

Risk Assessment

ISCA Scotland Trip 2021

26/12/21 – 04/01/22

Edinburgh

Apex Waterloo Place Hotel

23-27 Waterloo Place

Edinburgh

EH1 3BG

ISCA Guiding Principles

During the last 39 years, ISCA has developed programmes that prioritises the safety and security of all those in our care. This document presents the risk assessment for risks faced whilst participating in our ISCA Scotland programme, whilst staying at the APEX Waterloo Place Hotel, whilst travelling on our private buses and whilst visiting all of the sights we will explore during the programme. 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 programme a very low ratio of 1 adult for every 4 students is maintained. This ensures that students can feel the freedom and independence that such a programme brings, whilst having constant supervision.
3. **Child safeguarding:** ISCA insists that all adults on the programme have a full criminal record background check. Any safeguarding concerns will be reported to the Managing Director and to ISCA's Designated Safeguarding Lead.
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 programme is run by teachers, utilising that teacher knowledge in the event of an emergency situation developing.

Risk Ranking

The following quantitative method has been designed as a measure of the total risk evident:

RISK = LIKELIHOOD OF OCCURANCE AND SEVERITY OF RISK

Likelihood of Risk

1. Improbable
2. Remote
3. Occasional
4. Probable
5. Frequent

Severity of Risk

1. Negligible
2. Marginal
3. Critical
4. Severe

Overall Risk

1. Low Risk
2. Moderate Risk
3. Medium Risk
4. High Risk

Risk Assessment: Flights

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Action needed prior to departure	All members of party	<ul style="list-style-type: none"> Ensure all visa and passport issues are resolved. Ensure all members of party are aware of contraband items and consequences. Designate a main group leader for the whole group. Ensure all members of party are capable of undertaking journey (re. medical and psychological conditions). Ensure all group leaders have a full register of the whole group. Any meeting points should be designated beforehand if possible. Ensure airline policies on delays and cancellations has been covered. 	1	3	1
Arrival at airport	All members of party	<ul style="list-style-type: none"> Have a register of all members of party. Arrive 3 hours before flight. Have a designated meeting place in airport which all should be informed of beforehand. Make sure students stay together with group while waiting for others to arrive. Brief all on what to do if any become separated from the group. Ensure all ISCA staff know their roles and students know group leader. Group leaders will have emergency contact details for all students. Students to be informed on behaviour requirements, not to wander away from group. Ensure all have passports, correct visas, notorisation forms, proof of COVID-19 vaccination and correct passenger locator forms. 	1	3	1
Loss of student in airport	All members of party	<ul style="list-style-type: none"> Ensure all know designated meeting point in case of separation before moving through airport for check-in, security, boarding. Meeting point should be manned (for example, the customer help desk). 			

		<ul style="list-style-type: none"> • ISCA staff should have registers and check them at key points, i.e. arrival, after check-in, after security, before boarding. • Group leaders check that all students are present before moving on. • Queueing for security should be done as a whole group – one adult goes first and waits for students after security check in a clearly visible place. • Group meets after security as a whole, group leaders check all students are present. • All meet at designated meeting point at appointed time before boarding. 	1	3	1
Boarding	All members of party	<ul style="list-style-type: none"> • Register should be taken after meeting in designated pre-boarding meeting point. • Boarding will be done as a group - at least one adult at front of queue. 	1	3	1
In-flight	All members of party	<ul style="list-style-type: none"> • Before boarding, ISCA staff should inform students of the behaviour required in-flight. • ISCA staff will help students place any bags into overhead lockers. • Listen to all safety instructions. • Remain seated with seatbelt on when instructed. • Wear facemasks throughout the flight, except for food and drink. • ISCA staff will supervise behaviour. • Groups should be sat together – if for any reason this isn't possible, ISCA staff will supervise as best as possible (for example, if a student is sat away from group, an ISCA staff member should check on student during flight when seatbelts do not need to be fastened). • ISCA staff should inform members of cabin crew if students are seated away from group. • The group should stay hydrated and eat when meals are provided. 	1	2	1

