA staff and Cranleigh cleaners will ensure that no kit, clothing or rubbish is left in a position to cause a trip hazard. Cranleigh regularly check lighting and emergency lighting to ensure a safe, well-lit evacuation of the building.

### **Moving around campus**

Encountering traffic on campus.

During the on campus days students will be moving around the campus to various different activities. The campus does have

As soon as the students arrive on campus they are given a safety briefing. This includes making them aware of the internal roads,



some internal roads, which the students will cross. There is therefore a danger of students being hit by traffic if they do not take care.

and ensuring that they know to use the pavements wherever possible.

Upon leaving our assembly point, the students will make their way to the sport/activity with at least two ISCA faculty members. They will ensure that any internal roads are crossed safely.

In addition, Cranleigh School has a 15mph speed limit throughout the campus and speed bumps to minimise the risk of collision.

Although an important aspect of our program is that the students feel the freedom of our campus, faculty members will always be present. A rota is put in place each evening to ensure at least two faculty are walking around the campus, as well as at least two faculty on each organised sport/activity.

## **2.2 ISCA BBQs**

### **The Hazards**

Traffic

### **The Consequences**

During the on campus days students will be moving around the campus to various different activities. The campus does have

### **Minimisation of the Risks**

During the program we will host three BBQs. One will be located on South Front and the other two will be on the grass area outside the Emms Centre. There is a hazard of passing traffic on the



some internal roads, which the students will cross. There is therefore a danger of students being hit by traffic if they do not take care.

internal roads adjoining these areas which students must be aware of. In order to facilitate this students will be briefed on these possible dangers before the BBQ, and ISCA staff will be located in the vicinity of these roads.

In addition, Cranleigh School has a 15mph speed limit throughout the campus and speed bumps to minimise the risk of collision.

Hot BBQ

Burning or scalding as a result of touching or falling into the BBQ

Cranleigh catering department are responsible for the safe operation of the BBQ. ISCA will ensure that the BBQ is kept behind the serving area, which is off limits to students. In the event of a burn, one of the First Aid trained members of ISCA staff will be in attendance at the BBQ and able to assist. If a trip to the hospital is needed, there is an emergency hospital 30 minutes away.

## **2.3 ISCA Dance**

### **The Hazards**

Collisions

### **The Consequences**

Student's hitting their head or tripping which could lead to cuts, breaks and bruises

### **Minimisation of the Risks**

Both ISCA and international faculty will be located in the Emms Centre where the dance will take place. Staff will ensure that students have adequate space, limiting the chance of injury. The Emms Centre is designed for 500 people over two levels. ISCA will



be using the ground floor level which holds 350 people comfortably. During ISCA there will not be more than 160 people in this space.

In the event of a collision students will be tended to by one of the First Aid trained ISCA staff members who will be in attendance at the dance.

Students becoming separated from the group

Losing a student during the dance if he/she leaves the Emms Centre.

Students are advised that they must stay at the dance until the first ISCA staff member in their boarding house leaves. If a collection of students wish to return to their houses then ISCA staff will facilitate.

There is only one entry and exit that students are permitted to use unless it is an emergency. ISCA faculty will be outside this entrance to ensure that no students can become separated from the group as a whole.

Traffic when standing outside of the Emms Centre

Being hit by a car/cyclist when getting fresh air on the grass area outside of the Emms Centre.

Cranleigh has a 15mph speed limit throughout the campus. When stood outside the dance, ISCA staff will always be supervising. Students are repeatedly reminded not to stay in the road.





Hearing damage due to sounds levels

Damage to hearing due to exposure to loud music

Cranleigh policy states that it's the responsibility of the ISCA staff members to control the sound level. This level minimises exposure to levels of sound that could damage hearing. It is up to ISCA staff to tell the DJ to reduce the noise level if they think it is too loud. In the event of a student having specific difficulties with their hearing, alternative arrangements can be made or earplugs provided. The Emms Centre is also large enough to allow such students to stand away from the speakers but still be in the main area.

Dehydration

Headaches/dizziness due to lack of hydration

During the dance squash and water will be provided just outside the main entrance. ISCA staff will constantly supervise this area as it is located across from a small internal road. Students are encouraged to stay hydrated and the DJ will remind students that soft drinks are available outside.

In the event of dehydration students will be tended to by a First Aid Trained ISCA Staff Member who will be in attendance at the dance.

Evacuation due to fire or structural damage

Cuts, breaks, bruises, possible asphyxiation as a result of fire or major structural damage to 'Hall'.

Students will follow ISCA staff members out of one of the emergency exits located in the Emms Centre. Students will then assemble at the Assembly Point at the car park next to the Van



Hasselt Centre, where a roll call will be taken. One ISCA staff member must make a note of the names of students who have returned to their house early.

### 3.0 On-Campus: sports & activities

#### The Hazards

##### General On Campus Risks

Walking around the campus:  
traffic

#### The Consequences

During the on campus days students will be moving around the campus to various different activities. The campus does have some internal roads, which the students will cross. There is therefore a danger of students being hit by traffic if they do not take care.

#### Minimisation of the Risks

As soon as the students arrive on campus they are given a safety briefing. This includes making them aware of the internal roads, and ensuring that they know to use the pavements wherever possible.

Upon leaving our assembly point, the students will make their way to the sport/activity with at least two ISCA faculty members. They will ensure that any internal roads are crossed safely.

In addition, Cranleigh School has a 15mph speed limit throughout the campus to minimise the risk of collision.



Tripping/Slipping when walking around campus

*Note: this is applicable to many of the sports and activities undertaken during ISCA.*

If a student was to get injured when walking around campus, or when they are playing sports. If the ground is extremely dry, the underlying sandstone will make it slippery underfoot. Similarly, in wet weather there is an increased risk of slipping on the grass.

Although an important aspect of our program is that the students feel the freedom of our campus, faculty members will always be present. A rota is put in place each evening to ensure at least two faculty are walking around the campus, as well as at least two faculty on each organised sport/activity.

#### **During organised activities**

When playing sports students are advised to wear sports trainers/sports boots (cleats). This is especially necessary in wet weather or when the ground is incredibly dry. If a slip/trip was to occur during an organised activity one of the two ISCA faculty members would care for the student and take them to a First Aid trained ISCA staff member as a first point of action. The injury would either be dealt with by this staff member or, if the injury is severe, the student could be taken to the hospital. In extreme circumstances an ambulance would be called.

#### **During free time on campus**

Students will be aware from the moment they arrive where the ISCA faculty room is, in the unlikely event that they cannot find a faculty member in their vicinity.



Depending on the severity of the injury, ISCA has one full time matron on campus who can provide medical assistance, as well as the ISCA faculty who are all First Aid Trained. If the injury were severe the ISCA matron, alongside the student's international faculty member, would be able to go to the local hospital, 30 minutes away.

In extreme circumstances an ambulance would be called to the school.

#### Dehydration & Sunstroke

With high temperatures (typically 23°C-30°C) students could suffer from sunstroke or dehydration when out on campus.

Throughout their time on campus students will have cold drinks dispensers (squash and water) in their boarding houses. In addition, drinking fountains are located throughout the campus. During an on campus day students are required to bring a water bottle, and regular drinks breaks are taken during on campus sports and activities.

In addition, it is advised that sunhats and sunscreen are worn during on campus days. Depending on the weather, an announcement will be made at breakfast and lunch reminding the students to wear a hat and sunscreen.



In the event of a student getting dehydrated or suffering from sunstroke, they would be taken to the ISCA matron. They would then be prescribed treatment according to their condition. If necessary, the hospital would be visited in extreme circumstances.

Serious medical condition (e.g. cardiac arrest)

Issues if a student suffers a serious medical emergency

All ISCA faculty are first aid trained. In the unlikely event of a medical emergency the following steps would be taken if the casualty was not breathing:

1. First responder will call for an ambulance, and call for the on-site defibrillator which is outside the sports centre.
2. CPR will commence
3. *If a defibrillator is available first:* follow the instructions on the defibrillator
4. Continue CPR until the ambulance arrives.

Injuries due to Jewellery

Cuts to skin as the result of jewellery

Students will be asked to remove any major jewellery (stud earrings are allowed) before they take part in sports and activities.



### **3.1 Football**

Muscle Injury

Physical injuries from general play

Students will be taken through a warm-up routine, to minimise the risk of muscle injury. In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.

Goalposts

The risk of goalposts falling down and injuring those stood in the vicinity.

All the goalposts on our football fields are regularly checked by the Cranleigh grounds department and adhere to the Football Association's goalpost safety guidelines. In addition, ISCA faculty will check the goal posts before each session to ensure they are safe for use.

Uneven ground

The risk of a student rolling their ankle/tripping on uneven ground

The Cranleigh grounds department continually checks the playing fields at our campus. If the fields were deemed unplayable and unsafe, then play would be stopped and an alternative activity undertaken.

Footballs Used

If the footballs used are pumped to a too low or too high pressure, injuries could occur. In addition, the balls must not have peeling leather which could damage a

Each morning the ISCA faculty will check the sports provisions, including the footballs. The balls can be pumped up to regulation pressure or air can be let out if the pressure is too high. The leather on the balls will also be checked and, if leather was found



player in the event of contact with the skin and particular eyes.

to be 'peeling off' and therefore sharp and a danger to the skin of the players, then it would be discarded.

### **3.2 Cricket**

Muscle Injury

Physical injuries from general play

Students will be taken through a warm-up routine, to minimise the risk of muscle injury. In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.

Contact with cricket bat

During play a player could hit themselves, or others, accidentally with the cricket bat.

Plastic 'kwik' cricket bats are used, and other players will be stood well clear of the batter. In addition, helmets are available if necessary however, as we play with a tennis ball, this is not required.

In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.

Head injuries from the balls

If a ball hits a player on the head, causing differing levels of concussion

Tennis balls or 'kwik' cricket soft balls are used. Students will always be focused on the one ball in play, so there is limited risk of being hit by a ball from an adjoining game.



Colliding with equipment

Kwik cricket stumps are used, so care must be taken not to collide with them during play, potentially causing injury.

In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.

These are clearly visible at all times and are plastic, minimising injury in the event of collision. In the event of tripping please see above for controls for tripping/slipping.

### **3.3 Touch Rugby**

Muscle Injury

Physical injuries from general play

Students will be taken through a warm-up routine, to minimise the risk of muscle injury. In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.

Collision with other players

Danger of students colliding with one another when we are playing small games at the end of Rugby sessions

We do not play contact rugby. To minimise risks of collisions ISCA faculty will arrange sides so as there is an even split in the size of the students playing. Whilst this will not stop accidental collisions, it will ensure that if one was to occur the risk of serious injury is lessened.





In addition, ISCA faculty will emphasize the need to move into space during the game, in an attempt to spread the play out and minimize the risk of collision.

In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.

Injury from the ball

Students injuring their fingers when catching the ball incorrectly, or being hit in the face by the ball.

