

# Risk Assessment

ISCA Summer Programme 2026

04/07/26 – 26/07/26

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**Cranleigh School**

Horseshoe Lane

Cranleigh

Surrey

GU6 8QQ

## ISCA Guiding Principles

During the last 44 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 Summer Programme, whilst staying at our Cranleigh School Campus; whilst participating on sports and activities on campus; travelling on our private buses; and whilst visiting all 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, ISCA staff and international chaperones 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 5 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 campus, including all support staff at Cranleigh School, have a full criminal record background check. Any safeguarding concerns will be reported to the Managing Director, to ISCA's Designated Safeguarding Lead and to Cranleigh School's Designated Safeguarding Leads.
4. **Communication:** ISCA will be in constant communication with the international chaperones, 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 developing.

ISCA staff will continuously assess risks throughout the programme. Activities, travel plans and venue visits may be modified, postponed or cancelled if staff believe conditions present an unacceptable risk to students or staff.

## Risk Ranking

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

**RISK = LIKELIHOOD OF OCCURRENCE 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

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## 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"> <li>Ensure all visa and passport issues are resolved.</li> <li>Ensure all members of party are aware of contraband items and consequences.</li> <li>Designate a main group leader for the whole group.</li> <li>Ensure all members of party are capable of undertaking journey (re. medical and psychological conditions).</li> <li>Ensure all group leaders have a full register of the whole group.</li> <li>Any meeting points should be designated beforehand if possible.</li> <li>Ensure airline policies on delays and cancellations has been covered.</li> </ul>	1	3	1
Arrival at airport	All members of party	<ul style="list-style-type: none"> <li>Have a register of all members of party.</li> <li>Arrive 3 hours before flight.</li> <li>Have a designated meeting place in airport which all should be informed of beforehand.</li> <li>Make sure students stay together with group while waiting for others to arrive.</li> <li>Brief all on what to do if any become separated from the group.</li> <li>Ensure all students know their group leader.</li> <li>Group leaders will have emergency contact details for all students.</li> <li>Students to be informed on behaviour requirements, not to wander away from group.</li> <li>Ensure all have passports, correct visas and notarisation forms</li> <li>International chaperones should be aware of what items students are buying in duty free.</li> <li>It will be reiterated to students that ISCA has a zero tolerance to nicotine and alcohol during the programme (including during travel to and from the UK) and students will be sent home if they are found to have any of these products.</li> </ul>	1	3	1

Loss of student in airport	All members of party	<ul style="list-style-type: none"> <li>• Ensure all know designated meeting point in case of separation before moving through airport for check-in, security, boarding.</li> <li>• Meeting point should be manned (for example, the customer help desk).</li> <li>• International chaperones should have registers and check them at key points, i.e. arrival, after check-in, after security, before boarding.</li> <li>• Group leaders check that all students are present before moving on.</li> <li>• 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.</li> <li>• Group meets after security as a whole; group leaders check all students are present.</li> <li>• All meet at designated meeting point at appointed time before boarding.</li> </ul>	1	3	1
Boarding	All members of party	<ul style="list-style-type: none"> <li>• Register should be taken after meeting in designated pre-boarding meeting point.</li> <li>• Boarding will be done as a group - at least one adult at front of queue.</li> </ul>	1	3	1
In-flight	All members of party	<ul style="list-style-type: none"> <li>• Before boarding, the international chaperone should inform students of the behaviour required in-flight.</li> <li>• International chaperones will help students place any bags into overhead lockers.</li> <li>• Listen to all safety instructions.</li> <li>• Remain seated with seatbelt on when instructed.</li> <li>• International chaperones will supervise behaviour.</li> <li>• Groups should be sat together – if for any reason this isn't possible, international chaperones will supervise as best as possible (for example, if a student is sat away from group, an international chaperone should check on student during flight when seatbelts do not need to be fastened).</li> <li>• International chaperone should inform members of cabin crew if students are seated away from group.</li> </ul>	1	2	1

		<ul style="list-style-type: none"> <li>International chaperones should be aware of what items students are buying during the flight. Students should be made aware that ISCA has a zero tolerance to nicotine and alcohol during the programme and students will be sent home if they buy these substances on the plane or during ISCA.</li> <li>The group should stay hydrated and eat when meals are provided.</li> </ul>			
Transport between plane and terminal	All members of party	<ul style="list-style-type: none"> <li>Some airports may require the use of a minibus from plane to the main airport building.</li> <li>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).</li> <li>All should sit or use handrails on minibus.</li> </ul>	2	1	1
Delays	All members of party	<ul style="list-style-type: none"> <li>Check with airline policy on delays - all members of party will be informed of airline's delay policy prior to departure.</li> <li>International chaperones keep ISCA Managing Director up to date on the progress of their journey.</li> <li>If the delay is too long, consider changing flights. ISCA's Travel Director will advise on what is best to do.</li> </ul>	1	3	1
Health and medical conditions	All members of party	<ul style="list-style-type: none"> <li>All health conditions will have been discussed with ISCA and group leaders prior to departure.</li> <li>Anyone with food allergies which needs an EpiPen will be required to carry one with them at all times throughout the journey. An international chaperone will administer EpiPen in case of allergic reaction.</li> <li>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.</li> <li>All members of party will be informed of the consequences of carrying contraband items.</li> </ul>	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"> <li>• Ensure everyone has all their belongings, including mobile phones, passports, headphones, hand luggage etc.</li> <li>• The whole group should meet as soon as possible after disembarking.</li> <li>• International chaperones will be at front and rear of group and should take a register.</li> <li>• The group will go through border control as a whole, one or two adults will go first and collect students on the other side.</li> <li>• International chaperones and students may be able to go directly through the ePassport gates.</li> <li>• If there are any students unable to go through ePassport gate, an adult must accompany them.</li> <li>• Assemble as a group after border control.</li> <li>• Locate departure gate and time for next leg of journey.</li> <li>• Depending on circumstances and length of stop-over, the group should eat together at a food outlet.</li> </ul>	1	2	1
Disembarking (London Heathrow or London Gatwick)	All members of party	<ul style="list-style-type: none"> <li>• Ensure everyone has all their belongings, including mobile phones, passports, headphones, hand luggage etc.</li> <li>• The whole group should meet as soon as possible after disembarking.</li> <li>• International chaperones will be at front and rear of group and should take a register.</li> <li>• The group will go through border control as a whole, one or two adults will go first and collect students on the other side.</li> </ul>	1	2	1

		<ul style="list-style-type: none"> <li>• ISCA staff and students may be able to go directly through the ePassport gates if they are available at London Heathrow and London Gatwick.</li> <li>• If there are any students unable to go through ePassport gate, an adult must accompany them.</li> <li>• Any non-EU nationals will already have had their passport and visas checked prior to departure for validity in each country of travel/residence.</li> </ul>			
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"> <li>• After disembarking, move together into luggage collection.</li> <li>• International chaperones should help remove students' luggage from conveyor belt.</li> <li>• Students will be told not to touch/stand/sit on conveyor belts.</li> <li>• Do not leave until all luggage has been collected.</li> <li>• Exit luggage collection into airport arrivals and look for ISCA staff member.</li> </ul>	1	2	1

