

1. Institute of Education, University of London/HANBAN China Autumn camps 21st, 22nd October – 2nd, 3rd, 4th November RISK ASSESSMENT Page 1

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES/CONTROLLING RISK	COMMENTS/ACTIONS	REVIEW & REVISE	TICK IF ALL IN PLACE
Exposure to weather	Cold injury, heat injury, over exposure to sun	Pupils, staff	<ul style="list-style-type: none"> Location is suitable for this mode of supervision With guidance from Institute of Education, University of London (IOE), schools to prepare their own guidance notes booklets, based on information collated by IOE from a variety of sources Participants should bring a portable waterproof raincoat in case of sudden showers while outdoors. Daily weather forecast obtained by Chinese group leaders and communicated to accompanying teachers. Plans can be adjusted if necessary. Teachers should ensure that participants carry a bottle of water at all times when travelling outdoors. Adequate water supplies will be provided at all times by event organisers Accompanying teachers and group leaders will explain to students that they should not drink tap water whilst in China. 	Included notes for visitors to China		
Pupil lost or separated from group, inadequate supervision	Injury, death	Pupils	<ul style="list-style-type: none"> On any planned outdoor travel, pupils will travel in groups of between 5 to 15 members and will be accompanied by teachers, allowing for a ratio of 1 teacher to every 8 pupils. This teacher/student ratio will be supplemented by the Chinese group leaders/supervisors While working indoors at the venues, all groups will have a named teacher who will report to the Chinese group leader at all times. Pupils will use a buddy system at all times to assist with accountability. Chinese group leaders will hold nightly meetings for accompanying teachers to explain the following day's travel itineraries. Accompanying teachers will then be responsible for communicating arrangements to their students so that they 			

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			<p>know where they need to be and when.</p> <ul style="list-style-type: none"> • Head counts by accompanying teachers will be carried out prior to any outdoor trips and at arrival and departure points, and when separating and reforming groups • With IOE guidance, the participants will prepare an 'emergency card' with contact details in English and Chinese before their departure. They will be told to carry this card at all times. 			
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1. Institute of Education, University of London/HANBAN China Autumn camps 21st, 22nd October – 2nd, 3rd, 4th November RISK ASSESSMENT Page 2

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES/CONTROLLING RISK	COMMENTS/ ACTIONS	REVIEW & REVISE	TICK IF ALL IN PLACE
Illness or injury	Illness, injury	Pupils, staff	<ul style="list-style-type: none"> • In each province there will be a designated first aider and a medical emergency contact who is an English speaker and will be available in the event of an emergency. • This medical contact's details will be circulated to all accompanying teachers. • All staff and group leaders will be briefed on how to call the emergency services • Pupils and parents to be reminded to bring individual medication and this is to be kept securely • First aid and travel sickness equipment will be carried on all long trips • Mobile phones will be carried by all Chinese group leaders and all participants will be issued with an emergency contact card with numbers to call. • Emergency contacts with all schools/head teachers and parents will be arranged by each teacher. • Participants' parents will be issued with contact details of English speakers at our Chinese partners in case of an emergency in the UK. 			
Animals, insects, poisonous plants etc	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • There will be no known high risk situations • Teachers to ensure, before departure from own school that those pupils with known allergic reactions (e.g. bee or wasp stings) carry medication 			

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Special needs of specific pupils – medical, behavioural	Illness, injury	Pupils	Teachers to ensure, before departure from own school: <ul style="list-style-type: none"> • Obtain information from parents • Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary 			
Allergies	Sickness, death	Pupils, staff	<ul style="list-style-type: none"> • Teachers to ensure that all known food and medical allergies and/or special dietary requirements are communicated to the IOE before departure • For students with severe food allergies, accompanying teachers are responsible for ensuring that medication is carried at all times. 	IOE will share this information with Chinese hosts		

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HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES/CONTROLLING RISK	COMMENTS/ACTIONS	REVIEW & REVISE	TICK IF ALL IN PLACE
Indirect/ remote supervision (includes souvenir shopping, historic sites etc)	Injury, death	Pupils	<ul style="list-style-type: none"> • Locations to be visited are suitable for this mode of supervision. Locations chosen by Beijing- based or provincial travel agent used to dealing with groups of young people and approved by Hanban • Pupils will be sufficiently briefed and competent while involved in any outdoor remotely supervised activities. Any individual pupils for whom indirect supervision is not suitable will be directly supervised by the teacher accompanying their school group. Accompanying teachers are responsible for identifying these students in each instance. • Clear guidelines and emergency procedures will be set and understood prior to any remotely supervised activities. • Pupils will remain in pairs or groups of three. • Rendezvous points and times will be set prior to any remotely supervised activity • Pupils will be briefed on how to contact staff and will carry an emergency contact card with numbers to call. • UK teachers understand they are still responsible for the pupils they are accompanying • Participating schools are responsible for making sure parents are informed and consent has been given 			
Emergencies	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • All event staff and group leaders will be briefed on action to take in case of an emergency • All pupil participants will carry an emergency contact card with numbers to call. • All staff will be briefed and understand emergency plan and their role. • All pupils will be briefed appropriately. 			