Before any games take place ISCA faculty will teach the students the correct technique for catching, passing and handling the ball. At least two ISCA faculty will be present during this, enabling a more controlled learning of the game. If a student is struggling and looks like they may be susceptible to injury, ISCA faculty can identify and assist. In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.

### **3.4 Hockey**

Muscle Injury

Physical injuries from general play

Students will be taken through a warm-up routine, to minimize the risk of muscle injury. In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.



Being hit with the hockey stick

During play there is a risk of players being accidentally struck with a hockey stick, potentially causing varying degrees of injury

During hockey sessions 'hitting' the ball is only allowed during managed practice, when the players have at least 2 metres of space around them. When playing small-sided games, students are only allowed to 'push' the ball, and sticks must always be carried below waist level. We play a no contact form of hockey, where clashing sticks is not allowed.

In addition, mouthguards can be worn to minimise risk to teeth and potential concussion, these are advised but not required due to the level of non-competitive hockey we play.

In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.

Being hit with the hockey ball

The hockey ball striking a player and causing injury.

Suitable footwear must always be worn during this activity to avoid damage to toes. As this activity is an introduction to hockey, balls wouldn't be expected to go into the air, especially given the rules of 'pushing' only during play which minimises the risks.



In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.

### **3.5 Netball**

Injury from the ball

Catching the ball incorrectly could lead to injuries, especially with regard fingers.

At the beginning of the session students will be taught the correct technique for catching the ball. This should minimise the risk of fingers being injured due to incorrect catching technique.

In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.

Muscle Injury

Physical injuries from general play

Students will be taken through a warm-up routine, to minimise the risk of muscle injury. In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.



Net falling down

The pole and netball net could fall, injuring players around.

Cranleigh grounds regularly check the safety of the equipment they provide. In addition, ISCA faculty will check the netball nets are fit for purpose before each session.

### **3.6 Squash**

Muscle Injury

Physical injuries from general play

Students will be taken through a warm-up routine, to minimise the risk of muscle injury. In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.

Being hit with the squash racket

Two players rackets' colliding causing injury

No more than two players will be on court at any one time. Students are mostly beginners at this sport and therefore will not be playing at a competitive level. If there are some very strong squash players then eyewear would be encouraged to prevent injury with the squash ball etc. However, this is not relevant in this case due to the level of play.



### **3.7 Fives**

Muscle Injury

Physical injuries from general play

In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.

Students will be taken through a warm-up routine, to minimise the risk of muscle injury. In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.

Hand injury

Hitting the ball with the wrong section of your hand (i.e. fingers)

Gloves are provided for when the students try Fives with a proper Fives ball. However, for practice a tennis ball is used, limiting injury that could be caused.

### **3.8 Tennis**

Muscle Injury

Physical injuries from general play

Students will be taken through a warm-up routine, to minimise the risk of muscle injury. In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance..

Being hit with the tennis racket

Injury to body, particularly head, due to swing from tennis racket

Students will not be playing more than two to one side of the court, therefore the risk of being hit with the tennis racket is minimised.



### **3.9 Swimming**

Drowning

Students getting into severe difficulties during the optional swimming activities.

Swimming at the Cranleigh Sports Centre is supervised by a member of the ISCA faculty and 3 Cranleigh Sports Centre Lifeguard at all times. Cranleigh has a policy of having 1 lifeguard for every 10 students. A drowning alarm is present in the pool, so in the very unlikely event of a student struggling in the pool staff would be on hand very quickly to assist. There is also a defibrillator located at the entrance of the sports centre.

Slipping on pool side

Slipping when walking around the outside of the pool and causing injury

The pool is clearly marked with no running signs and anti-slip flooring has been installed. In the unlikely event of a student slipping both the ISCA faculty and the Cranleigh Sports Centre staff will be on hand to deal with injuries. If a serious injury was to occur there is a team of highly qualified first aiders in the sports centre, as well as a defibrillator at the entrance of the sports centre. An ambulance would also be called if necessary.

### **3.10 Ultimate Frisbee**

Muscle Injury

Physical injuries from general play

Students will be taken through a warm-up routine, to minimise the risk of muscle injury. In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.



Contact with other players

Physical injuries from contact with fellow students, such as arm breaks etc.

Suitable footwear will be worn at all times. In addition, ISCA faculty will supervise each activity to ensure that there are not too many students playing on the same field at any one time, thereby reducing the risk of collision.

In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.

### **3.11 Volleyball**

Hand/wrist injuries

Damaging to hands/arms/wrists in particular whilst playing volleyball

An official volleyball is always used when playing, minimising the risk of an injury when playing the ball. ISCA faculty on duty will be able to assist if any injuries were to occur.

Collision

Students colliding when playing volleyball

Two volleyball courts are provided, this ensures that there are not too many students on one court, thereby minimising risk of collision.



In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.

### **3.12 Basketball**

Muscle Injury

Physical injuries from general play

Students will be taken through a warm-up routine, to minimise the risk of muscle injury. In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.

Collision

Students colliding when on court.

ISCA faculty will ensure that there are not too many students on one court, thereby minimising risk of collision.

In the event of an injury a First Aid trained ISCA staff member will be able to handle any injury or, in extreme circumstances, call an ambulance.

### **3.13 'Cranleigh Challenge'**

Crossing roads

Danger of traffic on internal roads as students cross to access different areas of the campus

ISCA faculty will staff the course at appropriate points as the challenge commences. In addition, the main base for the challenge will be in a location where the majority of the course





can be seen. Any areas that are not within site will be staffed accordingly.

Other people on campus

As students enter different areas of the campus there will be other students from different programs around

As above, ISCA faculty will be monitoring all areas of the course to ensure that students remain safe during the course. In addition, it is a requirement of Cranleigh that everyone on the campus has an up-to-date DBS check (criminal records check) to comply with child safeguarding policies.



## **4.0 Off-Campus**

### **4.1 General Off-Campus Principles**

*The ISCA faculty will always follow these four general principles when touring off-campus. This is in addition to any specific risks as mentioned below.*

#### **1. Checking group numbers**

The group leader of each school group will be responsible for checking that all members of his/her group are accounted for. The ISCA faculty member in charge of that day is then responsible for ensuring that all schools are accounted for. This is the way ISCA has operated for the past 37 years and has proved the best way to control a large number of students in a simple, safe and secure manner.

In addition, on boarding the buses group leaders will check that their school group is accounted for and then the ISCA faculty member in charge of that bus will check that all those expected to be on the bus are present.

#### **2. Child safeguarding**

The main concern of ISCA is the safety of the students in our care. In order to ensure their safety, each one of our staff will be 'DBS Checked' (criminal record checked) as well as all of the transport staff and everyone on the campus at Cranleigh.

During independent exploration students must always be in groups of three or more. In addition, ISCA faculty will be walking around the areas that the students will be exploring, thereby placing a 'safety net' around the group. So whilst the students feel independent, they



are still in a controlled environment. Students will also be reminded not to converse with strangers and always call for help from their group leader or ISCA faculty as necessary.

### **3. Getting separated from the group**

The combination of international and ISCA faculty ensures that a staff:student ratio of 1:5 is maintained at all times. This enables a good level of supervision of students at all times. When travelling on foot (from the bus to the entrance to the Tower of London for example) the ISCA Off-Campus Director, or ISCA Program Director, will lead the way. ISCA faculty will then be dispersed at even intervals throughout the group to ensure student supervision and safety, with two ISCA faculty at the back of the group. This is in addition to the group leaders who will be directly supervising their students.

During 'free time', given to allow the students to independently explore the places we visit, students will be briefed before they are released. This will typically occur at the meeting point. Students will be told to return to this point at a designated time, before they are sent off to their group leaders, who will then release them. Students must at all times stay in groups of three or more. ISCA faculty will constantly be walking around the area given to the students to explore, in case any do get separated from their smaller groups.

In the event of becoming completely separated from their group, students should use the emergency card or their ISCA wristband that they will have been given. This has the number of the ISCA faculty member in charge of their trip that day. Students should either use their own phone or ask the designated persons at the place they are visiting (see below) to phone the number for them or a shopkeeper or the police. Students will then remain where they are before a member of the ISCA team picks them up. The importance of the emergency card and the ISCA wristband will be emphasised throughout the trip, and these will be given to students as they leave the airport on arrivals day.



#### 4. Briefing of ISCA Staff

All ISCA Staff attend a training session before the program starts in which, amongst other things, we discuss these risk assessments, so everyone is clear about them and what is required. International Staff sign a form to say that they have read and understand our policies.

### 4.2 Winchester

#### The Hazards

##### TRANSPORT

Accident getting on and off the coach.

#### The Consequences

When passengers get on and off the bus there is a danger of slipping or tripping resulting in injury causing bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc. When exiting the bus there is a danger of injury from other pedestrians/vehicles.

#### Minimisation of the Risks

ISCA faculty will be first on and off the coach to ensure that the entrance and exit are clear and that there are no oncoming vehicles or large groups of pedestrians. When assembling outside the coach, the designated ISCA faculty members will walk the group to the arranged meeting point to ensure that there is no build-up of people around the coach door.

The coach's exit doors are clearly marked and handrails are provided to assist with boarding/disembarking. Anti-slip strips are placed on the steps to the coach to prevent slipping.



Accident in transit.

Injury to passengers on a coach.

ISCA faculty will ensure that before the coach departs and during each journey every passenger is wearing a safety belt. Our coach provider, Safeguard Coaches, has extensive safety requirements to ensure that its coaches and drivers are fit for purpose.

Safeguard holds an Operator's Licence from the regional traffic commissioner, which requires their coaches to be maintained and operated to a high standard. All are fitted as standard with ABS braking systems, speed limiters and vehicle telematics to ensure that high standards of driving are maintained at all times.

## **WINCHESTER**

Separation from the group

A student becomes lost as a result of separation from the group.

The combination of ISCA and international faculty ensures that a ratio of 1:5 faculty to students is maintained at all times. Faculty members will spread out amongst the students to ensure that a responsible adult is always in their line of vision.

When there is time for independent exploration, students must be in groups of 3 or more. All students will be given a designated meeting place and time to return. ISCA faculty will ensure they are clear about this before splitting into smaller groups. In addition,



their own teachers will reinforce this to ensure that their students arrive back at the designated meeting place with time to spare.

On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis. They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should approach a member of the staff at Winchester Cathedral or the police or a shop owner in the vicinity and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.



Fire/evacuation from the Cathedral.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury and asphyxiation from fire and evacuation of large numbers.

Students will be instructed that in the event of fire and evacuation they will listen to instructions from Cathedral staff and the public address system and move quickly but carefully to the designated fire exit then meet up with their group at the fire evacuation meeting point.

Traffic when exploring the town of Winchester.

Injury by a vehicle or bicycle.