## Risk Assessment: Accommodation at Cranleigh School

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"> <li>• During our first day of the programme, 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:               <ul style="list-style-type: none"> <li>○ On discovering a fire, sound the alarm if not automatically activated</li> <li>○ Under no circumstances should students attempt to fight the fire</li> <li>○ Move to the nearest useable exit at a walk, not a run</li> <li>○ If the exit is blocked, assemble in one of the designated fire rooms (these will be pointed out) and await rescue.</li> <li>○ These rooms are fire safe for thirty minutes</li> <li>○ Assemble at the designated meeting point for a roll call (the meeting point will be shown in this briefing.) ISCA has a designated Fire Officer in each boarding house who will take a register.</li> </ul> </li> <li>• In the event of a fire at night, Cranleigh 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.</li> <li>• ISCA staff will also check rooms on their corridor to ensure all the students get out safely.</li> <li>• 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, Cranleigh cleaners and the Duty Manager will ensure that no kit, clothing or rubbish is left in a position to cause a trip hazard.</li> </ul>	2	4	3

		<ul style="list-style-type: none"> <li>• Cranleigh regularly check lighting and emergency lighting to ensure a safe, well-lit evacuation of the building.</li> <li>• Cranleigh regularly check fire alarms, fire exits, fire extinguishers.</li> <li>• The Managing Director will ask relevant members of staff before the programme about any other fire-related safety information and relay back to the group.</li> </ul>			
Intruders	All members of party	<ul style="list-style-type: none"> <li>• Ensure the campus has reasonable measures to prevent intruders.</li> <li>• The students and staff will be given access codes to their boarding house at the beginning of the programme. Doors will not open without this code.</li> <li>• Ensure that all windows can be shut and locked.</li> <li>• Take a register of students before 'lights out'.</li> <li>• Try to have staff members in rooms adjacent to students.</li> <li>• Students will not be able to lock their room to ensure that ISCA staff can enter the room in case of an emergency.</li> <li>• Students will inform ISCA staff in case of an emergency.</li> </ul>	1	4	2
Accidents in rooms	All members of party	<ul style="list-style-type: none"> <li>• Ensure that all windows can be shut and locked.</li> <li>• All rooms will be searched prior to the students' arrival to make sure there is no alcohol, drugs or anything sharp in the rooms.</li> <li>• ISCA will have a first aid kit with extensive medical supplies in case of an injury.</li> <li>• Students will not be able to lock their room to ensure that ISCA staff can enter the room in case of an emergency.</li> <li>• There will be one ISCA staff on duty in the house during free time in the evenings and during on-campus days. Staff will be walking down the corridors and the location of staff during these periods will be reiterated to students during house meetings.</li> </ul>	1	3	1

Smoking, Vaping, Alcohol, Nicotine, Drugs, Intimate Relationships	All members of party	<ul style="list-style-type: none"> <li>• ISCA has a policy whereby we do not tolerate smoking (or any nicotine products), vaping, alcohol, drugs and intimate relationships throughout the 3 weeks. In the UK, students are underage for all the above. If a student is found with any of these in their possession, or having done any of the above, they will be sent home immediately.</li> <li>• This will be emphasised to international chaperones in the pre-trip training meetings and Heads of House tell students this in the first house meeting on the first day. Students will be reminded of these banned items in house meetings throughout the three weeks.</li> <li>• There is a zero-tolerance towards alcohol consumption throughout the three weeks for all ISCA Staff and International Chaperones. We make this very clear in the pre-trip staff training sessions.</li> <li>• In the pre-trip chaperone training sessions we emphasise the importance of individual responsibility of the student to ensure they don't partake in any of these activities, and the responsibility of the chaperone to see what items their students are buying at the airport, on the plane and throughout the programme during off-campus days.</li> <li>• Where there are reasonable safeguarding, welfare or disciplinary concerns, ISCA reserves the right to search student rooms and belongings in accordance with programme policies and safeguarding procedures. For example, if ISCA has cause for concern that a student has nicotine, alcohol or drugs in their possession.</li> <li>• There will be one ISCA staff on duty in the house during free time in the evenings and during on-campus days where they will be walking down the in the house.</li> </ul>	1	5	2
Safeguarding	All members of party	<ul style="list-style-type: none"> <li>• All ISCA staff and international chaperones must be familiar with recommended safeguarding procedures.</li> </ul>			

		<ul style="list-style-type: none"> <li>• Freya Liddle is the Designated Safeguarding Lead, having taken an up-to-date Safeguarding Course before the programme.</li> <li>• ISCA staff know to contact Freya if they have any safeguarding concerns.</li> <li>• Students must know who their Designated Safeguarding Lead is and where the staff rooms are located in the boarding houses.</li> <li>• One member of ISCA staff must be available at all times in the boarding houses in case of emergency or if students require adult assistance.</li> <li>• Separate male and female boarding houses.</li> <li>• Any special arrangements must be clear to all ISCA staff members before the trip.</li> <li>• All ISCA staff must provide DBS checks before working on the programme. All international chaperones will provide the equivalent of DBS checks before the programme.</li> <li>• All ISCA staff will participate in safeguarding and child protection training on the 4<sup>th</sup> July 2026.</li> </ul>	1	3	1
Aerosols	All members of party	<ul style="list-style-type: none"> <li>• Students, international chaperones &amp; ISCA staff will be told before the trip, at the beginning of the programme and throughout the 3 weeks not to use aerosols in the boarding houses as they will set off the fire alarms.</li> </ul>	1	1	1
Hygiene	All members of party	<ul style="list-style-type: none"> <li>• ISCA will only choose accommodation with excellent levels of safety and hygiene.</li> <li>• ISCA staff members will check all rooms prior to the arrival of the students.</li> <li>• Students should inform ISCA staff of any problems regarding hygiene (dirty rooms, bathrooms, etc.).</li> </ul>	1	2	1
Additional Needs	All members of party	<ul style="list-style-type: none"> <li>• ISCA staff will check that all accommodation meets the necessary requirements.</li> <li>• Any additional needs must be discussed prior to travel.</li> <li>• Illnesses or disorders that might affect accommodation arrangements should have been discussed prior to travel.</li> </ul>	1	1	1

Action needed pre-travel	All member of party	<ul style="list-style-type: none"> <li>• Ensure all know the name and have copies of the address of the campus.</li> <li>• Ensure all parents know the address and contact details of Cranleigh School.</li> <li>• Ensure all relevant medical conditions have been discussed.</li> </ul>	1	2	1
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### Risk Assessment: Moving around Cranleigh School

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Encountering traffic on campus	All members of party	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Cranleigh School has a 15mph speed limit throughout the campus and speed bumps to minimise the risk of collision.</li> <li>• Although an important aspect of our programme 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.</li> </ul>	1	4	2