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2 GENERIC RISK ASSESSMENT – TRAVEL ON EDUCATIONAL VISITS Page 1 - Beijing

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES/CONTROLLING RISK	COMMENTS/ACTIONS	REVIEW & REVISE	TICK IF ALL IN PLACE
On foot	Injury, death	Pupils, staff	<ul style="list-style-type: none"> Pupils will travel in groups of between 5 to 15 members and will be accompanied by teachers, allowing for a ratio of 1 teacher to 8 pupils. There will also be the Chinese group leaders accompanying the group. Teachers will be responsible for supervision on pavements, roads and especially crossing any fast roads Pupils will be briefed regarding hazards and behaviour required Pupils will be briefed on in-country traffic rules 	Planning, leader and pupil briefing		
Coach	Injury, death, separated from group	Pupils, staff	<ul style="list-style-type: none"> Coaches used meet local regulations and are hired from accredited coach company Hanban and the host schools will ensure that the travel agent responsible for the visits in Beijing is reputable and used to dealing with groups of young people. Suitable embarkation points will be used. Close supervision and head counts will take place before embarkation, during any breaks in journey and after disembarkation from coach. 	Ms He Wei, Hanban Autumn camps coordinator, to confirm that Hanban is using a reputable and bonafide tour company in Beijing, whose service has been used before and is known to be reliable, to provide the transport services for the visits.		
Minibus	Injury, death, separated from group	Pupils, staff	<ul style="list-style-type: none"> Minibuses may be used for transporting small groups of pupils and teachers. Minibuses used meet local regulations and are hired from accredited coach company. Teacher ensures seatbelts are used where they are present. Luggage on roof will not exceed 100kg Luggage in vehicle will be safely stowed and clear of aisles Care will always be taken in parking in a suitable place for disembarkation Head counts will be taken during any breaks in journey and getting in and out of bus 	Ms He Wei to confirm that Hanban is using a reputable and bonafide tour company, whose service has been used before and is known to be reliable, to provide the transport services for the purpose.		

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2 GENERIC RISK ASSESSMENT – TRAVEL ON EDUCATIONAL VISITS Page 2 - Beijing

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES/CONTROLLING RISK	COMMENTS/ACTIONS	REVIEW & REVISE	TICK IF ALL IN PLACE
Breaks in journeys	Injury, death, left behind/ separated from group	Pupils	All participants of any educational visits will be briefed on: <ul style="list-style-type: none"> • Purpose and timings of stops • How and where to contact staff • Remaining in pairs or threes - each responsible for named other • Moving traffic • Careful head counts will take place before departures 			

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3 GENERIC RISK ASSESSMENT – TRAVEL ON EDUCATIONAL VISITS Page 1 – Designated province

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES/CONTROLLING RISK	COMMENTS/ACTIONS	REVIEW & REVISE	TICK IF ALL IN PLACE
General	Lack of clarity of itinerary during visit – loss, injury, death	Pupils, staff	<ul style="list-style-type: none"> In each province, a designated English speaking coordinator will hold regular meetings for the accompanying teachers to explain the itineraries. Teachers are then responsible for briefing their students the following day on arrangements. 	Teachers to attend daily briefing		
On foot	Injury, death	Pupils, staff	<ul style="list-style-type: none"> Pupils will travel in groups of between 5 to 15 members and will be accompanied by teachers, allowing for a ratio of 1 teacher to 8 pupils. There will also be the Chinese group leaders and other responsible adults accompanying the group. Teachers will be responsible for supervision on pavements, roads and especially crossing any fast roads Pupils will be briefed regarding hazards and behaviour required Pupils will be briefed on in-country traffic rules 	Planning, leader and pupil briefing		
Coach	Injury, death, separated from group	Pupils, staff	<ul style="list-style-type: none"> Camp coordinator for the municipal education authority will ensure that the coaches used meet local regulations and are from a reputable accredited company. Suitable embarkation points will be used. Close supervision and head counts will take place before embarkation, during any breaks in journey and after disembarkation from coach 	Ms He Wei to confirm that provincial authorities are meeting this requirement.		
Minibus	Injury, death, separated from group	Pupils, staff	<ul style="list-style-type: none"> Minibuses may be used for transporting small groups of pupils and teachers Minibuses used meet local regulations and are hired from accredited coach company Teachers ensure seatbelts are used where they are present. Luggage on roof will not exceed 100kg Luggage in vehicle will be safely stowed and clear of aisles Care will always be taken in parking in a suitable place for disembarkation Head counts will be taken during any breaks in journey and getting in and out of bus 	Ms He Wei to confirm that provincial authorities are meeting this requirement.		