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Transport between plane and terminal	All members of party	<ul style="list-style-type: none"> Some airports may require the use of a minibus from plane to the main airport building. Remain as a group if minibuses are used to transport passengers from plane to main building (if not possible, split into 2 or 3 groups - ensure that no students are left on their own on transport to main building or plane). All should sit or use handrails on minibus. 	2	1	1
Delays	All members of party	<ul style="list-style-type: none"> Check with airline policy on delays - all members of party will be informed of airline's delay policy prior to departure. Group leaders keep ISCA staff up to date on the progress of their journey. If the delay is too long, consider changing flights. ISCA's Travel Director will advise on what is best to do. 	1	3	1
Health and medical conditions	All members of party	<ul style="list-style-type: none"> All health conditions will have been discussed with ISCA and group leaders prior to departure. Anyone with food allergies which needs an EpiPen will be required to carry one with them at all times throughout the journey. ISCA staff will administer EpiPen in case of allergic reaction. Any serious health problems (requiring medical attention) during any part of the journey must be brought to the attention of the group leader, flight attendants and any medical personnel on board. All members of party will be informed of the consequences of carrying contraband items. 	1	3	2

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Disembarking (stop-over)	All members of party	<ul style="list-style-type: none"> • The whole group should meet as soon as possible after disembarking. • ISCA staff will be at front and rear of group and should take a register. • The group will go through border control as a whole, one or two adults will go first and collect students on the other side. • ISCA staff and students will be able to go directly through the ePassport gates. • If there are any students unable to go through ePassport gate, an adult must accompany them. • Assemble as a group after border control. • Locate departure gate and time for next leg of journey. • Depending on circumstances and length of stop-over, the group should eat together at a food outlet. 	1	2	1
Disembarking (Edinburgh)	All members of party	<ul style="list-style-type: none"> • Group to meet as soon as possible after leaving plane. • ISCA staff at front and rear of queue. • The group will go through border control as a whole, one or two adults will go first and collect students on the other side. • ISCA staff and students will be able to go directly through the ePassport gates if they are available at Edinburgh Airport. • If there are any students unable to go through ePassport gate, an adult must accompany them. • Any non-EU nationals will already have had their passport and visas checked prior to departure for validity in each country of travel/residence. 	1	2	1

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Luggage Collection	All members of party	<ul style="list-style-type: none"> • After disembarking, move together into luggage collection. • ISCA staff should help remove students' luggage from conveyor belt. • Students will be told not to touch/stand/sit on conveyor belts. • Do not leave until all luggage has been collected. • Exit luggage collection into airport arrivals and look for ISCA staff member. 	1	2	1

Risk Assessment: Accommodation

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Fire	All members of party	<ul style="list-style-type: none"> Ensure the hotel has fire safety measures (working alarms, fire exits, fire extinguishers). Everyone will be told what to do in an event of a fire on the first day. On discovering a fire, sound the alarm if not automatically activated. Under no circumstances should students attempt to fight the fire. In the event of a fire at night, ISCA advocates a 'buddy' policy. Everyone should take responsibility for waking up the rooms either side of theirs. Ensure all know where the fire exits are. Fire evacuation maps are located on the back of each hotel room door. 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. Designate a meeting place away from hotel in case of fire. Ensure all students know which rooms ISCA staff members are staying in. Students to follow ISCA staff in case of fire. ISCA staff will be stationed where there is a trip hazard (the stairs for example) to remind students not to run. Register to be taken after any evacuation of building. Main group leader (Luke and Freya Liddle) will have a key card to all hotel rooms to use in an emergency. Luke will check on boys' rooms and Freya on girls' rooms. Main group leader will ask relevant member of staff or hotel manager before the programme about any other fire-related safety information and relay back to the group. 	1	4	2