## Risk Assessment: Dining at Cranleigh School

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Allergic Reaction	All members of party	<ul style="list-style-type: none"> <li>Prior to departure, ISCA will know of any allergies or dietary requirements.</li> <li>ISCA will inform Cranleigh of any food allergies.</li> <li>Cranleigh School is a nut free campus.</li> <li>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.</li> <li>ISCA will seek advice from local medical centre after EpiPen has been administered.</li> <li>If severe, go to local hospital.</li> <li>Parents/guardians of the student with allergic reaction will be informed as soon as possible.</li> <li>All medical emergencies will be written in an incident book, describing date, time, who is involved, what happened, and actions taken after event.</li> </ul>	1	4	2
Choking	All members of party	<ul style="list-style-type: none"> <li>In the case of someone choking, an ISCA staff member will encourage them to cough in the first instance.</li> <li>Then, bend them forwards and give up to 5 back blows to try and dislodge the blockage.</li> <li>If they are still choking &amp; the blockage isn't cleared, an ISCA staff member who is First Aid trained will give up to 5 abdominal thrusts: holding around the waist and pulling inwards and upwards above their belly button.</li> <li>If they are still choking, call 999. Continue with the cycles of 5 back blows &amp; 5 abdominal thrusts until help arrives.</li> <li>If they aren't breathing &amp; lose consciousness, start CPR with chest compressions.</li> </ul>	1	4	2
Food poisoning	All members of party	<ul style="list-style-type: none"> <li>Cranleigh has an excellent standard of hygiene.</li> <li>Ensure that students do not eat food which is very unfamiliar.</li> </ul>			

		<ul style="list-style-type: none"> <li>In the case of food poisoning, ISCA will seek advice at local medical centre (see contact details on page 35) and from their remote Doctor, who is on call 24/7.</li> <li>If severe, go to local hospital.</li> </ul>	1	3	2
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### Risk Assessment: Online Safety / Mobile Phones / Social Media

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Inappropriate online activity / contact	All members of party	<ul style="list-style-type: none"> <li>Students will receive guidance regarding appropriate online behaviour.</li> <li>Students must not share boarding house locations, room numbers or personal information publicly online.</li> <li>Students will be reminded not to communicate with strangers online.</li> <li>ISCA staff will report any safeguarding concerns relating to online behaviour to the Designated Safeguarding Lead.</li> <li>Photography and social media use must respect privacy and safeguarding expectations.</li> <li>Staff and students must follow ISCA's acceptable use and safeguarding policies regarding mobile devices and social media.</li> </ul>	2	4	2

## Risk Assessment: Sports and Activities On Campus – General Risk

ISCA staff will understand measures to control general hazards whilst leading sports and activities sessions. This is in addition to any specific risks for each sport as mentioned in the sections below.

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
<p>Tripping/slipping when walking around campus</p>	<p>All members of party</p>	<p>During organised activities</p> <ul style="list-style-type: none"> <li>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.</li> <li>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 the ISCA Medical Officer as a first point of action.</li> <li>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.</li> <li>In extreme circumstances an ambulance would be called.</li> <li>One member of ISCA staff and their international chaperone should accompany a student in case of hospitalisation.</li> <li>Parents/guardians of the hospitalised student will be informed as soon as possible.</li> <li>All medical emergencies will be written in an incident book, describing date, time, who is involved, what happened, and actions taken after event.</li> </ul> <p>During free time on campus</p> <ul style="list-style-type: none"> <li>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.</li> <li>Depending on the severity of the injury, ISCA has one full time Medical Officer on campus who can provide medical assistance, as well as the ISCA faculty who are First Aid Trained.</li> </ul>	<p>1</p>	<p>3</p>	<p>2</p>

		<ul style="list-style-type: none"> <li>• If the injury were severe a member of ISCA staff, alongside the student's international chaperone, would be able to go to the local hospital, 25 minutes away.</li> <li>• In extreme circumstances an ambulance would be called to the school.</li> </ul>			
Dehydration & sunstroke	All members of party	<ul style="list-style-type: none"> <li>• Throughout their time on campus, students will have access to drinking 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.</li> <li>• 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.</li> <li>• In the event of a student getting dehydrated or suffering from sunstroke, they would be taken to the ISCA Medical Officer. They would then be prescribed treatment according to their condition. If necessary, the hospital would be visited in extreme circumstances.</li> <li>• A member of ISCA staff, alongside the student's international chaperone, would accompany the student to the local hospital, 25 minutes away.</li> <li>• Parents/guardians of the hospitalised student will be informed as soon as possible.</li> <li>• All medical emergencies will be written in an incident book, describing date, time, who is involved, what happened, and actions taken after event.</li> </ul>	1	3	2
Serious medical condition (e.g. cardiac arrest)	All members of party	<ul style="list-style-type: none"> <li>• See our section on Medical Emergencies on page 33.</li> </ul>	1	4	2

Injuries due to jewellery	All members of party	<ul style="list-style-type: none"> <li>Students will be asked to remove any major jewellery (stud earrings are allowed) before they take part in sports and activities. This includes rings, bracelets, necklaces, nose piercings, eyebrow piercings and any other piercings in the ear, apart from small stud earrings.</li> <li>Students will have to wear plasters on their piercings if they cannot be removed.</li> <li>See our section on Medical Emergencies on page 33.</li> </ul>	1	3	2
Muscle Injury	All members of party	<ul style="list-style-type: none"> <li>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 or the ISCA Medical Officer will be able to handle any injury or in extreme circumstances, call an ambulance.</li> <li>A member of ISCA staff, alongside the student's international chaperone, would accompany the student to the local hospital, 25 minutes away.</li> <li>Parents/guardians of the hospitalised student will be informed as soon as possible.</li> <li>All medical emergencies will be written in an incident book, describing date, time, who is involved, what happened, and actions taken after event.</li> </ul>	1	3	2

## Risk Assessment: Football

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Goalposts	All members of party	<ul style="list-style-type: none"> <li>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.</li> <li>In addition, ISCA faculty will check the goal posts before each session to ensure they are safe for use.</li> </ul>	1	4	2
Uneven ground	All members of party	<ul style="list-style-type: none"> <li>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.</li> </ul>	1	3	2
Footballs used	All members of party	<ul style="list-style-type: none"> <li>Each morning the ISCA faculty will check the sports provisions, including the footballs.</li> <li>The balls can be pumped up to regulation pressure or air can be let out if the pressure is too high.</li> <li>The leather on the balls will also be checked and, if leather was found to be 'peeling off' and therefore sharp and a danger to the skin of the players, then it would be discarded.</li> </ul>	1	2	1

**Risk Assessment: Cricket**

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Contact with cricket bat	All members of party	<ul style="list-style-type: none"> <li>Plastic 'kwik' cricket bats are used.</li> <li>Other players will be stood well clear of the batter.</li> <li>In addition, helmets are available if necessary however, as we play with a tennis ball, this is not required.</li> <li>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.</li> </ul>	1	3	2
Head injuries from the balls	All members of party	<ul style="list-style-type: none"> <li>Tennis balls or 'kwik' cricket soft balls are used.</li> <li>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.</li> <li>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.</li> </ul>	1	3	2
Colliding with equipment	All members of party	<ul style="list-style-type: none"> <li>Kwik cricket stumps are clearly visible at all times</li> <li>They are plastic, minimising injury in the event of collision.</li> <li>In the event of tripping please see above for controls for tripping/slipping (page 17)</li> </ul>	1	3	2