Students exploring Winchester have to remain in groups of three or more. They are regularly reminded of the importance of watching for traffic and remembering that vehicles drive on the left in UK. Most of the areas they will be in are traffic-free but where this is not the case there are plenty of pedestrian crossings in the village where pedestrians have right of way and ISCA faculty will always be on duty around the town. Although students will feel independent there is a safety net around them maintained by the ISCA Faculty.

Accidents when off campus.

Injury from cuts, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc.

In this event the ISCA faculty, who are all first aid trained, will assess the injury and decide if it can be treated with the first aid kits that each group will carry. In the event of a more serious injury, ISCA faculty will consult with an international staff member from the student's group and then either take the student to the first aid centre or, if more serious, call an ambulance.



Serious underlying medical conditions.

A potentially dangerous event needing treatment such as asthma, anaphylactic shock, epileptic fit, hypoglycaemic attack.

ISCA will hold medical records of the students, as provided by their families on registration. ISCA staff will be made aware of any serious medical conditions and be prepared to deal with any emergencies.

If there are medicines or pills to be administered, these will be held by the group leader after receiving the parent's permission before enrolling on the ISCA program.

Heart Condition

Cardiac arrest.

All ISCA staff are First Aid trained. In the event of a cardiac arrest the following steps would be taken, in accordance with First Aid practice:

1. Assess the casualty
2. Determine breathing patterns
3. Call for an ambulance (there is a public access defibrillator in Savills on Jewry Street)
4. Commence CPR

It is now common practice for defibrillators to be located in all public places. The location of these will be known and clearly marked.





### **4.3 London Walks & Hampton Court Palace**

#### **The Hazards**

##### **TRANSPORT**

Accident getting on and off the coach.

Accident in transit.

#### **The Consequences**

When passengers get on and off the bus there is a danger of slipping or tripping resulting in injury causing bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc. When exiting the bus there is a danger of injury from other pedestrians/vehicles.

Injury to passengers on a coach.

#### **Minimisation of the Risks**

ISCA faculty will be first on and off the coach to ensure that the entrance and exit are clear and that there are no oncoming vehicles or large groups of pedestrians. When assembling outside the coach, the designated ISCA faculty members will walk the group to the arranged meeting point to ensure that there is no build-up of people around the coach door.

The coach's exit doors are clearly marked and handrails are provided to assist with boarding/disembarking. Anti-slip strips are placed on the steps to the coach to prevent slipping.

ISCA faculty will ensure that before the coach departs and during each journey every passenger is wearing a safety belt. Our coach provider, Safeguard Coaches, has extensive safety requirements to ensure that its coaches and drivers are fit for purpose.

Safeguard holds an Operator's Licence from the regional traffic



commissioner, which requires their coaches to be maintained and operated to a high standard. All are fitted as standard with ABS braking systems, speed limiters and vehicle telematics to ensure that high standards of driving are maintained at all times.

## **HAMPTON COURT PALACE**

Separation from the group.

A student becomes lost as a result of separation from the group.

Upon arrival at Hampton Court Palace students will be informed of the meeting point (outside the front entrance to the Palace) and the meeting time. They will enter the ticketed areas in their school groups. Upon entering the Palace students are allowed to break up into small groups in order to explore the aspects of the Palace that are of interest to them. ISCA and international faculty will be moving around throughout this time, so a staff member will never be far away. If the students were to get lost whilst on the tour there are clearly signed routes through the Palace, as well as guides in every room who are able to assist.

Typically, students will then move into the ticketed garden at Hampton Court Palace. Again, they are allowed to explore in small groups and staff will always be present. Once again, there are Hampton Court officials throughout the garden in the event of getting lost.



On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis. They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should contact a member of staff at Hampton Court Palace and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.

Fire/evacuation from Palace.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury and asphyxiation from fire and evacuation of large numbers.

Students will be instructed that in the event of fire and evacuation they will listen to instructions from Hampton Court officials and move quickly but carefully to the designated fire exit then meet up with their group at the fire evacuation meeting point.



## London Walks

Separation from the group.

A student becomes lost as a result of separation from the group.

The combination of ISCA and international faculty ensures that a ratio of 1:5 faculty to students is maintained at all times. Faculty members will spread out amongst the students to ensure that a responsible adult is always in their line of vision.

On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis. They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should approach the police or a shop owner in the vicinity and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.



Traffic when exploring London

Injury by a vehicle or bicycle

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.

Students are regularly reminded of the importance of watching for traffic and remembering that vehicles drive on the left in UK. There are plenty of pedestrian crossings where pedestrians have right of way and ISCA faculty will always accompany the students when crossing the roads. Additionally, in London students will be warned to watch for cyclists who they may not hear.

Students are also reminded of the risks of walking through the crowded streets of London. Students will be advised to walk no more than two abreast and to ensure their backpacks are zipped up and they are wary of any potential pick-pockets etc.

### **GENERAL FIRST AID**

Accidents when off campus.

Injury from cuts, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc.

In this event the ISCA faculty, who are all first aid trained, will assess the injury and decide if it can be treated with the first aid kits that each group will carry. In the event of a more serious



injury, ISCA faculty will consult with an international staff member from the student's group and then either take the student to the first aid centre or, if more serious, call an ambulance.

Serious underlying medical conditions.

A potentially dangerous event needing treatment such as asthma, anaphylactic shock, epileptic fit, hypoglycaemic attack.

ISCA will hold medical records of the students, as provided by their families on registration. ISCA staff will be made aware of any serious medical conditions and be prepared to deal with any emergencies.

If there are medicines or pills to be administered, these will be held by the group leader after receiving the parent's permission before enrolling on the ISCA program.

Heart Condition

Cardiac arrest.

All ISCA staff are First Aid trained. In the event of a cardiac arrest the following steps would be taken, in accordance with First Aid practice:

1. Assess the casualty
2. Determine breathing patterns
3. Call for defibrillator (at the main entrance at Hampton Court Palace and, when in London, an ambulance should be called immediately) and an ambulance
4. Commence CPR



## 4.4 Canterbury

### The Hazards

#### TRANSPORT

Accident getting on and off the coach.

Accident in transit.

### The Consequences

When passengers get on and off the bus there is a danger of slipping or tripping resulting in injury causing bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc. When exiting the bus there is a danger of injury from other pedestrians/vehicles.

Injury to passengers on a coach.

### Minimisation of the Risks

ISCA faculty will be first on and off the coach to ensure that the entrance and exit are clear and that there are no oncoming vehicles or large groups of pedestrians. When assembling outside the coach, the designated ISCA faculty members will walk the group to the arranged meeting point to ensure that there is no build-up of people around the coach door.

The coach's exit doors are clearly marked and handrails are provided to assist with boarding/disembarking. Anti-slip strips are placed on the steps to the coach to prevent slipping.

ISCA faculty will ensure that before the coach departs and during each journey every passenger is wearing a safety belt. Our coach provider, Safeguard Coaches, has extensive safety requirements to ensure that its coaches and drivers are fit for purpose.

Safeguard holds an Operator's Licence from the regional traffic



commissioner, which requires their coaches to be maintained and operated to a high standard. All are fitted as standard with ABS braking systems, speed limiters and vehicle telematics to ensure that high standards of driving are maintained at all times.

## **CANTERBURY CATHEDRAL & TOWN**

Separation from the group.

A student becomes lost as a result of separation from the group.

Students will proceed to Canterbury Cathedral in their school groups. During their tour of the Cathedral students will be able to move around in small groups, and will be given a time to meet their group leader at the designated meeting point. ISCA faculty and international faculty will also be moving around the Cathedral and available if any issues were to arise.

Upon leaving the Cathedral students will have free time in and around the town centre. This is time for the students to explore the pedestrianised High Street in small groups. Again, ISCA and international faculty will be moving around the High Street at the same time, and available in the event of an emergency. Students will have been given a designated meeting place and time, typically by the landmark Butter Cross.





On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis. They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should either contact a member of staff at the Cathedral or the police or the owner of any of the independent shops on the High Street, and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.

Traffic when exploring the High Street in Canterbury.

Injury by a vehicle or bicycle.

Students exploring Canterbury have to remain in groups of three or more. They are regularly reminded of the importance of



watching for traffic and remembering that vehicles drive on the left in UK.

The main area is all pedestrianised. ISCA staff will be present wherever there is a need to cross a busy road.

Fire/evacuation from the Cathedral.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury and asphyxiation from fire and evacuation of large numbers.

Students will be instructed that in the event of fire and evacuation they will listen to instructions from wardens and move quickly but carefully to the designated fire exit then meet up with their group at the fire evacuation meeting point.

### **CANTERBURY BOAT TOURS**

Falling into the River Stour.

Injury, drowning from falling into the River

Whilst on the boat tours round Canterbury there is a risk of falling into the River. However, students will be accompanied at all times by an official from Canterbury boat tours and at least one member of faculty. Students will be in small groups of 10 or fewer, and will be told to remain seated for the entire journey. In the event of a student falling into the River, lifesaving equipment is available. In addition, the area of the River we will be on has a depth of just over 1m. In the event of a head injury due to falling out of the boat, life saving equipment is located along the banks of the River.



## GENERAL FIRST AID

Accidents when off campus.

Injury from cuts, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc.

In this event the ISCA faculty, who are all first aid trained, will assess the injury and decide if it can be treated with the first aid kits that each group will carry. In the event of a more serious injury, ISCA faculty will consult with an international staff member from the student's group and then either take the student to the first aid centre or, if more serious, call an ambulance.

Serious underlying medical conditions.

A potentially dangerous event needing treatment such as asthma, anaphylactic shock, epileptic fit, hypoglycaemic attack.

ISCA will hold medical records of the students, as provided by their families on registration. ISCA staff will be made aware of any serious medical conditions and be prepared to deal with any emergencies.

If there are medicines or pills to be administered, these will be held by the group leader after receiving the parent's permission before enrolling on the ISCA program.

Heart Condition

Cardiac arrest.

All ISCA staff are First Aid trained. In the event of a cardiac arrest the following steps would be taken, in accordance with First Aid practice:

1. Assess the casualty



2. Determine breathing patterns
3. Call for an ambulance (no defibrillators known in this area)
4. Commence CPR

## **4.5 Houses of Parliament & Covent Garden**

### **The Hazards**

#### **TRANSPORT**

Accident getting on and off the coach.

### **The Consequences**

When passengers get on and off the bus there is a danger of slipping or tripping resulting in injury causing bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc. When exiting the bus there is a danger of injury from other pedestrians/vehicles.

### **Minimisation of the Risks**

ISCA faculty will be first on and off the coach to ensure that the entrance and exit are clear and that there are no oncoming vehicles or large groups of pedestrians. When assembling outside the coach, the designated ISCA faculty members will walk the group to the arranged meeting point to ensure that there is no build-up of people around the coach door.

The coach's exit doors are clearly marked and handrails are provided to assist with boarding/disembarking. Anti-slip strips are placed on the steps to the coach to prevent slipping.