		<ul style="list-style-type: none"> • ISCA staff and hotel cleaners will ensure that there is nothing left in a position to cause a trip hazard. • Apex Hotel Staff regularly check lighting and emergency lighting to ensure a safe, well-lit evacuation of the building. 			
Intruders	All members of party	<ul style="list-style-type: none"> • Ensure that hotel has reasonable measures to prevent intruders. • Ensure that accommodation is secure during the night (doors locked, porter, 24-hour reception, etc.). • Ensure that all windows and doors can be shut and locked. • Try not to give rooms leading out onto balconies to students. • Take a register of students before 'lights out'. • Try to have staff members in rooms adjacent to students. • ISCA staff will have a key card to all hotel rooms to use in an emergency. Luke will have a key card to boys' rooms and Freya will have a key card to girls' rooms. • Students will inform ISCA staff in case of an emergency. 	1	4	1
Accidents in rooms	All members of party	<ul style="list-style-type: none"> • Ensure that all windows and doors can be shut and locked. • Try not to give rooms leading out onto balconies to students. • Students will not have access to room service. • All rooms will be checked prior to the students' arrival to make sure there is no alcohol, drugs or anything sharp in the rooms. • Students will have a kettle for tea/coffee/hot chocolate in their rooms as well as biscuits. Kettles are all checked annually for any faults. • All paid for TV programmes are not available in students' rooms so they cannot access anything explicit. • ISCA will have a first aid kit with extensive medical supplies in case of an injury. 	1	3	1

		<ul style="list-style-type: none"> ISCA staff will have a key card to all hotel rooms to use in an emergency. Luke will have a key card to boys' rooms and Freya will have a key card to girls' rooms. 			
Safeguarding	All members of party	<ul style="list-style-type: none"> All ISCA staff must be familiar with recommended safeguarding procedures. Freya Liddle is the Designated Safeguarding Lead, having taken an up-to-date Safeguarding Course before the programme. ISCA staff know to contact Freya if they have any safeguarding concerns. Students must know who their Designated Safeguarding Lead is and where the staff rooms are located in the hotel. ISCA staff must be available at all times in the hotel in case of emergency or if students require adult assistance. Both male and female ISCA staff will be present in case students need assistance during time in the hotel. Separate male and female sleeping arrangements. Any special arrangements must be clear to all ISCA staff members before the trip. All ISCA staff must provide DBS checks before working on the programme. 	1	3	1
Hygiene	All members of party	<ul style="list-style-type: none"> ISCA will only choose accommodation with excellent levels of safety and hygiene. ISCA staff members will check all hotel rooms prior to the arrival of the students. Students should inform ISCA staff of any problems regarding hygiene (dirty rooms, bathrooms, etc.). 	1	2	1
Additional Needs	All members of party	<ul style="list-style-type: none"> ISCA staff will check that all accommodation meets the necessary requirements. Any additional needs must be discussed prior to travel. Illnesses or disorders that might affect accommodation arrangements should have been discussed prior to travel. 	1	1	1

Action needed pre-travel	All member of party	<ul style="list-style-type: none"> • Ensure all know the name and have copies of the address of the hotel. • Ensure all parents know the address and contact details of the hotel. • Ensure the hotel has been informed of sleeping arrangements (large group of students). • Ensure all relevant medical conditions have been discussed. 	1	2	1
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Risk Assessment: Medical Emergencies

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Medical emergency	All members of party	<ul style="list-style-type: none"> Ensure all travellers are fully insured for medical emergencies prior to travel (declare pre-existing medical conditions). Ensure travel and health insurance for each student is valid in country of travel. Ensure ISCA has full knowledge of any student's medical conditions, including allergies and dietary requirements. Ensure ISCA staff have contact details of local hospitals and emergency numbers (see below). Ensure that no activities which pose a serious hazard are undertaken. A first aid kit will be carried by a member of ISCA staff at all times. ISCA's First Aid Officer will look after students in a medical emergency. Parents/guardians of students will be informed as soon as possible. All medical emergencies will be written in an incident book, describing date, time, who is involved, what happened and actions taken after event. 	1	4	2
Hospitalisation	All members of party	<ul style="list-style-type: none"> Ensure all ISCA staff have local hospitals address and contact details (see below). One member of ISCA staff should accompany a student in case of hospitalisation. Parents/guardians of hospitalised student will be informed as soon as possible. All medical emergencies will be written in an incident book, describing date, time, who is involved, what happened and actions taken after event. 	1	4	2
Minor injuries	All members of party	<ul style="list-style-type: none"> Students should report minor injuries which do not need urgent medical attention to ISCA's First Aid Officer who will then decide on how to proceed. Students should not participate in activities which are likely to irritate injuries. Parents/guardians of student with minor injury will be informed as soon as possible. 	2	2	2