## Risk Assessment: Touch Rugby

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Collision with other players	All members of party	<ul style="list-style-type: none"> <li>We do not play contact rugby.</li> <li>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.</li> <li>In addition, ISCA faculty will emphasise the need to move into space during the game, in an attempt to spread the play out and minimise the risk of collision.</li> <li>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.</li> </ul>	1	4	2
Injury from the ball	All members of party	<ul style="list-style-type: none"> <li>Before any games take place ISCA faculty will teach the students the correct technique for catching, passing and handling the ball.</li> <li>At least two ISCA faculty will be present during this, enabling a more controlled learning of the game.</li> <li>If a student is struggling and looks like they may be susceptible to injury, ISCA faculty can identify and assist.</li> <li>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.</li> </ul>	1	3	2

## Risk Assessment: Hockey

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Being hit with a hockey stick	All members of party	<ul style="list-style-type: none"> <li>During hockey sessions 'hitting' the ball is only allowed during managed practice, when the players have at least 2 metres of space around them.</li> <li>When playing small-sided games, students are only allowed to 'push' the ball, and sticks must always be carried below waist level.</li> <li>We play a no contact form of hockey, where clashing sticks is not allowed.</li> <li>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.</li> <li>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.</li> </ul>	1	4	2
Being hit with a hockey ball	All members of party	<ul style="list-style-type: none"> <li>Suitable footwear must always be worn during this activity to avoid damage to toes.</li> <li>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.</li> <li>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.</li> </ul>	1	3	2

## Risk Assessment: Netball

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Injury from the ball	All members of party	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	1	3	2
Net falling down	All members of party	<ul style="list-style-type: none"> <li>Cranleigh grounds department regularly check the safety of the equipment they provide.</li> <li>In addition, ISCA faculty will check the netball nets are fit for purpose before each session.</li> </ul>	1	3	2

## Risk Assessment: Squash

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Being hit with the squash racket	All members of party	<ul style="list-style-type: none"> <li>No more than two players will be on court at any one time.</li> <li>Students are mostly beginners at this sport and therefore will not be playing at a competitive level.</li> <li>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.</li> <li>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.</li> </ul>	1	3	2

### Risk Assessment: Fives

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Hand Injury	All members of party	<ul style="list-style-type: none"> <li>Gloves are provided for when the students try Fives with a proper Fives ball.</li> <li>However, for practice a tennis ball is used, limiting injury that could be caused.</li> </ul>	1	3	2

### Risk Assessment: Tennis

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Being hit with the tennis racket	All members of party	<ul style="list-style-type: none"> <li>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.</li> </ul>	1	3	2

### Risk Assessment: Badminton

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Being hit with the badminton racket	All members of party	<ul style="list-style-type: none"> <li>Students will not be playing more than two to one side of the court, therefore the risk of being hit with the badminton racket is minimised.</li> </ul>	1	3	2

## Risk Assessment: Swimming

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Drowning	All members of party	<ul style="list-style-type: none"> <li>Swimming at Cranleigh School's swimming pool is supervised by a member of the ISCA faculty and a Cranleigh Sports Centre Lifeguard at all times.</li> <li>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.</li> <li>There is also a defibrillator located outside the Trevor Abbott Sports Centre.</li> </ul>	1	4	2
Slipping on side of the pool	All members of party	<ul style="list-style-type: none"> <li>The pool is clearly marked with no running signs and anti-slip flooring has been installed.</li> <li>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.</li> <li>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.</li> <li>An ambulance would also be called if necessary.</li> </ul>	1	3	2

## Risk Assessment: Ultimate Frisbee

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Contact with other players	All members of party	<ul style="list-style-type: none"> <li>Suitable footwear will be worn at all times.</li> <li>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.</li> <li>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.</li> </ul>	1	3	2

### Risk Assessment: Volleyball

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Hand/wrist injuries	All members of party	<ul style="list-style-type: none"> <li>An official volleyball is always used when playing, minimising the risk of an injury when playing the ball.</li> <li>ISCA faculty on duty will be able to assist if any injuries were to occur.</li> </ul>	1	3	2
Collision	All members of party	<ul style="list-style-type: none"> <li>Two volleyball courts are provided, this ensures that there are not too many students on one court, thereby minimising risk of collision.</li> <li>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.</li> </ul>	1	3	2
Net falling down	All members of party	<ul style="list-style-type: none"> <li>ISCA faculty will check the nets before each session to ensure they are safe for use.</li> </ul>	1	2	2

### Risk Assessment: Basketball

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Collision	All members of party	<ul style="list-style-type: none"> <li>ISCA faculty will ensure that there are not too many students on one court, thereby minimising risk of collision.</li> <li>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.</li> </ul>	2	3	2
Hand/wrist injuries	All members of party	<ul style="list-style-type: none"> <li>An official basketball is always used when playing, minimising the risk of an injury when playing the ball.</li> </ul>	2	2	2

## Risk Assessment: Cranleigh Challenge

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"> <li>ISCA faculty will staff the course at appropriate points as the challenge commences.</li> <li>In addition, the main base for the challenge will be in a location where the majority of the course can be seen.</li> <li>Any areas that are not within site will be staffed accordingly.</li> </ul>	1	3	2
Other people on campus	All members of party	<ul style="list-style-type: none"> <li>As above, ISCA faculty will be monitoring all areas of the course to ensure that students remain safe during the course.</li> <li>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.</li> </ul>	1	3	2

## Risk Assessment: Yoga Fit

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Muscle Injury	All members of party	<ul style="list-style-type: none"> <li>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 or the ISCA Medical Officer will be able to handle any injury or in extreme circumstances, call an ambulance.</li> <li>A member of ISCA staff, alongside the student's international chaperone, would accompany the student to the local hospital, 25 minutes away.</li> <li>Parents/guardians of the hospitalised student will be informed as soon as possible.</li> </ul>	1	3	2

		<ul style="list-style-type: none"> <li>All medical emergencies will be written in an incident book, describing date, time, who is involved, what happened, and actions taken after event.</li> </ul>			
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### Risk Assessment: ISCA BBQ's

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Traffic	All members of party	<ul style="list-style-type: none"> <li>During the programme we will host two BBQs. They will be held outside the Emms Centre. There is a hazard of passing traffic on the 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.</li> <li>Cranleigh School has a 15mph speed limit throughout the campus and speed bumps to minimise the risk of collision.</li> </ul>	1	4	2
Hot BBQ	All members of party	<ul style="list-style-type: none"> <li>Cranleigh catering department are responsible for the safe operation of the BBQ.</li> <li>ISCA will ensure that the BBQ is kept behind the serving area, which is off limits to students.</li> <li>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.</li> <li>If a trip to the hospital is needed, there is an emergency hospital 25 minutes away.</li> </ul>	1	4	2
Allergic Reaction	All members of party	<ul style="list-style-type: none"> <li>Prior to departure, ISCA will know of any allergies or dietary requirements.</li> <li>ISCA will inform Cranleigh of any food allergies.</li> <li>Cranleigh School is a nut free campus.</li> <li>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.</li> </ul>			