Accident in transit.

Injury to passengers on a coach.

ISCA faculty will ensure that before the coach departs and during each journey every passenger is wearing a safety belt. Our coach provider, Safeguard Coaches, has extensive safety requirements to ensure that its coaches and drivers are fit for purpose.

Safeguard holds an Operator's Licence from the regional traffic commissioner, which requires their coaches to be maintained and operated to a high standard. All are fitted as standard with ABS braking systems, speed limiters and vehicle telematics to ensure that high standards of driving are maintained at all times.

## **HOUSES OF PARLIAMENT**

Separation from the group.

A student becomes lost as a result of separation from the group.

The combination of ISCA and international faculty ensures that a ratio of 1:5 faculty to students is maintained at all times. Faculty members will spread out amongst the students to ensure that a responsible adult is always in their line of vision.

When there is time for independent exploration, students must be in groups of 3 or more. All students will be given a designated meeting place and time to return. ISCA faculty will ensure they are clear about this before splitting into smaller groups. In addition, their own teachers will reinforce this to ensure that their students arrive back at the designated meeting place with time to spare.



On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis. They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should approach a member of the staff at the Houses of Parliament or the police or a shop owner in the vicinity and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.

Fire/evacuation from Parliament. Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury

Students will be instructed that in the event of fire and evacuation they will listen to instructions from guides and the public address



and asphyxiation from fire and evacuation of large numbers.

system and move quickly but carefully to the designated fire exit then meet up with their group at the fire evacuation meeting point.

### **COVENT GARDEN**

Separation from the group.

A student becomes lost as a result of separation from the group.

The combination of ISCA and international faculty ensures that a ratio of 1:5 faculty to students is maintained at all times. Faculty members will spread out amongst the students to ensure that a responsible adult is always in their line of vision.

When there is time for independent exploration, students must be in groups of 3 or more. All students will be given a designated meeting place and time to return. ISCA faculty will ensure they are clear about this before splitting into smaller groups. In addition, their own teachers will reinforce this to ensure that their students arrive back at the designated meeting place with time to spare.

On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis. They will be instructed that if they do get separated, they are to



check their booklet to ensure they know where they are meant to be.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should approach the police or a shop owner in the vicinity and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.





Traffic when exploring Covent Garden.

Injury by a vehicle or bicycle.

Students exploring Covent Garden have to remain in groups of three or more. They are regularly reminded of the importance of watching for traffic and remembering that vehicles drive on the left in UK. Most of the areas they will be in are traffic-free but where this is not the case there are plenty of pedestrian crossings where pedestrians have right of way and ISCA faculty will always be on duty around Covent Garden. Although students will feel independent there is a safety net around them maintained by the ISCA Faculty. Additionally, in Covent Garden students will be warned to watch for cyclists who they may not hear.

### **GENERAL FIRST AID**

Accidents when off campus.

Injury from cuts, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc.

In this event the ISCA faculty, who are all first aid trained, will assess the injury and decide if it can be treated with the first aid kits that each group will carry. In the event of a more serious injury, ISCA faculty will consult with an international staff member from the student's group and then either take the student to the first aid centre or, if more serious, call an ambulance.



Serious underlying medical conditions.

A potentially dangerous event needing treatment such as asthma, anaphylactic shock, epileptic fit, hypoglycaemic attack.

ISCA will hold medical records of the students, as provided by their families on registration. ISCA staff will be made aware of any serious medical conditions and be prepared to deal with any emergencies.

If there are medicines or pills to be administered, these will be held by the group leader after receiving the parent's permission before enrolling on the ISCA program.

Heart Condition

Cardiac arrest.

All ISCA staff are First Aid trained. In the event of a cardiac arrest the following steps would be taken, in accordance with First Aid practice:

1. Assess the casualty
2. Determine breathing patterns
3. Call for defibrillator (held by the security team at Covent Garden and in the meeting zone of the Houses of Parliament) and an ambulance
4. Commence CPR



## 4.6 Warner Bros Studios Tour

### The Hazards

#### TRANSPORT

Accident getting on and off the coach.

Accident in transit.

### The Consequences

When passengers get on and off the bus there is a danger of slipping or tripping resulting in injury causing bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc. When exiting the bus there is a danger of injury from other pedestrians/vehicles.

Injury to passengers on a coach.

### Minimisation of the Risks

ISCA faculty will be first on and off the coach to ensure that the entrance and exit are clear and that there are no oncoming vehicles or large groups of pedestrians. When assembling outside the coach, the designated ISCA faculty members will walk the group to the arranged meeting point to ensure that there is no build-up of people around the coach door.

The coach's exit doors are clearly marked and handrails are provided to assist with boarding/disembarking. Anti-slip strips are placed on the steps to the coach to prevent slipping.

ISCA faculty will ensure that before the coach departs and during each journey every passenger is wearing a safety belt. Our coach provider, Safeguard Coaches, has extensive safety requirements to ensure that its coaches and drivers are fit for purpose.

Safeguard holds an Operator's Licence from the regional traffic



commissioner, which requires their coaches to be maintained and operated to a high standard. All are fitted as standard with ABS braking systems, speed limiters and vehicle telematics to ensure that high standards of driving are maintained at all times.

### **WARNER BROS. STUDIO TOURS**

Separation from the group.

A student becomes lost as a result of separation from the group.

Students will enter the Warner Bros. Studio tour with their school groups. Upon entering the tour students will proceed on a self-guided tour. There is lots to see in the studios so students are informed of the main sections to visit and will be given a designated meeting time and place. ISCA and international faculty will be circulating throughout the studios.

On leaving the tour and the shop, students will assemble in the pedestrianised areas by the buses. A member of ISCA faculty will already be there when the first students arrive and another member of ISCA faculty will be the last to leave the tour, in order to ensure that all students are accounted for.

On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis.



They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should approach a member of the staff at the Studios and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.

Fire/evacuation from the Studios. Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury and asphyxiation from fire and evacuation of large numbers.

Students will be instructed that in the event of fire and evacuation they will listen to instructions from Warner Bros staff and the public address system and move quickly but carefully to the designated fire exit then meet up with their group at the fire evacuation meeting point.



## GENERAL FIRST AID

Accidents when off campus.

Injury from cuts, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc.

In this event the ISCA faculty, who are all first aid trained, will assess the injury and decide if it can be treated with the first aid kits that each group will carry. In the event of a more serious injury, ISCA faculty will consult with an international staff member from the student's group and then either take the student to the first aid centre or, if more serious, call an ambulance.

Serious underlying medical conditions.

A potentially dangerous event needing treatment such as asthma, anaphylactic shock, epileptic fit, hypoglycaemic attack.

ISCA will hold medical records of the students, as provided by their families on registration. ISCA staff will be made aware of any serious medical conditions and be prepared to deal with any emergencies.

If there are medicines or pills to be administered, these will be held by the group leader after receiving the parent's permission before enrolling on the ISCA program.

Heart Condition

Cardiac arrest.

All ISCA staff are First Aid trained. In the event of a cardiac arrest the following steps would be taken, in accordance with First Aid practice:

1. Assess the casualty
2. Determine breathing patterns



3. Call for defibrillator (located outside Warner Bros Studio Tour) and an ambulance
4. Commence CPR

## **4.7 Stratford-upon-Avon & Blenheim Palace**

### **The Hazards**

#### **TRANSPORT**

Accident getting on and off the coach.

Accident in transit.

### **The Consequences**

When passengers get on and off the bus there is a danger of slipping or tripping resulting in injury causing bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc. When exiting the bus there is a danger of injury from other pedestrians/vehicles.

Injury to passengers on a coach.

### **Minimisation of the Risks**

ISCA faculty will be first on and off the coach to ensure that the entrance and exit are clear and that there are no oncoming vehicles or large groups of pedestrians. When assembling outside the coach, the designated ISCA faculty members will walk the group to the arranged meeting point to ensure that there is no build-up of people around the coach door.

The coach's exit doors are clearly marked and handrails are provided to assist with boarding/disembarking. Anti-slip strips are placed on the steps to the coach to prevent slipping.

ISCA faculty will ensure that before the coach departs and during each journey every passenger is wearing a safety belt. Our coach



provider, Safeguard Coaches, has extensive safety requirements to ensure that its coaches and drivers are fit for purpose.

Safeguard holds an Operator's Licence from the regional traffic commissioner, which requires their coaches to be maintained and operated to a high standard. All are fitted as standard with ABS braking systems, speed limiters and vehicle telematics to ensure that high standards of driving are maintained at all times.

Separation from the group.

A student becomes lost as a result of separation from the group.

The combination of ISCA and international faculty ensures that a ratio of 1:5 faculty to students is maintained at all times. Faculty members will spread out amongst the students to ensure that a responsible adult is always in their line of vision.

When there is time for independent exploration, students must be in groups of 3 or more. All students will be given a designated meeting place and time to return. ISCA faculty will ensure they are clear about this before splitting into smaller groups. In addition, their own teachers will reinforce this to ensure that their students arrive back at the designated meeting place with time to spare.





On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis. They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should approach a member of the staff at Shakespeare's Birthplace or the police or a shop owner in the vicinity and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.

Stumbling or falling on stairs and steps in Shakespeare's Birthplace.

Injury such as bumps, bruises, broken limbs, twisted ligaments, back injury, head injury from stumbling or falling.

Students will be warned of the risks and instructed to move slowly and quietly through the house and grounds. Handrails are



provided on stairs and lifts are available for those with mobility problems.

Falling into the River Avon.

Injury or Drowning

Students will be briefed not to go too near to the water's edge. There is life-saving equipment on the river-bank and monitored CCTV equipment on the bridge.

Fire/evacuation from the Birthplace

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury and asphyxiation from fire and evacuation of large numbers

Students will be instructed that in the event of fire and evacuation, they will listen to instructions from the Birthplace staff and the public address system and move quickly but carefully to the designated fire exit then meet up with their group at the fire evacuation meeting point.

Traffic when exploring Stratford-upon-Avon

Injury by a vehicle or bicycle

Students exploring Stratford-upon-Avon have to remain in groups of three or more. They are regularly reminded of the importance of watching for traffic and remembering that vehicles drive on the left in UK. There are plenty of pedestrian crossings where pedestrians have right of way and ISCA faculty will always be on duty on the High Street. Although students will feel independent there is a safety net around them maintained by the ISCA Faculty. Additionally, in Stratford-upon-Avon students will be warned to watch for cyclists who they may not hear.



## **BLLENHEIM PALACE**

Separation from the group.

A student becomes lost as a result of separation from the group.

Upon arrival at Blenheim Palace students will receive tickets in their school groups. They will then enter the Palace with their international faculty member. Upon leaving the internal tour of the Palace students will have ample time to explore the grounds and gardens in groups of 3 or more. Before they do this, they will be given a designated meeting time and place. When exploring the gardens, signposts clearly mark the route back to the main entrance and ISCA and international faculty will always be moving around in sight of the groups of students.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should either contact a member Blenheim Palace staff and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.



Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.

Falling into the River Glyme at Blenheim Palace.

Drowning or head injury caused by falling into the water

Whilst students will have the opportunity to sit on the banks of the River the risks of slipping and falling into the river are clearly marked. In the event of a student falling into the water life-saving equipment is available. In addition, at least one ISCA faculty member will be located near the banks of the river to minimise such risks.

Fire/evacuation from the Palace.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury and asphyxiation from fire and evacuation of large numbers.

Students will be instructed that in the event of fire and evacuation they will listen to instructions from Blenheim staff and the public address system and move quickly but carefully to the designated fire exit then meet up with their group at the fire evacuation meeting point.



## GENERAL FIRST AID

Accidents when off campus

Injury from cuts, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc.

In this event the ISCA faculty, who are all first aid trained, will assess the injury and decide if it can be treated with the first aid kits that each group will carry. In the event of a more serious injury, ISCA faculty will consult with an international staff member from the student's group and then either take the student to the first aid centre or, if more serious, call an ambulance.

Serious underlying medical conditions.

A potentially dangerous event needing treatment such as asthma, anaphylactic shock, epileptic fit, hypoglycaemic attack.

ISCA will hold medical records of the students, as provided by their families on registration. ISCA staff will be made aware of any serious medical conditions and be prepared to deal with any emergencies.

If there are medicines or pills to be administered, these will be held by the group leader after receiving the parent's permission before enrolling on the ISCA program.

Heart Condition

Cardiac arrest.

All ISCA staff are First Aid trained. In the event of a cardiac arrest the following steps would be taken, in accordance with First Aid practice:

1. Assess the casualty



2. Determine breathing patterns
3. Call for defibrillator (located outside Prontaprint on Greenhill Street and by Elizabeth House on Church Street, next to the RSC Theatre and in the operations office at Blenheim Palace) and an ambulance
4. Commence CPR

## **4.8 'Wicked' Theatre Performance**

### **The Hazards**

#### **TRANSPORT**

Accident getting on and off the coach.

### **The Consequences**

When passengers get on and off the bus there is a danger of slipping or tripping resulting in injury causing bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc. When exiting the bus there is a danger of injury from other

### **Minimisation of the Risks**

ISCA faculty will be first on and off the coach to ensure that the entrance and exit are clear and that there are no oncoming vehicles or large groups of pedestrians. When assembling outside the coach, the designated ISCA faculty members will walk the group to the arranged meeting point to ensure that there is no build-up of people around the coach door.



pedestrians/vehicles.

The coach's exit doors are clearly marked and handrails are provided to assist with boarding/disembarking. Anti-slip strips are placed on the steps to the coach to prevent slipping.

Accident in transit.

Injury to passengers on a coach.

ISCA faculty will ensure that before the coach departs and during each journey every passenger is wearing a safety belt. Our coach provider, Safeguard Coaches, has extensive safety requirements to ensure that its coaches and drivers are fit for purpose.

Safeguard holds an Operator's Licence from the regional traffic commissioner, which requires their coaches to be maintained and operated to a high standard. All are fitted as standard with ABS braking systems, speed limiters and vehicle telematics to ensure that high standards of driving are maintained at all times.

## **WEST END SHOW**

Fire/evacuation from the theatre.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury and asphyxiation from fire and evacuation of large numbers.

Students will be instructed that in the event of fire and evacuation they will listen to instructions from theatre staff and the public address system and move quickly but carefully to the designated fire exit then meet up with their group at the fire evacuation meeting point.



Separation from the group.

A student becomes lost as a result of separation from the group.

After the show has finished, students will meet their group leader (who will typically be seated on the same row as their students) and be escorted outside to the pre-arranged meeting point. Students will be warned of the traffic outside the theatre.

Our coaches back to the campus will be waiting in the vicinity of the theatre and ISCA faculty will stop the traffic to allow students to cross the road safely. Once on the coaches, students will be counted to ensure that everyone is on the bus.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should either contact the police or a member of the theatre staff and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Traffic when walking around central London.

Injury by a vehicle or bicycle.

Students will remain with their teacher and ISCA faculty member when crossing the road from the coach to the theatre. They will be





reminded regularly of the importance of watching out for traffic and remembering that vehicles drive on the left in UK. Only marked pedestrian crossings will be used and ISCA and international faculty will guide the groups across busy roads.

Students are also reminded of the risks of walking through the crowded streets of London. Students will be advised to walk no more than two abreast and to ensure their backpacks are zipped up and they are wary of any potential pick-pockets etc.

## **GENERAL FIRST AID**

Accidents when off campus.

Injury from cuts, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc.

In this event the ISCA faculty, who are all first aid trained, will assess the injury and decide if it can be treated with the first aid kits that each group will carry. In the event of a more serious injury, ISCA faculty will consult with an international staff member from the student's group and then either take the student to the first aid centre or, if more serious, call an ambulance.



Serious underlying medical conditions.

A potentially dangerous event needing treatment such as asthma, anaphylactic shock, epileptic fit, hypoglycaemic attack.

ISCA will hold medical records of the students, as provided by their families on registration. ISCA staff will be made aware of any serious medical conditions and be prepared to deal with any emergencies.

If there are medicines or pills to be administered, these will be held by the group leader after receiving the parent's permission before enrolling on the ISCA program.

Heart Condition

Cardiac arrest.

All ISCA staff are First Aid trained. In the event of a cardiac arrest the following steps would be taken, in accordance with First Aid practice:

1. Assess the casualty
2. Determine breathing patterns
3. Call for defibrillator (when in London an ambulance should be called immediately) and an ambulance
4. Commence CPR



## 4.9 Tower of London, River Thames & The London Eye

### The Hazards

#### TRANSPORT

Accident getting on and off the coach.

Accident in transit.

### The Consequences

When passengers get on and off the bus there is a danger of slipping or tripping resulting in injury causing bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc. When exiting the bus there is a danger of injury from other pedestrians/vehicles.

Injury to passengers on a coach.

### Minimisation of the Risks

ISCA faculty will be first on and off the coach to ensure that the entrance and exit are clear and that there are no oncoming vehicles or large groups of pedestrians. When assembling outside the coach, the designated ISCA faculty members will walk the group to the arranged meeting point to ensure that there is no build-up of people around the coach door.

The coach's exit doors are clearly marked and handrails are provided to assist with boarding/d disembarking. Anti-slip strips are placed on the steps to the coach to prevent slipping.

ISCA faculty will ensure that before the coach departs and during each journey every passenger is wearing a safety belt. Our coach provider, Safeguard Coaches, has extensive safety requirements to ensure that its coaches and drivers are fit for purpose.

Safeguard holds an Operator's Licence from the regional traffic



## **TOWER OF LONDON**

Separation from the group.

A student becomes lost as a result of separation from the group.

commissioner, which requires their coaches to be maintained and operated to a high standard. All are fitted as standard with ABS braking systems, speed limiters and vehicle telematics to ensure that high standards of driving are maintained at all times.

The combination of ISCA and international faculty ensures that a ratio of 1:5 faculty to students is maintained at all times. Faculty members will spread out amongst the students to ensure that a responsible adult is always in their line of vision.

When there is time for independent exploration, students must be in groups of 3 or more. All students will be given a designated meeting place and time to return. ISCA faculty will ensure they are clear about this before splitting into smaller groups. In addition, their own teachers will reinforce this to ensure that their students arrive back at the designated meeting place with time to spare.

On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis. They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.



All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should approach a member of the staff at the Tower of London or the police or a shop owner in the vicinity and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.

Hitting heads/tripping in the Tower.

Injury to heads on low beams or bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc. from tripping on stone staircases.

Students will be warned about these risks and told to take care and not run down the spiral staircases.

Falling from a parapet.

Injury such as bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc. from falling.

Students will be told not to climb walls and as well as ISCA faculty, Yeoman Warders (beefeaters) are present throughout the Castle to maintain safety.



Fire/evacuation from the Tower.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury and asphyxiation from fire and evacuation of large numbers.

Students will be instructed that in the event of fire and evacuation they will listen to instructions from Tower staff and the public address system and move quickly but carefully to the designated fire exit then meet up with their group at the fire evacuation meeting point.

### **BOAT TRIP**

Separation from the group.

A student becomes lost as a result of separation from the group.

The combination of ISCA and international faculty ensures that a ratio of 1:5 faculty to students is maintained at all times. Faculty members will spread out amongst the students to ensure that a responsible adult is always in their line of vision.

When there is time for independent exploration, students must be in groups of 3 or more. All students will be given a designated meeting place and time to return. ISCA faculty will ensure they are clear about this before splitting into smaller groups. In addition, their own teachers will reinforce this to ensure that their students arrive back at the designated meeting place with time to spare.

On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis.



They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should approach a member of the staff on the boat or the police or a shop owner in the vicinity and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.

Slipping/tripping when walking on or off the boat.

Injury to a student such as bumps, bruises, broken limbs, twisted ligaments, back injury, head injury when entering or exiting the boat along the gangplank.

Students will be supervised in their groups and walk not run when entering or exiting the boat. They will be told of the risks of tripping and slipping on the gangplank.



Falling into the River.

Injury/Drowning.

Students will not be allowed to lean over the side but to sit in the seats provided. They will also be told to listen out for any instructions on the loudspeakers from the captain. The boat will have safety information displayed prominently throughout and will conform to the regulations regarding provision of life-saving equipment.

Fire on the boat.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury resulting from movement of large numbers.

Students will be instructed that in the event of fire they will listen to and follow instructions from the captain or crew and over the public address system and stay with their groups and faculty, where possible.

Sinking of the boat.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury, asphyxiation from evacuation of large numbers/drowning.

Students will be instructed to observe safety notices on boarding and that in the event of fire they will listen to and follow instructions from the captain or crew and over the public address system. Unless otherwise instructed, they will go to the nearest assembly point indicated by a sign, don lifejackets and await further instructions by a crew member.

## **LONDON EYE**

Separation from the group.

A student becomes lost as a result of separation from the group.

The combination of ISCA and international faculty ensures that a ratio of 1:5 faculty to students is maintained at all times. Faculty





members will spread out amongst the students to ensure that a responsible adult is always in their line of vision.

When there is time for independent exploration, students must be in groups of 3 or more. All students will be given a designated meeting place and time to return. ISCA faculty will ensure they are clear about this before splitting into smaller groups. In addition, their own teachers will reinforce this to ensure that their students arrive back at the designated meeting place with time to spare.

On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis. They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should approach a member of the staff at the London Eye or the police or a shop owner in the vicinity and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA



faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.

General Hazards on the London Eye itself.

Risks of injury, malfunction, slipping, tripping or fire.

Students will be warned about taking care when entering or leaving pods. Venue staff wear uniforms and badges for easy identification. Full criminal records are carried out on all first-aiders and front-of-house staff. A dedicated security team is available to deal with minor security issues and is also trained to deal with any emergency issues arising.

