***Risk assessment***

**Risk Assessment ASHA Project Trip to India**

1. **Place to be visited:** Delhi, Agra, India, Dubai

**Risks Identified:**

1. **Journey** - risk of injury due to accident - road, bus, train or air/ taxi, bus or train breakdown/ pupils could get lost or separated from the group / stranger danger / pupils unfamiliar with situation and can make mistakes / loss of passport or boarding card or luggage

2. **Accommodation** - pupils unfamiliar with situation and can make mistakes / stranger danger / risk of fire in building / pupils can get injured when moving around the building / food poisoning.

3. **Visits** - risk of injury due to accident -while travelling by taxi or train/ possible injury whilst walking around / pupils could get lost or separated from the group / stranger danger / loss or theft of money or valuables / possibility of sunburn / food poisoning/ possibility of contracting a disease eg malaria, typhoid, Hepatitis, ‘Delhi Belly’

**2. List groups of people who are especially at risk from the significant hazards you have identified:** *Insert names* ***of*** *Staff and Pupils*

**3. List existing controls or note where the information may be found:**

* Pupils will be given detailed guidelines of expected behaviour, what to bring, what to do in the event of a problem.
* Pupils will be alerted to the danger of strangers and what to do if they are worried
* A meeting will be held to explain these guidelines to pupils and parents.
* Pupils will be divided into small groups and assigned to the care of a teacher for the trip.
* Pupils will be expected to wear seatbelts on bus and taxis at all times
* Passports will be collected by teachers and only given to pupils when needed. A copy of passports/visas will be carried by staff and also left at school should there be any problems of loss or theft.
* At the accommodation pupils will be told to lock rooms at night and when they are out.
* Pupils will not be permitted to leave their rooms after bedtime
* Teachers will check that pupils are in their rooms
* Pupils will be made aware of fire exits
* Pupils will know the room numbers of staff members.
* One teacher will be assigned to deal with sickness.
* Parental consent has been sought for emergency treatment; a list of pupils carrying inhalers & medication will be drawn up.
* All pupils will be given a card with the name of their accommodation on it to carry with them at all times.
* Arrangements will be made for pupils to change their money. They will be responsible for looking after their own money
* Pupils will be warned to use sun cream / sunglasses/hats etc and will be reminded to take their malaria medication
* Pupils will be reminded of the importance of washing hands and using anti-bacterial gel
* Pupils will be regularly reminded to drink bottled water only and to avoid salads, ice-cubes, ice-cream and any fruit unless it is peeled

**4. How will you cope with the hazards which are not currently or fully controlled under (3)?** Accidents during the journey will be dealt with if they should arise eg train, taxi or plane crash

**5. Continual monitoring of hazards throughout visit:**

* Teachers will discuss situations as they arise with the group leader and adapt plans and then assess risks as necessary.
* Teachers will check with pupils each day to see if they are happy and will be proactive in their care towards their pupils.
* Pupils will be instructed of the need to inform teachers about any concerns that they have during the visit.