		<ul style="list-style-type: none"> All medical emergencies will be written in an incident book, describing date, time, who is involved, what happened and actions taken after event. 			
Food poisoning	All members of party	<ul style="list-style-type: none"> Only restaurants with an excellent standard of hygiene shall be chosen. Ensure that students do not eat food which is very unfamiliar. In the case of food poisoning, ISCA will seek advice at local medical centre (see contact details below) and from their remote Doctor, who is on call 24/7. If severe, go to local hospital. 	2	3	2
Road and traffic accidents	All members of party	<ul style="list-style-type: none"> Assess the casualty. Determine breathing patterns. Call for an ambulance (999) and find nearest defibrillator (see below). Commence CPR if necessary. One member of ISCA staff should accompany a student in case of hospitalisation. See the Road Safety section to read how we can prevent a road and traffic accident. 	1	3	2
Allergic reaction	All members of party	<ul style="list-style-type: none"> Prior to departure, ISCA will know of any allergies or dietary requirements. Anyone with food allergies which needs an EpiPen will be required to carry one with them at all times. ISCA staff will administer EpiPen in case of allergic reaction. ISCA will seek advice from local medical centre after EpiPen has been administered. If severe, go to local hospital. Parents/guardians of student with allergic reaction will be informed as soon as possible. All medical emergencies will be written in an incident book, describing date, time, who is involved, what happened and actions taken after event. 	1	4	2
Cardiac Arrest	All members of party	<ul style="list-style-type: none"> All ISCA staff are First Aid trained with Luke being ISCA's First Aid Officer. In the event of a cardiac arrest the following steps would be taken, in accordance with First Aid practice: <ul style="list-style-type: none"> Assess the casualty. 	1	4	4

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| | | <ul style="list-style-type: none"> ○ Determine breathing patterns. ○ Call for an ambulance (999) and find the nearest defibrillator (see next page for location of defibrillators at each sight). ○ Commence CPR. | | | |
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Local Minor Injuries Unit

Western General Edinburgh
Crewe Road South
EH4 2XU
Telephone: 111

Local A&E Department

Royal Infirmary of Edinburgh
51 Little France Crescent
Old Dalkeith Road
EH16 4SA
Telephone: 0131 536 1000

Local GP Practice

The Access Place
6 South Gray's Close
EH1 1TQ
Telephone: 0131 529 5015

Call 999 or 111

Defibrillator Locations

<u>Venue / Sight</u>	<u>Location of Nearest Defibrillator</u>
APEX Waterloo Place Hotel	Royal Bank of Scotland, 36 St Andrew Square. Emergency code SJS016 Waverley Bridge Train Station. Travel Hall. Emergency code SJS001
Calton Hill	Calton Hill Visitor Centre. Emergency code SJS074
Edinburgh Castle	Edinburgh Castle Esplanade. Emergency code SJS051 Edinburgh One O'Clock Gun. Emergency code SJS063
National Museum of Scotland	Edinburgh Central Library, 7-9 George IV Bridge. Emergency code SJS058
Edinburgh Old Town (Ghost Walk, Orientation, Shadows of Old Town Scavenger Hunt)	Edinburgh City Chambers, 253 High Street. Emergency code SJS087 Museum of Childhood, 42 High Street. Emergency code SJS056
Christmas Markets	Scott Monument. Emergency code SJS059
Loch Lomond Experience Cruise	Loch Lomond Shores
Luss	Loch Lomond Arms Hotel
Camera Obscura and World of Illusions	Edinburgh Castle Esplanade. Emergency code SJS051
Palace of Holyroodhouse	Museum of Childhood, 42 High Street. Emergency code SJS056
Royal Yacht Britannia	ASDA, Leith
Arthur's Seat	St Leonard's Police Station. Emergency code SJS10
Real Mary King's Close Tour	Edinburgh City Chambers, 253 High Street. Emergency code SJS087
Ice Skating	Northern Lighthouse Board, 84 George Street. Emergency code SJS050 Copper Blossom, 107 George Street. Emergency code SJS091
National Wallace Monument	Stirling County RFC - limited availability due to opening hours
Stirling Castle	Tolbooth Theatre, Jail Wynd, FK8 1DE
The Kelpies	Visitor Centre - The Helix
St Andrews	University of St Andrews
Anstruther	Lifeboat Station
Pittenweem	Pittenweem Pharmacy