### **GENERAL FIRST AID**

Accidents when off campus.

Injury from cuts, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc.

In this event the ISCA faculty, who are all first aid trained, will assess the injury and decide if it can be treated with the first aid kits that each group will carry. In the event of a more serious injury, ISCA faculty will consult with an international staff member from the student's group and then either take the student to the first aid centre or, if more serious, call an ambulance.



Serious underlying medical conditions.

A potentially dangerous event needing treatment such as asthma, anaphylactic shock, epileptic fit, hypoglycaemic attack.

ISCA will hold medical records of the students, as provided by their families on registration. ISCA staff will be made aware of any serious medical conditions and be prepared to deal with any emergencies.

If there are medicines or pills to be administered, these will be held by the group leader after receiving the parent's permission before enrolling on the ISCA program.

Heart Condition

Cardiac arrest.

All ISCA staff are First Aid trained. In the event of a cardiac arrest the following steps would be taken, in accordance with First Aid practice:

1. Assess the casualty
2. Determine breathing patterns
3. Call for defibrillator (5 located throughout the Tower of London, if there is a need for one in the vicinity of the London Eye an ambulance should be called but there is one on Belvedere Road on the BAM Construction building) and an ambulance
4. Commence CPR



## 4.10 Bath & Stonehenge

### The Hazards

### The Consequences

### Minimisation of the Risks

#### TRANSPORT

Accident getting on and off the coach.

When passengers get on and off the bus there is a danger of slipping or tripping resulting in injury causing bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc. When exiting the bus there is a danger of injury from other pedestrians/vehicles.

ISCA faculty will be first on and off the coach to ensure that the entrance and exit are clear and that there are no oncoming vehicles or large groups of pedestrians. When assembling outside the coach, the designated ISCA faculty members will walk the group to the arranged meeting point to ensure that there is no build-up of people around the coach door.

The coach's exit doors are clearly marked and handrails are provided to assist with boarding/d disembarking. Anti-slip strips are placed on the steps to the coach to prevent slipping.

Accident in transit.

Injury to passengers on a coach.

ISCA faculty will ensure that before the coach departs and during each journey every passenger is wearing a safety belt. Our coach provider, Safeguard Coaches, has extensive safety requirements to ensure that its coaches and drivers are fit for purpose.

Safeguard holds an Operator's Licence from the regional traffic



commissioner, which requires their coaches to be maintained and operated to a high standard. All are fitted as standard with ABS braking systems, speed limiters and vehicle telematics to ensure that high standards of driving are maintained at all times.

## **BATH**

Separation from the group.

A student becomes lost as a result of separation from the group.

The combination of ISCA and international faculty ensures that a ratio of 1:5 faculty to students is maintained at all times. Faculty members will spread out amongst the students to ensure that a responsible adult is always in their line of vision.

When there is time for independent exploration, students must be in groups of 3 or more. All students will be given a designated meeting place and time to return. ISCA faculty will ensure they are clear about this before splitting into smaller groups. In addition, their own teachers will reinforce this to ensure that their students arrive back at the designated meeting place with time to spare.

On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis. They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.



All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should approach a member of the staff at the Roman Baths or the police or a shop owner in the vicinity and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.

Traffic when exploring Bath

Injury from a vehicle or bicycle

Students exploring Bath have to remain in groups of three or more. They are regularly reminded of the importance of watching for traffic and remembering that vehicles drive on the left in UK. Most of the areas they will be in are traffic-free but where this is not the case there are plenty of pedestrian crossings where pedestrians have right of way and ISCA faculty will always be on duty around Bath High Street. Although students will feel independent there is a safety net around them maintained by the



ISCA Faculty. Additionally, in Bath students will be warned to watch for cyclists who they may not hear

Fire/evacuation from the Roman Baths.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury and asphyxiation from fire and evacuation of large numbers.

Students will be instructed that in the event of fire and evacuation they will listen to instructions from staff at the Baths and the public address system and move quickly but carefully to the designated fire exit then meet up with their group at the fire evacuation meeting point.

## **STONEHENGE**

Separation from the group.

A student becomes lost as a result of separation from the group.

The combination of ISCA and international faculty ensures that a ratio of 1:5 faculty to students is maintained at all times. Faculty members will spread out amongst the students to ensure that a responsible adult is always in their line of vision. Guides will also stop from time to time to ensure all students are present.

When there is time for independent exploration, students must be in groups of 3 or more. All students will be given a designated meeting place and time to return. ISCA faculty will ensure they are



clear about this before splitting into smaller groups. In addition, their own teachers will reinforce this to ensure that their students arrive back at the designated meeting place with time to spare.

On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis. They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should go to the Information Centre and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.





## GENERAL FIRST AID

Accidents when off campus.

Injury from cuts, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc.

In this event the ISCA faculty, who are all first aid trained, will assess the injury and decide if it can be treated with the first aid kits that each group will carry. In the event of a more serious injury, ISCA faculty will consult with an international staff member from the student's group and then either take the student to the first aid centre or, if more serious, call an ambulance.

Serious underlying medical conditions.

A potentially dangerous event needing treatment such as asthma, anaphylactic shock, epileptic fit, hypoglycaemic attack.

ISCA will hold medical records of the students, as provided by their families on registration. ISCA staff will be made aware of any serious medical conditions and be prepared to deal with any emergencies. If there are medicines or pills to be administered, these will be held by the group leader after receiving the parent's permission before enrolling on the ISCA program.

Heart Condition

Cardiac arrest.

All ISCA staff are First Aid trained. In the event of a cardiac arrest the following steps would be taken, in accordance with First Aid practice:

1. Assess the casualty
2. Determine breathing patterns
3. Call for defibrillator (located by the River next to Bath Rugby Football Club and at Lloyds Main Reception at 27



- Gay Street and Stonehenge visitor centre) and an ambulance
4. Commence CPR

## 4.11 Portsmouth & Arundel

### The Hazards

#### TRANSPORT

Accident getting on and off the coach.

### The Consequences

When passengers get on and off the bus there is a danger of slipping or tripping resulting in injury causing bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc. When exiting the bus there is a danger of injury from other pedestrians/vehicles.

### Minimisation of the Risks

ISCA faculty will be first on and off the coach to ensure that the entrance and exit are clear and that there are no oncoming vehicles or large groups of pedestrians. When assembling outside the coach, the designated ISCA faculty members will walk the group to the arranged meeting point to ensure that there is no build-up of people around the coach door.

The coach's exit doors are clearly marked and handrails are provided to assist with boarding/disembarking. Anti-slip strips are placed on the steps to the coach to prevent slipping.



Accident in transit.

Injury to passengers on a coach.

ISCA faculty will ensure that before the coach departs and during each journey every passenger is wearing a safety belt. Our coach provider, Safeguard Coaches, has extensive safety requirements to ensure that its coaches and drivers are fit for purpose.

Safeguard holds an Operator's Licence from the regional traffic commissioner, which requires their coaches to be maintained and operated to a high standard. All are fitted as standard with ABS braking systems, speed limiters and vehicle telematics to ensure that high standards of driving are maintained at all times.

## **PORTSMOUTH**

Separation from the group.

A student becomes lost as a result of separation from the group.

The combination of ISCA and international faculty ensures that a ratio of 1:5 faculty to students is maintained at all times. Faculty members will spread out amongst the students to ensure that a responsible adult is always in their line of vision.

When there is time for independent exploration, students must be in groups of 3 or more. All students will be given a designated meeting place and time to return. ISCA faculty will ensure they are



clear about this before splitting into smaller groups. In addition, their own teachers will reinforce this to ensure that their students arrive back at the designated meeting place with time to spare.

On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis. They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should approach a member of the staff at the dockyard or the police or a shop owner in the vicinity and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.



Hitting heads/tripping on HMS Victory.

Injury to heads on the low beams or bumps, bruises, broken limbs, twisted ligaments, back injury, from tripping on some of the original features of the ship.

Portsmouth Historic Dockyard have prepared HMS Victory in such a way that these risks are minimised. All low beams are clearly marked and the route to explore the ship ensures that no trip hazards are present.

When travelling between decks, the stairs are very steep. However hand rails are provided to assist with travelling between decks and, if this is not appropriate there is a video tour from the main deck, which is accessed via a ramp.

Falling into the water.

As the dockyard is located by the sea there is the potential for injury to a student or drowning.

Students will never be in an area where they can fall into the sea unless crossing a boarding plank etc when there is a netted walkway to prevent this. Life-saving equipment is located throughout the dockyard.

Fire/evacuation from Museum or HMS victory.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury from fire and evacuation of large numbers.

Students will be instructed that in the event of fire and evacuation they will listen to instructions from staff and over the public address system and move quickly but carefully to the designated fire exit then meet up with their group at the fire evacuation meeting point.



## **ARUNDEL CASTLE & VILLAGE**

Separation from the group.

A student becomes lost as a result of separation from the group.

The combination of ISCA and international faculty ensures that a ratio of 1:5 faculty to students is maintained at all times. Faculty members will spread out amongst the students to ensure that a responsible adult is always in their line of vision.

When there is time for independent exploration, students must be in groups of 3 or more. All students will be given a designated meeting place and time to return. ISCA faculty will ensure they are clear about this before splitting into smaller groups. In addition, their own teachers will reinforce this to ensure that their students arrive back at the designated meeting place with time to spare.

On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis. They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming



separated/lost a student should approach a member of the staff at Arundel Castle or the police or a shop owner in the vicinity and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.

Fire/evacuation from rooms or castle.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury from fire and evacuation of large numbers.

Students will be instructed that in the event of fire and evacuation they will listen to instructions from staff and over the public address system and move quickly but carefully to the designated fire exit then meet up with their group at the fire evacuation meeting point.

Slipping/tripping in Arundel grounds.

bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc. when exploring the grounds.

As a prime visitor attraction and restored medieval castle, Arundel is managed in a way to reduce risks to the public. The route through the castle is clearly marked and trip hazards identified. For example, when walking up to the Norman Keep additional handrails have been put in.



Traffic when exploring the village of Arundel. Injury by a vehicle or bicycle.

Students exploring the village of Arundel have to remain in groups of three or more. They are regularly reminded of the importance of watching for traffic and remembering that vehicles drive on the left in UK.

There are plenty of pedestrian crossings in the village where pedestrians have right of way and ISCA faculty will always be on duty around the village. Although students will feel independent there is a safety net around them maintained by the staff.

Falling into the River Arun at the meeting point or during lunch near the riverbank. Injury/Drowning.

Students will not approach the banks of the river. If they were to slip and fall into the River there is lifesaving equipment located along the River bank.

### **GENERAL FIRST AID**

Accidents when off campus. Injury from cuts, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc.