		<ul style="list-style-type: none"> <li>• ISCA will seek advice from local medical centre after EpiPen has been administered.</li> <li>• If severe, go to local hospital.</li> <li>• Parents/guardians of the student with allergic reaction will be informed as soon as possible.</li> <li>• All medical emergencies will be written in an incident book, describing date, time, who is involved, what happened, and actions taken after event.</li> </ul>			
Choking	All members of party	<ul style="list-style-type: none"> <li>• In the case of someone choking, an ISCA staff member will encourage them to cough in the first instance.</li> <li>• Then, bend them forwards and give up to 5 back blows to try and dislodge the blockage.</li> <li>• If they are still choking &amp; the blockage isn't cleared, an ISCA staff member who is First Aid trained will give up to 5 abdominal thrusts: holding around the waist and pulling inwards and upwards above their belly button.</li> <li>• If they are still choking, call 999. Continue with the cycles of 5 back blows &amp; 5 abdominal thrusts until help arrives.</li> <li>• If they aren't breathing &amp; lose consciousness, start CPR with chest compressions.</li> </ul>	1	4	2
Food poisoning	All members of party	<ul style="list-style-type: none"> <li>• Cranleigh has an excellent standard of hygiene.</li> <li>• Ensure that students do not eat food which is very unfamiliar.</li> <li>• In the case of food poisoning, ISCA will seek advice at local medical centre (see contact details on page 35) and from their remote Doctor, who is on call 24/7.</li> <li>• If severe, go to local hospital.</li> </ul>	1	3	2

## Risk Assessment: ISCA Dance

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Collisions	All members of party	<ul style="list-style-type: none"> <li>Both ISCA and international chaperones will be located in the Emms Centre where the dance will take place.</li> <li>Staff will ensure that students have adequate space, limiting the chance of injury.</li> <li>ISCA will be in a room in the Emms Centre with no more than 200 people in this space.</li> <li>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.</li> </ul>	1	2	2
Traffic	All members of party	<ul style="list-style-type: none"> <li>Cranleigh will have signs on the internal approach road telling cars to slow.</li> <li>Cranleigh has a 15mph speed limit throughout the campus.</li> <li>When stood outside the dance, ISCA staff will always be supervising. Students are repeatedly reminded not to stay in the road.</li> </ul>	1	3	2
Hearing damage due to sound levels	All members of party	<ul style="list-style-type: none"> <li>Cranleigh policy states that it's the responsibility of the ISCA staff members to control the sound level.</li> <li>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.</li> <li>In the event of a student having specific difficulties with their hearing, alternative arrangements can be made or earplugs provided.</li> <li>The Emms Centre is also large enough to allow such students to stand away from the speakers but still be in the main area.</li> </ul>	1	3	1

Dehydration	All members of party	<ul style="list-style-type: none"> <li>• During the dance squash and water will be provided just outside the main entrance.</li> <li>• ISCA staff will constantly supervise this area as it is located across from a small internal road.</li> <li>• Students are encouraged to stay hydrated and the DJ will remind students that soft drinks are available outside.</li> <li>• 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.</li> </ul>	1	3	2
Evacuation due to fire or structural damage	All members of party	<ul style="list-style-type: none"> <li>• Students will follow ISCA staff members out of one of the emergency exits located in the Emms Centre.</li> <li>• Students will be encouraged to walk, rather than run.</li> <li>• Students will then assemble at the Assembly Point, where a roll call will be taken.</li> <li>• There will be no trip hazards on the floor in front of emergency exits.</li> <li>• One ISCA staff member must make a note of the names of students who have returned to their house early.</li> </ul>	1	4	2

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

		<ul style="list-style-type: none"> <li>Parents/guardians of student with minor injury will be informed as soon as possible.</li> <li>All medical emergencies will be written in an incident book, describing date, time, who is involved, what happened, and actions taken after event.</li> </ul>	2	2	2
Food poisoning	All members of party	<ul style="list-style-type: none"> <li>Only restaurants with an excellent standard of hygiene shall be chosen.</li> <li>Ensure that students do not eat food which is very unfamiliar.</li> <li>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.</li> <li>If severe, go to local hospital.</li> </ul>	2	3	2
Road and traffic accidents	All members of party	<ul style="list-style-type: none"> <li>Assess the casualty. Determine breathing patterns.</li> <li>Call for an ambulance (999) and find nearest defibrillator (see below).</li> <li>Commence CPR if necessary.</li> <li>One member of ISCA staff and an international chaperone should accompany a student in case of hospitalisation.</li> <li>See the Road Safety section to read how we can prevent a road and traffic accident.</li> </ul>	1	3	2
Allergic reaction	All members of party	<ul style="list-style-type: none"> <li>Prior to departure, ISCA will know of any allergies or dietary requirements.</li> <li>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.</li> <li>ISCA will seek advice from local medical centre after EpiPen has been administered.</li> <li>If severe, go to local hospital.</li> <li>Parents/guardians of the student with allergic reaction will be informed as soon as possible.</li> <li>All medical emergencies will be written in an incident book, describing date, time, who is involved, what happened, and actions taken after event.</li> </ul>	1	4	2

Cardiac Arrest	All members of party	<ul style="list-style-type: none"> <li>• ISCA ensures that an appropriate number of staff hold valid and in-date First Aid qualifications, including paediatric considerations where required. Luke is ISCA's First Aid Officer.</li> <li>• 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"> <li>○ Assess the casualty.</li> <li>○ Determine breathing patterns.</li> <li>○ Call for an ambulance (999) and find the nearest defibrillator (see page 39 for location of defibrillators at each venue site).</li> <li>○ Commence CPR.</li> </ul> </li> </ul>	1	4	4
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**Local Minor Injuries Unit**

Haslemere Community Hospital  
Church Lane  
Haslemere  
GU27 2BJ  
Telephone: 01483 956 524

**Local A&E Department**

Royal Surrey County Hospital  
Egerton Road  
Guildford  
GU2 7XX\*  
Telephone: 01483 571 122

\*Please note, the post code will take you to the rear of the hospital on sat navs. To come to the main entrance, please continue straight at the traffic lights onto Gill Avenue and follow the road signs for the car park entrances.