Risk Assessment: Restaurants and Food Venues

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Loss of student	All members of party	<ul style="list-style-type: none"> Registers will be taken at restaurant. All must remain together whilst waiting to be seated. Group leaders will be responsible for small groups. All will be informed of a designated meeting point (e.g. restaurant lobby). On arrival in the UK, students will be given the ISCA booklet which states what we 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 from the group, students should ring this number or approach a member of restaurant staff and request to use their phone to ring the number on their card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. 	1	4	2
Injury	All members of party	<ul style="list-style-type: none"> All chosen restaurants will be a safe, high-quality environment. If any adult believes the restaurant to be unsuitable, another location will be chosen. Students will not be permitted entry into the kitchen at any time. Students will be kept away from wet floors and other areas which may be hazardous. A first aid kit is carried by a member of ISCA staff at all times. 	1	4	2

Food and safety hygiene	All members of party	<ul style="list-style-type: none"> • Only clean, hygienic restaurants will be chosen. If any adult believes there to be problems with food hygiene and safety, another location will be chosen. • Group leaders will ensure that students do not eat dishes which are too unfamiliar or may cause problems. • Students will be encouraged to wash their hands prior to eating. 	1	2	1
Illness	All members of party	<ul style="list-style-type: none"> • If group leaders believe food is improperly cooked, request to change dish or location. • Avoid very unfamiliar, raw or spicy foods. • In case of illness caused by food, consult local pharmacy or emergency services. 	2	3	2
Allergic Reaction	All members of party	<ul style="list-style-type: none"> • Prior to departure, ISCA will know of any allergies or dietary requirements. • Anyone with food allergies which needs an EpiPen will be required to carry one with them at all times. ISCA staff will administer EpiPen in case of allergic reaction. • ISCA will seek advice from local medical centre after EpiPen has been administered. • If severe, go to local hospital. • Parents/guardians of student with allergic reaction will be informed as soon as possible. • All medical emergencies will be written in an incident book, describing date, time, who is involved, what happened and actions taken after event. 	1	4	2

Risk Assessment: Coach Journeys

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Arrival at private coach	All members of party	<ul style="list-style-type: none"> Have a register of all members of the group. Ensure all students arrive accompanied by an adult (no one is to cross roads alone). Make sure group stays together while waiting for others to arrive. Assemble as a group away from parking bays and large crowds. Ensure all ISCA staff are vigilant. Adults will warn students not to stray away from group and no loitering near parking bay when embarking. 	1	2	1
Theft	All members of party	<ul style="list-style-type: none"> Adults and students must remain vigilant and keep belongings close to person. Adults will ensure students do not leave belongings unsupervised. 	1	3	2
Loss of student	All members of party	<ul style="list-style-type: none"> Ensure all know designated meeting point in case of separation before getting onto coach. Meeting point should be manned by ISCA staff member. Ensure each group leader does not have more than 6 in their group. ISCA staff should have a register and check it at key points, i.e. arrival, after embarking on coach, after disembarking. Group leaders check with each other that all students are present before moving on. Group meets as a whole after disembarking, ISCA staff checks register and reassemble back into small groups. On arrival in the UK, students will be given the ISCA booklet which states what we 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. 	1	4	2

		<ul style="list-style-type: none"> 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 from the group, students should ring this number or approach the coach driver, a police officer or a shop owner and request to use their phone to ring the number on their card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. 			
In transit	All members of party	<ul style="list-style-type: none"> Remain seated with ISCA staff supervising. Every passenger must wear a safety belt. Students will have been informed on expected behaviour. No food or drink on the coach except for water. 	1	2	1
Travel sickness	All members of party	<ul style="list-style-type: none"> Ensure those who suffer from travel sickness have brought medicine if required. Ensure all have eaten sufficiently before embarking. 	1	2	1
Falling	All members of party	<ul style="list-style-type: none"> Students will always remain seated during transit. Every passenger must wear a safety belt. 	1	2	1
Behaviour	All members of party	<ul style="list-style-type: none"> Main group leader will brief the ISCA staff on their roles and responsibilities. Students will have been briefed on code of conduct and behaviour exceptions for the journey. 	1	1	1
Accident getting on and off the coach	All members of party	<ul style="list-style-type: none"> ISCA staff 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, an ISCA staff member 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. 	1	3	1