In this event the ISCA faculty, who are all first aid trained, will assess the injury and decide if it can be treated with the first aid kits that each group will carry. In the event of a more serious injury, ISCA faculty will consult with an international staff member from the student's group and then either take the student to the first aid centre or, if more serious, call an ambulance.





Serious underlying medical conditions.

A potentially dangerous event needing treatment such as asthma, anaphylactic shock, epileptic fit, hypoglycaemic attack.

ISCA will hold medical records of the students, as provided by their families on registration. ISCA staff will be made aware of any serious medical conditions and be prepared to deal with any emergencies.

Heart Condition

Cardiac arrest.

If there are medicines or pills to be administered, these will be held by the group leader after receiving the parent's permission before enrolling on the ISCA program.

All ISCA staff are First Aid trained. In the event of a cardiac arrest the following steps would be taken, in accordance with First Aid practice:

1. Assess the casualty
2. Determine breathing patterns
3. Call for defibrillator (located in Portsmouth Historic Dockyard and Arundel Castle) and an ambulance
4. Commence CPR



## 4.12 The Globe Theatre, Tate Modern and St Paul's Cathedral

### The Hazards

#### TRANSPORT

Accident getting on and off the coach.

Accident in transit.

### The Consequences

When passengers get on and off the bus there is a danger of slipping or tripping resulting in injury causing bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc. When exiting the bus there is a danger of injury from other pedestrians/vehicles.

Injury to passengers on a coach.

### Minimisation of the Risks

ISCA faculty will be first on and off the coach to ensure that the entrance and exit are clear and that there are no oncoming vehicles or large groups of pedestrians. When assembling outside the coach, the designated ISCA faculty members will walk the group to the arranged meeting point to ensure that there is no build-up of people around the coach door.

The coach's exit doors are clearly marked and handrails are provided to assist with boarding/disembarking. Anti-slip strips are placed on the steps to the coach to prevent slipping.

ISCA faculty will ensure that before the coach departs and during each journey every passenger is wearing a safety belt. Our coach provider, Safeguard Coaches, has extensive safety requirements to ensure that its coaches and drivers are fit for purpose.

Safeguard holds an Operator's Licence from the regional traffic



## THE GLOBE THEATRE

Separation from the group.

A student becomes lost as a result of separation from the group.

commissioner, which requires their coaches to be maintained and operated to a high standard. All are fitted as standard with ABS braking systems, speed limiters and vehicle telematics to ensure that high standards of driving are maintained at all times.

The combination of ISCA and international faculty ensures that a ratio of 1:5 faculty to students is maintained at all times. Faculty members will spread out amongst the students to ensure that a responsible adult is always in their line of vision.

When there is time for independent exploration, students must be in groups of 3 or more. All students will be given a designated meeting place and time to return. ISCA faculty will ensure they are clear about this before splitting into smaller groups. In addition, their own teachers will reinforce this to ensure that their students arrive back at the designated meeting place with time to spare.

On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis. They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.



All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should approach a member of the staff at the Globe Theatre or the police or a shop owner in the vicinity and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.

Fire/evacuation from the Globe.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury and asphyxiation from fire and evacuation of large numbers.

Students will be instructed that in the event of fire and evacuation they will listen to instructions from Globe staff and the public address system and move quickly but carefully to the designated fire exit then meet up with their group at the fire evacuation meeting point.



## **TATE MODERN**

Separation from the group.

A student becomes lost as a result of separation from the group.

The combination of ISCA and international faculty ensures that a ratio of 1:5 faculty to students is maintained at all times. Faculty members will spread out amongst the students to ensure that a responsible adult is always in their line of vision.

When there is time for independent exploration, students must be in groups of 3 or more. All students will be given a designated meeting place and time to return. ISCA faculty will ensure they are clear about this before splitting into smaller groups. In addition, their own teachers will reinforce this to ensure that their students arrive back at the designated meeting place with time to spare.

On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis. They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming



separated/lost a student should approach a member of the staff at the Tate Modern or the police or a shop owner in the vicinity and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.

Fire/evacuation from Tate Modern.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury from fire and evacuation of large numbers.

Students will be instructed that in the event of fire and evacuation they listen to instructions from Tate Modern staff and over the speaker systems and move quickly but carefully to the designated fire exit, then meet up with their group outside the main entrance.

### **ST PAUL'S CATHEDRAL**

Separation from the group.

A student becomes lost as a result of separation from the group.

The combination of ISCA and international faculty ensures that a ratio of 1:5 faculty to students is maintained at all times. Faculty members will spread out amongst the students to ensure that a responsible adult is always in their line of vision.



When there is time for independent exploration, students must be in groups of 3 or more. All students will be given a designated meeting place and time to return. ISCA faculty will ensure they are clear about this before splitting into smaller groups. In addition, their own teachers will reinforce this to ensure that their students arrive back at the designated meeting place with time to spare.

On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis. They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should approach a member of the staff at the Cathedral or the police or a shop owner in the vicinity and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.



Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.

Injuries when climbing to the top of the dome.

Bumps, bruises, broken limbs, twisted ligaments, back injury, head injury when climbing to the top of the dome at St Paul's Cathedral. Also, potential claustrophobia or vertigo when climbing the internal stairs to the top.

Students will be allowed to climb the 1000 plus steps up to the top of the Golden Gallery at St Paul's only with a group leader with them at all times. Low-level beams are clearly marked and hand rails are provided on the stairs.

Students will have the option whether or not to go up to the dome and will be made aware of the narrow spaces and potential hold ups (causing claustrophobia) before they decide whether or not to go up to the Golden Gallery. In the event of claustrophobia the student would be accompanied safely down with their member of staff, who would have called for an additional member of staff to take control of their group.

Falling from the viewing area at the top of the Golden Gallery.

Serious injury could occur if a student jumped off the top of the gallery.

Students will be accompanied at all times. St Paul's Cathedral marshals are located throughout the walk up to the Golden Gallery. When at the top, and outside, students will be standing behind a clearly marked barrier to minimise any risks. In addition,





their group leader will be with them and there are supervisors from St Paul's Cathedral.

Fire/evacuation from St Paul's.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury from fire and evacuation of large numbers.

Students will be instructed that in the event of fire and evacuation they listen to instructions from the wardens and over the speaker systems and move quickly but carefully to the designated fire exit, then meet up with their group outside the main entrance.

#### **GENERAL FIRST AID**

Accidents when off campus.

Injury from cuts, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc.

In this event the ISCA faculty, who are all first aid trained, will assess the injury and decide if it can be treated with the first aid kits that each group will carry. In the event of a more serious injury, ISCA faculty will consult with an international staff member from the student's group and then either take the student to the first aid centre or, if more serious, call an ambulance.

Serious underlying medical conditions.

A potentially dangerous event needing treatment such as asthma, anaphylactic shock, epileptic fit, hypoglycaemic attack.

ISCA will hold medical records of the students, as provided by their families on registration. ISCA staff will be made aware of any serious medical conditions and be prepared to deal with any emergencies.



If there are medicines or pills to be administered, these will be held by the group leader after receiving the parent's permission before enrolling on the ISCA program.

Heart Condition

Cardiac arrest.

All ISCA staff are First Aid trained. In the event of a cardiac arrest the following steps would be taken, in accordance with First Aid practice:

1. Assess the casualty
2. Determine breathing patterns
3. Call for defibrillator (at the Globe Theatre and Tate Modern an ambulance should be called immediately, there is one located a short walk away on Hopton Street in the McGee Group Building, a defibrillator is held in the crypt at St Paul's Cathedral) and an ambulance
4. Commence CPR



## 4.13 Oxford

### The Hazards

#### TRANSPORT

Accident getting on and off the coach.

Accident in transit.

### The Consequences

When passengers get on and off the bus there is a danger of slipping or tripping resulting in injury causing bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc. When exiting the bus there is a danger of injury from other pedestrians/vehicles.

Injury to passengers on a coach.

### Minimisation of the Risks

ISCA faculty will be first on and off the coach to ensure that the entrance and exit are clear and that there are no oncoming vehicles or large groups of pedestrians. When assembling outside the coach, the designated ISCA faculty members will walk the group to the arranged meeting point to ensure that there is no build-up of people around the coach door.

The coach's exit doors are clearly marked and handrails are provided to assist with boarding/disembarking. Anti-slip strips are placed on the steps to the coach to prevent slipping.

ISCA faculty will ensure that before the coach departs and during each journey every passenger is wearing a safety belt. Our coach provider, Safeguard Coaches, has extensive safety requirements to ensure that its coaches and drivers are fit for purpose.

Safeguard holds an Operator's Licence from the regional traffic



commissioner, which requires their coaches to be maintained and operated to a high standard. All are fitted as standard with ABS braking systems, speed limiters and vehicle telematics to ensure that high standards of driving are maintained at all times.

## **OXFORD GUIDED TOURS AND CITY CENTRE**

Separation from the group.

A student becomes lost as a result of separation from the group.

Upon arrival in Oxford students will be escorted by ISCA and international faculty to the Martyrs' Memorial. Here they will be split into small groups for a guided tour around Oxford conducted by ISCA faculty. In these tours international faculty will also be present.

At the end of these tours students will have an opportunity for independent exploration in small groups of 3 or more around the centre of Oxford. ISCA staff and international staff will always be visible. Students will be given a designated meeting time and place.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should either contact the police, a



member of Oxford University staff, located in the entrances to all Colleges that are spread around, or a shopkeeper and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.

Traffic when exploring Oxford.

Injury by a vehicle or bicycle.

Students exploring Oxford have to remain in groups of three or more. They are regularly reminded of the importance of watching for traffic and remembering that vehicles drive on the left in UK.

The main area is all pedestrianised. ISCA staff will be present wherever there is a need to cross a busy road.

Students are also reminded of the risks of walking through the streets of Oxford. Students will be advised to walk no more than two abreast and to ensure their backpacks are zipped up and they are wary of any potential pick-pockets etc.



## GENERAL FIRST AID

Accidents when off campus.

Injury from cuts, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc.

In this event the ISCA faculty, who are all first aid trained, will assess the injury and decide if it can be treated with the first aid kits that each group will carry. In the event of a more serious injury, ISCA faculty will consult with an international staff member from the student's group and then either take the student to the first aid centre or, if more serious, call an ambulance.

Serious underlying medical conditions.

A potentially dangerous event needing treatment such as asthma, anaphylactic shock, epileptic fit, hypoglycaemic attack.

ISCA will hold medical records of the students, as provided by their families on registration. ISCA staff will be made aware of any serious medical conditions and be prepared to deal with any emergencies.

If there are medicines or pills to be administered, these will be held by the group leader after receiving the parent's permission before enrolling on the ISCA program.



Heart Condition

Cardiac arrest.