**Local GP Practice**

Cranleigh Medical Practice  
18 High Street  
Cranleigh  
GU6 8AE  
Telephone: 01483 273 951

**Call 999 or 111**

### Risk Assessment: Extreme Weather / Heatwave

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Extreme heat / heatwave	All members of party	<ul style="list-style-type: none"> <li>Students and staff displaying symptoms of infectious illness will be assessed by the Medical Officer.</li> <li>Isolation arrangements will be implemented where necessary.</li> <li>Enhanced cleaning and hygiene measures will be used if illness spreads through the group.</li> <li>Students and staff will be encouraged to maintain good hand hygiene.</li> <li>Parents/guardians will be informed where significant illness occurs.</li> <li>Local public health guidance will be followed where applicable.</li> </ul>	2	3	2

### Risk Assessment: Infectious Illness / Communicable Disease

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Spread of infectious illness	All members of party	<ul style="list-style-type: none"> <li>ISCA staff will monitor Met Office weather warnings daily.</li> <li>Outdoor activities may be modified, shortened or cancelled during periods of extreme heat.</li> <li>Students will be reminded regularly to drink water throughout the day.</li> <li>Additional shaded rest breaks will be implemented.</li> <li>Students will be encouraged to wear hats, loose-fitting clothing and sunscreen.</li> <li>Water bottles must be carried during all off-campus visits.</li> <li>ISCA staff will monitor students for signs of heat exhaustion or heatstroke.</li> <li>Vulnerable students with medical conditions will receive additional supervision.</li> </ul>	3	4	3

		<ul style="list-style-type: none"> <li>Indoor spaces will be used where possible during peak temperatures.</li> <li>In the event of suspected heatstroke, emergency medical services will be contacted immediately.</li> </ul>			
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### Risk Assessment: Student Wellbeing and Mental Health

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Anxiety, emotional distress or mental health concerns	All members of party	<ul style="list-style-type: none"> <li>ISCA staff and international chaperones will monitor student wellbeing throughout the programme.</li> <li>Students will be encouraged to speak to staff if they are upset, anxious or struggling.</li> <li>Any serious concerns will be reported to the Designated Safeguarding Lead.</li> <li>Parents/guardians will be informed where appropriate.</li> <li>Quiet spaces and pastoral support will be available where required.</li> <li>Students experiencing significant distress may be withdrawn from activities temporarily if appropriate.</li> </ul>	2	3	2

## ■ Medication Storage Procedure

- Prescription medication arrangements will be agreed prior to arrival.
- Medication requiring secure storage will be stored appropriately.
- Students permitted to self-administer medication must do so safely.
- A record will be kept where staff administer medication.
- Emergency medication must remain accessible at all times.

## Defibrillator Locations

<u>Venue / Site</u>	<u>Location of Nearest Defibrillator</u>
Cranleigh School	Outside the front doors of the Trevor Abbott Sports Centre (TASC); Medical Centre; Cranleigh Prep School Reception.
Winchester	Marks and Spencer (134-140 High Street); Winchester Guildhall (High Street)
Tower of London	All Hallows By The Tower (Byward Street); Doubletree by Hilton Tower of London (25 Crutched Friars)
London Eye	The London Eye (The Queen's Walk); Merlin Entertainments - London Eye (County Hall, Riverside Building)
Windsor Castle	Theatre Royal (31-32 Thames Street); Mercure Hotels (The Castle Hotel, 18 High Street)
Runnymede	Egham Fire Station (High Street, Egham)
Stratford-upon-Avon	Beauty by Suzanne (48 Henley Street); Marks and Spencer (29 Bridge Street); Royal Shakespeare Theatre
Oxford	Jesus College (Turl Street); Macdonald The Randolph Hotel (Beaumont Street); Oxford Playhouse
HMS Victory	University of Portsmouth Business School (Portland Street)
Arundel Castle	Arundel Tennis Club (Off Mill Road)
The Globe Theatre	Deconstruct UK (135 Park Street)
St Paul's Cathedral	1 New Change; Mansion House Capital (2 Lambeth Hill)
Canterbury	Whitefriars Shopping Centre; St. Peter's Methodist Church (St. Peters Street)
Roman Baths	Francis Hotel (6-11 Queen Square); 17 George Street
Stonehenge	Stonehenge Visitors Centre
Hampton Court Palace	West Gate Office; Security Office; The Royal Tennis Court; East Gate Hut; Tiltyard Restaurant
Houses of Parliament	4 Dean Stanley Street; Queen Elizabeth II Conference Centre
Covent Garden	Covent Garden Tube Station; Cambridge Theatre Stage Door (Shelton Street)
Wicked Theatre Performance	171 Victoria Street; Deconstruct UK (268-270 Vauxhall Bridge Road)
Brighton Palace Pier	Brighton Town Hall (Bartholomew Square); Brighton Museum and Art Gallery

## **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 43 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. Any safeguarding concerns will be reported to the Managing Director, to ISCA's Designated Safeguarding Lead and to Cranleigh School's Designated Safeguarding Leads.

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 international chaperone 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 Programme 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 international chaperones 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 international chaperones, 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 separated from their group, students should ring the number on the emergency card or their ISCA wristband. This has the number of the ISCA faculty member in charge of their trip that day. Students should either use their own phone 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. 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 and International Chaperones attend a number of training sessions before the programme starts in which, amongst other things, we discuss these risk assessments, so everyone is clear about them and what is required. ISCA Staff and International Chaperones sign a form to say they have read and understood our policies.

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

		<ul style="list-style-type: none"> <li>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.</li> </ul>			
In transit	All members of party	<ul style="list-style-type: none"> <li>Remain seated with ISCA staff supervising.</li> <li>Every passenger must wear a safety belt.</li> <li>Students will have been informed on expected behaviour.</li> <li>No food or drink on the coach except for water.</li> <li>Our coach provider, Safeguard Coaches, has extensive safety requirements to ensure that its coaches and drivers are fit for purpose.</li> <li>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.</li> </ul>	1	4	2
Travel sickness	All members of party	<ul style="list-style-type: none"> <li>Ensure those who suffer from travel sickness have brought medicine if required.</li> <li>Ensure all have eaten sufficiently before embarking.</li> <li>ISCA staff to carry sick bags in case of travel sickness.</li> </ul>	1	2	1
Falling	All members of party	<ul style="list-style-type: none"> <li>Students will always remain seated during transit.</li> <li>Every passenger must wear a safety belt.</li> </ul>	1	2	1
Behaviour	All members of party	<ul style="list-style-type: none"> <li>Main group leader will brief the ISCA staff on their roles and responsibilities.</li> <li>Students will have been briefed on code of conduct and behaviour exceptions for the journey.</li> </ul>	1	1	1

Accident getting on and off the coach	All members of party	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• The coach's exit doors are clearly marked and handrails are provided to assist with boarding/disembarking.</li> <li>• Anti-slip strips are placed on the steps to the coach to prevent slipping.</li> <li>• A First Aid kit is carried by a member of ISCA staff on each coach at all times.</li> </ul>	1	3	1
Action needed prior to travel	All members of party	<ul style="list-style-type: none"> <li>• Inform all to be vigilant of personal belongings.</li> <li>• Inform all that no food or drink (except water) is to be consumed on the coach.</li> </ul>	1	2	1