		<ul style="list-style-type: none"> • A First Aid kit is carried by a member of ISCA staff at all times. 			
Action needed prior to travel	All members of party	<ul style="list-style-type: none"> • Inform all to be vigilant of personal belongings. • Inform all that no food or drink (except water) is to be consumed on the coach. 	1	2	1

Risk Assessment: Venue Visits

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Loss of student	All members of party	<ul style="list-style-type: none"> Take register upon arriving at venue. Ensure group leaders are vigilant of their small groups at all times. Ensure all know a designated meeting point (preferably manned). Group must remain together when queueing. Group leaders must ensure students do not wander away from group. Take register before leaving venue. On arrival in the UK, students will be given the ISCA booklet which states what we 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 from the group, students should ring this number or approach a member of staff at the venue, a police officer or a shop owner and request to use their phone to ring the number on their card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. 	1	4	2
Injury	All members of party	<ul style="list-style-type: none"> Group leader and supervisors will assess any venue - if they deem anything to be dangerous or unsuitable, a new location will be chosen. Students must follow behaviour expectations and code of conduct. No running, pushing or jumping during venue visits. Group leaders will be responsible for small groups. 	1	3	2

		<ul style="list-style-type: none"> • Group leaders will make sure students stay away from any unsafe or hazardous locations. • Group supervisors will supervise small groups when using lifts, escalators and stairs. • A First Aid kit will be carried with one member of ISCA staff at all times. • Where possible, venues will be forewarned that groups of students will be visiting. 			
Theft	All members of party	<ul style="list-style-type: none"> • ISCA staff must remain vigilant. • Keep belongings close to person. • Adults will ensure students do not leave belongings unsupervised. • Students will be advised not to bring expensive personal items on venue visits where possible. • Students may leave valuable belongings with ISCA staff. 	1	4	2

Risk Assessment: Walking Journey/Trip

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Preparation on gathering before setting off on walk	All members of party	<ul style="list-style-type: none"> • Have a register of all members of the group. • All members of the group will be issued with cards containing emergency contact numbers and details. • Ensure all students arrive accompanied by an adult (no one crosses roads alone). • Upon meeting as a whole group, split into smaller groups with designated group leaders for each group (2-3 children max. per adult). • Make sure group stays together whilst waiting for others to arrive. • Assemble as a group away from platforms, parking bays and large crowds. • Ensure all group leaders are vigilant. • Adults will warn students not to stray away from group and no lagging behind or wandering off unaccompanied. • Adults will check the register to make sure everyone is present. • Ensure all students are informed of expected behaviour. • Ensure all have adequate footwear and outdoor clothing for the weather and terrain. • Ensure there is a group leader at the front and rear of each group. 	1	2	2
Theft	All members of party	<ul style="list-style-type: none"> • Areas visited (especially tourist sights and inner cities) can be very crowded and chaotic. Warn students to keep tight hold of belongings and keep bags zipped up. • Adults must remain vigilant and keep belongings close to person. • Adults will ensure students do not leave belongings unsupervised. 	1	4	2

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Loss of student	All members of party	<ul style="list-style-type: none"> • Ensure all know designated meeting point in case of separation before moving. • Make sure all the party have their emergency contact card with them to be used to find the group. • Meeting point should be manned (for example, the customer help desk). • Ensure each group leader does not have more than 6 in their group. • Adults should have registers and check them at key points, i.e. arrival/departure. • Group leaders check with each other that all students are present before moving on. • Queueing should be done as a whole group - adults at front and rear of queue. • All adults have maps of route being taken and contact numbers for each other. • On arrival in the UK, students will be given the ISCA booklet which states what we 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 from the group, students should ring this number or approach a police officer or shop owner and request to use their phone to ring the number on their card or wristband. The student will then remain in place awaiting collection by an ISCA faculty member. 	1	4	2
In Transit	All members of party	<ul style="list-style-type: none"> • Students to be warned to keep group leader in sight at all times and informed on expected behaviour e.g. no running etc. 	1	2	1