All ISCA staff are First Aid trained. In the event of a cardiac arrest the following steps would be taken, in accordance with First Aid practice:

1. Assess the casualty
2. Determine breathing patterns
3. Call for defibrillator (located outside Mansfield College Lodge on Mansfield Road in Oxford) and an ambulance
4. Commence CPR

#### **4.14 Runnymede, Boat Trip & Windsor Castle**

The Hazards

The Consequences

Minimisation of the Risks

##### **TRANSPORT**

Accident getting on and off the coach.

When passengers get on and off the bus there is a danger of slipping or tripping resulting in injury causing bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc. When exiting the

ISCA faculty will be first on and off the coach to ensure that the entrance and exit are clear and that there are no oncoming vehicles or large groups of pedestrians. When assembling outside the coach, the designated ISCA faculty members will walk the



bus there is a danger of injury from other pedestrians/vehicles.

group to the arranged meeting point to ensure that there is no build-up of people around the coach door.

The coach's exit doors are clearly marked and handrails are provided to assist with boarding/disembarking. Anti-slip strips are placed on the steps to the coach to prevent slipping.

Accident in transit.

Injury to passengers on a coach.

ISCA faculty will ensure that before the coach departs and during each journey every passenger is wearing a safety belt. Our coach provider, Safeguard Coaches, has extensive safety requirements to ensure that its coaches and drivers are fit for purpose.

Safeguard holds an Operator's Licence from the regional traffic commissioner, which requires their coaches to be maintained and operated to a high standard. All are fitted as standard with ABS braking systems, speed limiters and vehicle telematics to ensure that high standards of driving are maintained at all times.

## **RUNNYMEDE**

Separation from the group.

A student becomes lost as a result of separation from the group

Students will make their way from the bus park at the National Trust Runnymede sight to the Magna Carta memorial. Students will move with the whole ISCA group to the memorial over the pedestrian path. They will then have time to explore the Magna





Carta memorial before the whole group moves back to the bus. As a result there is a very limited chance of a student becoming separated from the group. However, students will have their emergency cards and their ISCA wristbands and will be aware of the meeting point back at the buses.

Crossing the Windsor Road (A308).

A student being hit by traffic when crossing this busy road

In order to walk between the Runnymede bus park and the boarding area for the boat trip the group must cross the busy A308 road. The group will use the pelican crossing to cross the road and ISCA staff will stand either side of the crossing to ensure the students have time to cross safely.

### **BOAT TRIP**

Falling into the River Thames

Injury/Drowning

The boat we use has railings either side. Students will be assisted onto and off the boat and will remain seated for the journey. If they were to slip and fall into the river, there is lifesaving equipment located on the boat.

Fire on the boat.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury resulting from movement of large numbers.

Students will be instructed that in the event of fire they will listen to and follow instructions from the captain or crew and over the public address system and stay with their groups and faculty, where possible.



Sinking of the boat.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury, asphyxiation from evacuation of large numbers/drowning.

Students will be instructed to observe safety notices on boarding and that in the event of fire they will listen to and follow instructions from the captain or crew and over the public address system. Unless otherwise instructed, they will go to the nearest assembly point indicated by a sign, don lifejackets and await further instructions by the crew.

Fire/evacuation from the rooms, chapel or grounds.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury and asphyxiation from fire and evacuation of large numbers.

Students will be instructed that in the event of fire and evacuation they will listen to instructions from Windsor staff and the public address system and move quickly but carefully to the designated fire exit then meet up with their group at the fire evacuation meeting point.

Separation from the group.

A student becomes lost as a result of separation from the group.

Upon arrival in Windsor students will make their way to the Castle with their school groups and ISCA faculty. Students will explore the within their school groups, staying with their teachers. ISCA staff will also circulate around the Castle. On leaving the Castle students will have free time in Windsor. Students will be given a meeting place and time (typically by the entrance to Windsor Royal Shopping on Thames Street).

On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis.



They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should either contact a member of Windsor Castle staff or the owner of any of the independent shops, and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.

Traffic when exploring Windsor. Injury by a vehicle or bicycle.

Students exploring Windsor will remain in groups of three or more. They will be reminded regularly of the importance of watching for traffic and remembering that vehicles drive on the left in UK.



Most of the areas students will be in are traffic-free but where this is not the case there are plenty of pedestrian crossings where pedestrians have right of way and ISCA faculty will always be on duty around Windsor. Although students will feel independent there is a safety net around them maintained by the ISCA Faculty.

Students are also reminded of the risks of walking through the streets of Windsor. Students will be advised to walk no more than two abreast and to ensure their backpacks are zipped up and they are wary of any potential pick-pockets etc.

## **GENERAL FIRST AID**

Accidents when off campus.

Injury from cuts, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc.

In this event the ISCA faculty, who are all first aid trained, will assess the injury and decide if it can be treated with the first aid kits that each group will carry. In the event of a more serious injury, ISCA faculty will consult with an international staff member from the student's group and then either take the student to the first aid centre or, if more serious, call an ambulance.



Serious underlying medical conditions.

A potentially dangerous event needing treatment such as asthma, anaphylactic shock, epileptic fit, hypoglycaemic attack.

ISCA will hold medical records of the students, as provided by their families on registration. ISCA staff will be made aware of any serious medical conditions and be prepared to deal with any emergencies.

If there are medicines or pills to be administered, these will be held by the group leader after receiving the parent's permission before enrolling on the ISCA program.

Heart Condition

Cardiac arrest.

All ISCA staff are First Aid trained. In the event of a cardiac arrest the following steps would be taken, in accordance with First Aid practice:

1. Assess the casualty
2. Determine breathing patterns
3. Call for defibrillator (no defibrillators known in this area) and an ambulance
4. Commence CPR



## 4.15 Brighton

### The Hazards

#### TRANSPORT

Accident getting on and off the coach.

### The Consequences

When passengers get on and off the bus there is a danger of slipping or tripping resulting in injury causing bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc. When exiting the bus there is a danger of injury from other pedestrians/vehicles.

### Minimisation of the Risks

ISCA faculty will be first on and off the coach to ensure that the entrance and exit are clear and that there are no oncoming vehicles or large groups of pedestrians. When assembling outside the coach, the designated ISCA faculty members will walk the group to the arranged meeting point to ensure that there is no build-up of people around the coach door.

The coach's exit doors are clearly marked and handrails are provided to assist with boarding/disembarking. Anti-slip strips are placed on the steps to the coach to prevent slipping.



Accident in transit.

Injury to passengers on a coach.

ISCA faculty will ensure that before the coach departs and during each journey every passenger is wearing a safety belt. Our coach provider, Safeguard Coaches, has extensive safety requirements to ensure that its coaches and drivers are fit for purpose.

Safeguard holds an Operator's Licence from the regional traffic commissioner, which requires their coaches to be maintained and operated to a high standard. All are fitted as standard with ABS braking systems, speed limiters and vehicle telematics to ensure that high standards of driving are maintained at all times.

### **BRIGHTON PALACE PIER**

Separation from the group.

A student becomes lost as a result of separation from the group

Students will make their way from the bus park next to Brighton Sea Life Centre to Brighton Palace Pier. Students will move in their school groups and ISCA faculty. Students will be able to explore Brighton Palace Pier in groups no less than three. ISCA staff will also circulate around the Pier. Before leaving the Pier, the students will be given a meeting place and time to meet up with their teachers and ISCA faculty (typically by the entrance to Brighton Palace Pier). On leaving the Pier students will walk around The Lanes, Brighton Royal Pavilion and The Brighton Dome in their school groups before having some free time to explore Brighton



by themselves. Students will be given a meeting place and time before the whole group moves back to the coach.

On arrival in the UK students, will have been given the ISCA booklet, which states what they will be doing on an hourly basis. They will be instructed that if they do get separated, they are to check their booklet to ensure they know where they are meant to be.

All students will carry an 'emergency card' and an ISCA wristband to use in the event of becoming separated from the group. These contain an emergency contact number. In the event of becoming separated/lost a student should either contact a member of Brighton Palace Pier staff or the owner of any of the independent shops, and request them to phone the number on the card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. If they have their own phones, students may also use these.

Each site has been visited by ISCA for many years where we enjoy a good relationship with the officials who will often be on hand to ensure that any student looking lost is looked after.





Crossing the road between Brighton Palace Pier and The Lanes (A259).

A student being hit by traffic when crossing this busy road

In order to walk between Brighton Palace Pier and the rest of Brighton, the group must cross the busy A259 road. The group will use the pelican crossing to cross the road and ISCA staff will stand either side of the crossing to ensure the students have time to cross safely.

Traffic when exploring Brighton.

Injury by a vehicle or bicycle.

Students exploring Brighton will remain in groups of three or more. They will be reminded regularly of the importance of watching for traffic and remembering that vehicles drive on the left in UK.

Most of the areas students will be in are traffic-free but where this is not the case there are plenty of pedestrian crossings where pedestrians have right of way and ISCA faculty will always be on duty around Brighton. Although students will feel independent there is a safety net around them maintained by the ISCA Faculty.

Students are also reminded of the risks of walking through the streets of Bath. Students will be advised to walk no more than two



abreast and to ensure their backpacks are zipped up and they are wary of any potential pick-pockets etc.

Fire/evacuation from Brighton Palace Pier.

Burns, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury and asphyxiation from fire and evacuation of large numbers.

Students will be instructed that in the event of fire and evacuation they will listen to instructions from Brighton Palace Pier staff and the public address system and move quickly but carefully to the designated fire exit then meet up with their group at the fire evacuation meeting point.

## **BRIGHTON BEACH**

Paddling in the sea

Drowning or head injury caused by falling in the water.

Students will have the opportunity to paddle in the sea at Brighton Beach if they wish. The risks of drowning in the sea are clearly marked. In the event of a student falling into the water, a lifeguard and life-saving equipment is available. In addition, at least one ISCA faculty member will be located at the shore line to minimise such risks.

## **GENERAL FIRST AID**



Accidents when off campus.

Injury from cuts, bumps, bruises, broken limbs, twisted ligaments, back injury, head injury etc.

In this event the ISCA faculty, who are all first aid trained, will assess the injury and decide if it can be treated with the first aid kits that each group will carry. In the event of a more serious injury, ISCA faculty will consult with an international staff member from the student's group and then either take the student to the first aid centre or, if more serious, call an ambulance.

Serious underlying medical conditions.

A potentially dangerous event needing treatment such as asthma, anaphylactic shock, epileptic fit, hypoglycaemic attack.

ISCA will hold medical records of the students, as provided by their families on registration. ISCA staff will be made aware of any serious medical conditions and be prepared to deal with any emergencies.

If there are medicines or pills to be administered, these will be held by the group leader after receiving the parent's permission before enrolling on the ISCA program.

Heart Condition

Cardiac arrest.

All ISCA staff are First Aid trained. In the event of a cardiac arrest the following steps would be taken, in accordance with First Aid practice:

1. Assess the casualty
2. Determine breathing patterns



3. Call for defibrillator (no defibrillators known in this area, closest one is in St Martin's Church on Lewes Road) and an ambulance
4. Commence CPR