## Risk Assessment: Venue Visits – General Hazards

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"> <li>Take register upon arriving at venue.</li> <li>Ensure group leaders are vigilant of their small groups at all times.</li> <li>Ensure all know a designated meeting point (preferably manned).</li> <li>Group must remain together when queueing.</li> <li>Group leaders must ensure students do not wander away from group.</li> <li>Take register before leaving venue.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ul>	1	4	2
Injury	All members of party	<ul style="list-style-type: none"> <li>Group leader and supervisors will assess any venue - if they deem anything to be dangerous or unsuitable, a new location will be chosen.</li> <li>Students must follow behaviour expectations and code of conduct.</li> </ul>	1	3	2

		<ul style="list-style-type: none"> <li>• No running, pushing or jumping during venue visits.</li> <li>• Group leaders will be responsible for small groups.</li> <li>• Group leaders will make sure students stay away from any unsafe or hazardous locations.</li> <li>• Group supervisors will supervise small groups when using lifts, escalators and stairs.</li> <li>• A First Aid kit will be carried by four members of ISCA staff at all times.</li> <li>• Where possible, venues will be forewarned that groups of students will be visiting.</li> </ul>			
Theft	All members of party	<ul style="list-style-type: none"> <li>• ISCA staff must remain vigilant.</li> <li>• Keep belongings close to person.</li> <li>• Adults will ensure students do not leave belongings unsupervised.</li> <li>• Students will be advised not to bring expensive personal items on venue visits where possible.</li> <li>• Students may leave valuable belongings with ISCA staff.</li> </ul>	1	4	2
Fire	All members of party	<ul style="list-style-type: none"> <li>• Students will be instructed that in the event of fire and evacuation they will listen to instructions from guides at the venue and the public address system.</li> <li>• Students will be encouraged to move quickly but carefully to the designated fire exit then meet up with their group at the fire evacuation meeting point.</li> </ul>	1	4	2

## ■ Missing Student Procedure

1. Immediate headcount and confirmation of last known location
2. One staff member remains with the wider group while designated staff begin search procedures.
3. Attempt immediate phone contact with student.
4. Contact venue security/staff.
5. Notify ISCA Programme Director immediately.
6. Escalate to police if student is not located within an agreed timeframe.
7. Parents/guardians informed as appropriate.
8. Full written incident report completed following resolution.
9. Safeguarding procedures followed where necessary.

## Risk Assessment: River Thames Boat Trip / Canterbury Boat Tours

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Slipping / tripping when walking on or off the boat	All members of party	<ul style="list-style-type: none"> <li>Students will be supervised in their groups and walk not run when entering or exiting the boat.</li> <li>They will be told of the risks of tripping and slipping on the gangplank.</li> </ul>	1	3	2
Falling into the river	All members of party	<ul style="list-style-type: none"> <li>Students will not be allowed to lean over the side but to sit in the seats provided.</li> <li>They will also be told to listen out for any instructions on the loudspeakers from the captain.</li> <li>The boat will have safety information displayed prominently throughout and will conform to the regulations regarding provision of life-saving equipment.</li> </ul>	1	4	2
Fire on the boat	All members of party	<ul style="list-style-type: none"> <li>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.</li> </ul>	1	4	2
Sinking of the boat	All members of party	<ul style="list-style-type: none"> <li>Students will be instructed to observe safety notices on boarding and that in the event of the boat sinking they will listen to and follow instructions from the captain or crew and over the public address system.</li> <li>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.</li> </ul>	1	4	2

**Risk Assessment: St. Paul's Cathedral**

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Injuries when climbing to the top of the dome	All members of party	<ul style="list-style-type: none"> <li>Students will be allowed to climb the 1,000 plus steps up to the top of the Golden Gallery at St. Paul's only with a group leader with them at all times.</li> <li>Low-level beams are clearly marked and handrails are provided on the stairs.</li> <li>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.</li> <li>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.</li> </ul>	1	3	2
Falling from the viewing area at the top of the Golden Gallery	All members of party	<ul style="list-style-type: none"> <li>Students will be accompanied at all times.</li> <li>St. Paul's Cathedral marshals are located throughout the walk up to the Golden Gallery.</li> <li>When at the top, and outside, students will be standing behind a clearly marked barrier to minimise any risks.</li> <li>In addition, their group leader will be with them and there are supervisors from St. Paul's Cathedral.</li> </ul>	1	4	2

## Risk Assessment: Brighton Beach

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Paddling in the sea	All members of party	<ul style="list-style-type: none"> <li>Students will have the opportunity to paddle in the sea at Brighton Beach if they wish.</li> <li>Students may paddle only in designated supervised areas.</li> <li>Students are not permitted to swim.</li> <li>Clear physical boundaries will be identified before entering the beach area.</li> <li>Staff will conduct regular visual headcounts</li> <li>Activities may be suspended if sea conditions deteriorate</li> <li>Students must follow RNLI and lifeguard instructions at all times.</li> <li>The risks of drowning in the sea are clearly marked.</li> <li>In the event of a student falling into the water, a lifeguard and life-saving equipment is available.</li> <li>In addition, at least one ISCA faculty member will be located at the shoreline to minimise such risks and at least one ISCA faculty member will be paddling in the sea with the students.</li> </ul>	1	4	2

## Risk Assessment: HMS Victory

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Hitting heads / tripping on	All members of party	<ul style="list-style-type: none"> <li>Portsmouth Historic Dockyard have prepared HMS Victory in such a way that these risks are minimised.</li> <li>All low beams are clearly marked and the route to explore the ship ensures that no trip hazards are present.</li> </ul>	1	3	2

HMS Victory					
Falling into the water	All members of party	<ul style="list-style-type: none"> <li>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.</li> <li>Life-saving equipment is located throughout the dockyard.</li> </ul>	1	4	2

### Risk Assessment: London Eye

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
General hazards on the London Eye	All members of party	<ul style="list-style-type: none"> <li>Students will be warned about taking care when entering or leaving pods.</li> <li>Venue staff wear uniforms and badges for easy identification.</li> <li>Full criminal records are carried out on all first-aiders and front-of-house staff.</li> <li>A dedicated security team is available to deal with minor security issues and is also trained to deal with any emergency issues arising.</li> </ul>	1	4	2

### Risk Assessment: Tower of London

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
Hitting heads / tripping in the Tower	All members of party	<ul style="list-style-type: none"> <li>Students will be warned about these risks and told to take care and not run down the spiral staircases.</li> </ul>	1	3	2
Falling from a parapet	All members of party	<ul style="list-style-type: none"> <li>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.</li> </ul>	1	4	2

## 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"> <li>Group leaders will be responsible for small groups.</li> <li>All will be informed of a designated meeting point (e.g. restaurant lobby).</li> <li>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.</li> <li>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.</li> </ul>	1	4	2
Injury	All members of party	<ul style="list-style-type: none"> <li>All chosen restaurants will be a safe, high-quality environment.</li> <li>Students will not be permitted entry into the kitchen at any time.</li> <li>Students will be encouraged to watch out for wet floors and other areas which may be hazardous.</li> <li>A first aid kit is carried by four members of ISCA staff at all times.</li> </ul>	1	4	2
Food and safety hygiene	All members of party	<ul style="list-style-type: none"> <li>Only clean, hygienic restaurants will be chosen.</li> <li>Students will be encouraged not to eat dishes which are too unfamiliar or may cause problems.</li> <li>Students will be encouraged to wash their hands prior to eating.</li> </ul>	1	2	1