		<ul style="list-style-type: none"> When crossing roads - adults lead group, one waits mid road and one brings up the rear of the group (all wait and regroup once over the road in case separated). 			
Falling/ tripping	All members of party	<ul style="list-style-type: none"> Be aware of terrain, kerbs, cobbled streets and watch footing. No running, especially when crossing roads. Adult supervision at all times. First aid kit carried by designated adult for scrapes and bruises. Abide by rules and expectations at venues visited. 	1	3	2
Behaviour	All members of party	<ul style="list-style-type: none"> Main group leader will brief ISCA staff on their roles and responsibilities. Students will have been briefed on code of conduct and behaviour exceptions for the journey. Photographs to be taken safely (do not stop in inappropriate places) and ensure students who have stopped to take photographs are not separated from the group. 	1	2	1
Walking in the dark	All members of the party	<ul style="list-style-type: none"> Most routes we take after dark will be lit with streetlights. If there are no streetlights on the route, ISCA staff will encourage all members of the group to use torches on their phone to help guide the way. Students will not be allowed to cross the road on their own and, where possible, the group will cross the road at a pedestrian crossing. When crossing roads - adults lead group, one waits mid road and one brings up the rear of the group (all wait and regroup once over the road in case separated). 	1	3	1

Risk Assessment: Road Safety

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Crossing roads	All members of party	<ul style="list-style-type: none"> Students will be walking around in groups of 6 with a member of ISCA staff. Students will be regularly reminded of the importance of watching for traffic and remembering that vehicles drive on the left in the UK. There are plenty of pedestrian crossings where pedestrians have right of way. ISCA staff will always accompany the students when crossing roads. When crossing roads - adults lead group, one waits mid road and one brings up the rear of the group (all wait and regroup once over the road in case separated). Students will be warned to also watch for cyclists who they may not hear. 	1	3	2

Risk Assessment: Natural disaster/terrorist attack

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Emergency or catastrophe i.e. natural disaster or terrorist attack	All members of party	<ul style="list-style-type: none"> Have a set procedure agreed by all ISCA staff (ISCA Terrorism Policy). Be aware of official contact numbers for emergency for the Consulate or Embassy in the city/area that we are visiting. Have a map to show location of Embassy or Consulate. Have adequate insurance cover and policy for emergencies - from ISCA and individuals on trip. Change itinerary if Edinburgh is affected and follow our Peace of Mind programme. 	1	4	3
Getting lost or separated from the group	All members of party	<ul style="list-style-type: none"> Agree upon a suitable meeting place for regrouping. Ensure all know the location of the designated meeting place. Group leaders should take registers before any activities. Ensure all students have contact details of the ISCA staff, the hotel's address and other contact details with them at all times. 	1	3	2

U.S Consulate General in Edinburgh

3 Regent Terrace
 Edinburgh
 EH7 5BW
 Email: Edinburgh-Info@state.gov
 Telephone: 0131 556 8315

Embassy of Argentina in London

65 Brook Street
 London
 W1K 4AH
 Email: eruni@mrecic.gov.ar
 Telephone: 0207 318 1301

Risk Assessment: West Sands Beach

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Drowning in the sea	All members of party	<ul style="list-style-type: none"> Any swimming in the sea at West Sands Beach is strongly discouraged. All ISCA Staff will be present when we go onto West Sands Beach and will supervise students accordingly. 	1	4	2

Risk Assessment: Arthur's Seat

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Injury	All members of party	<ul style="list-style-type: none"> Be aware of terrain and watch footing. No running, especially if the path is slippery. All students told to wear appropriate footwear and clothing. ISCA staff will be with the group at all times, with one at the front of the group and one at the back of the group. First aid kit carried by designated adult for scrapes and bruises. 	1	4	2