Illness	All members of party	<ul style="list-style-type: none"> <li>• If students believe food is improperly cooked, request to change dish or location.</li> <li>• Avoid very unfamiliar, raw or spicy foods.</li> <li>• In case of illness caused by food, consult local pharmacy or emergency services.</li> </ul>	2	3	2
Allergic Reaction	All members of party	<ul style="list-style-type: none"> <li>• Prior to departure, ISCA will know of any allergies or dietary requirements.</li> <li>• Anyone with food allergies which needs an EpiPen will be required to carry one with them at all times. ISCA staff or an international chaperone will administer EpiPen in case of allergic reaction.</li> <li>• ISCA will seek advice from local medical centre after EpiPen has been administered.</li> <li>• If severe, go to local hospital.</li> <li>• Parents/guardians of the student with the allergic reaction will be informed as soon as possible.</li> <li>• All medical emergencies will be written in an incident book, describing date, time, who is involved, what happened, and actions taken after event.</li> </ul>	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"> <li>• Have a register of all members of the group.</li> <li>• All members of the group will be issued with cards containing emergency contact numbers and details.</li> <li>• Ensure all students arrive accompanied by an adult (no one crosses roads alone).</li> <li>• Upon meeting as a whole group, split into smaller groups with designated group leaders for each group.</li> <li>• Make sure group stays together whilst waiting for others to arrive.</li> <li>• Assemble as a group away from platforms, parking bays and large crowds.</li> <li>• Ensure all group leaders are vigilant.</li> <li>• Adults will warn students not to stray away from group and no lagging behind or wandering off unaccompanied.</li> <li>• Adults will check the register to make sure everyone is present.</li> <li>• Ensure all students are informed of expected behaviour.</li> <li>• Ensure all have adequate footwear and outdoor clothing for the weather and terrain.</li> <li>• Ensure there is a group leader at the front and rear of each group.</li> </ul>	1	2	2
Theft	All members of party	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Adults must remain vigilant and keep belongings close to person.</li> <li>• Adults will ensure students do not leave belongings unsupervised.</li> </ul>	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"> <li>• Ensure all know designated meeting point in case of separation before moving.</li> <li>• Make sure all the party have their emergency contact card with them to be used to find the group.</li> <li>• Meeting point should be manned (for example, the customer help desk).</li> <li>• Adults should have registers and check them at key points, i.e. arrival/departure.</li> <li>• Group leaders check with each other that all students are present before moving on.</li> <li>• Queueing should be done as a whole group - adults at front and rear of queue.</li> <li>• All adults have maps of route being taken and contact numbers for each other.</li> <li>• 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.</li> <li>• 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.</li> </ul>	1	4	2
In Transit	All members of party	<ul style="list-style-type: none"> <li>• Students to be warned to keep group leader in sight at all times and informed on expected behaviour e.g. no running etc.</li> </ul>	1	2	1

		<ul style="list-style-type: none"> <li>When crossing roads - adults lead group, one waits in the middle of the road, and one brings up the rear of the group (all wait and regroup once over the road if group was separated).</li> </ul>			
Falling/ tripping	All members of party	<ul style="list-style-type: none"> <li>Be aware of terrain, kerbs, cobbled streets and watch footing.</li> <li>No running, especially when crossing roads.</li> <li>Adult supervision at all times.</li> <li>A first aid kit is carried by four designated adults at all times for scrapes and bruises.</li> <li>Abide by rules and expectations at venues visited.</li> </ul>	1	3	2
Behaviour	All members of party	<ul style="list-style-type: none"> <li>Main group leader will brief ISCA staff on their roles and responsibilities.</li> <li>Students will have been briefed on code of conduct and behaviour expectations for the journey.</li> <li>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.</li> </ul>	1	2	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"> <li>Students will be walking around in either coach groups or small groups with at least one member of ISCA staff.</li> <li>Students will be regularly reminded of the importance of watching for traffic and remembering that vehicles drive on the left in the UK.</li> <li>There are plenty of pedestrian crossings where pedestrians have right of way. ISCA staff will always accompany the students when crossing roads.</li> <li>When crossing roads – at least one adult leads the group, one waits in the middle of the road and one brings up the rear of the group (all wait and regroup once over the road in case the group is separated).</li> <li>Students will be warned to also watch for cyclists who they may not hear.</li> <li>In locations whereby the students have free time without ISCA staff or their international chaperone, e.g. Covent Garden or Brighton, they are told to stay within a certain area to reduce the amount of road crossings. If they do cross roads by themselves, they are repeatedly reminded to use Pedestrian crossings and Zebra crossings.</li> </ul>	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"> <li>Have a set procedure agreed by all ISCA staff (ISCA Terrorism Policy).</li> <li>Be aware of official contact numbers for emergency for the Consulate or Embassy in the city/area that we are visiting.</li> <li>Have a map to show location of Embassy or Consulate.</li> <li>Have adequate insurance cover and policy for emergencies – from ISCA and individuals on trip.</li> <li>Change itinerary if London is affected and follow our Peace of Mind programme.</li> </ul>	1	4	3
Getting lost or separated from the group	All members of party	<ul style="list-style-type: none"> <li>Agree upon a suitable meeting place for regrouping.</li> <li>Ensure all know the location of the designated meeting place.</li> <li>Group leaders should take registers before any activities.</li> <li>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.</li> <li>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.</li> <li>Ensure all students have contact details of the ISCA staff, the campus address and other contact details with them at all times.</li> </ul>	1	3	2

**U.S Embassy in London**

33 Nine Elms Lane  
Nine Elms  
London  
SW11 7US  
Telephone: +44 (0) 20 7499 9000

**Embassy of Argentina in London**

65 Brook Street  
London  
W1K 4AH  
Email: eruni@mrecic.gov.ar  
Telephone: +44 (0) 20 7318 1301

**The Embassy of Peru in London**

52 Sloane Street  
London  
SW1X 9SP  
Email: postmaster@peruembassy-uk.com  
Telephone: +44 (0) 20 7235 3802

**Embassy of Mexico in London**

16 St George Street  
London  
W1S 1FD  
Email: mexuk@sre.gob.mx  
Telephone: +44-20-7499-8586

**Embassy of Brazil in London**

14-16 Cockspur Street  
London  
SW1Y 5BL  
Email: info.london@itamaraty.gov.br  
Telephone: +44 (0) 20 7747 4500

**Embassy of Japan in London**

101 - 104 Piccadilly  
London  
W1J 7JT  
Email: info@ld.mofa.go.jp  
Telephone: +44 (0) 20 7465 6500

**ISCA 30/10/25**