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3 GENERIC RISK ASSESSMENT – TRAVEL ON EDUCATIONAL VISITS Page 2 – Designated province

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES/CONTROLLING RISK	COMMENTS/ACTIONS	REVIEW & REVISE	TICK IF ALL IN PLACE
Breaks in journeys	Injury, death, left behind/ separated from group	Pupils	All participants of any educational visits will be briefed on: <ul style="list-style-type: none"> • Purpose and timings of stops • How and where to contact staff • Remaining in pairs or threes - each responsible for named other • Moving traffic • Careful head counts will take place before departures 			

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4 GENERIC RISK ASSESSMENT – RESIDENTIAL VISIT ACCOMMODATION Page 1

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES/CONTROLLING RISK	COMMENTS/ ACTIONS	REVIEW & REVISE	TICK IF ALL IN PLACE
Fire	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • Pre-visit check undertaken by IOE's external consultants in China (William Wang/Catherine Li). • Inspection to check that accommodation meets Chinese standards of fire safety • Fire escapes, alarms, equipment checked and in full working order. Emergency meeting points confirmed with location. • Accommodation meets Chinese standards. • All participants to be informed of fire procedures on arrival • A no smoking rule will be established • Systems will be checked again on arrival 			
Child protection	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • The participating schools have exclusive use of designated areas of the campuses. • Staff accommodation adjacent to and on the same floor as pupils • External doors and windows secure against intrusion • All rooms have keys with campus staff having access to a master key • All participants to be issued with floor plan with names and room numbers of teachers. • Staff can be contacted throughout the night. 			
Domestic hazards	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • Pre-visit check undertaken by IOE's external consultants in China - Visual inspection of balconies, stairways, glass doors, electrical fittings, hazards in grounds or immediate surroundings undertaken on inspection and no immediate potential domestic hazards detected • Accommodation meets Chinese standards for campus accommodation. • On arrival, teachers and pupils will be asked to report any faulty items found in rooms and any changes required will be insisted 			

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			upon <ul style="list-style-type: none"> Group to be briefed by campus coordinator/group leader regarding any hazards and necessary rules established, upon arrival. 			
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HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES/CONTROLLING RISK	COMMENTS/ACTIONS	REVIEW & REVISE	TICK IF ALL IN PLACE
Hygiene	Illness	Pupils, staff	<ul style="list-style-type: none"> Pre-visit check undertaken by IOE's China office iNet staff - Rooms visually inspected for cleanliness, washing facilities, lighting & ventilation. 			
Night time	Injury, death	Pupils	<ul style="list-style-type: none"> Accompanying teachers responsible for collecting information regarding pupil's illnesses, sleepwalking, etc. Suitable supervision will be arranged by teachers accompanying them to meet the needs of pupils 			
Special needs, allergies	Injury, death	Pupils, staff	<ul style="list-style-type: none"> Accommodation will meet any special needs of anyone in the group Campuses made aware of any specific dietary requirements/food allergies the participants may have. Campus coordinator responsible for ensuring that catering staff meet these special needs. 	Ms He Wei to stress the severity of food allergies in particular to the partners in the provinces.		

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5 GENERIC RISK ASSESSMENT – SCHOOL USE OF A PROVIDER /TOUR OPERATOR ARRANGED PROGRAMME OF VISITS/ ACTIVITY Page 1

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES/CONTROLLING RISK	COMMENTS/ACTIONS	REVIEW & REVISE	TICK IF ALL IN PLACE
Provision does not meet LEA standards/best practice	Injury, death	Pupils, staff	<p>Hanban is a prestigious government organisation tasked with the development of Chinese language teaching abroad. It has competent staff keen and committed to make the camp successful.</p> <p>IOE London based staff and its China consultants are likewise committed to these high standards and best practice</p> <ul style="list-style-type: none"> • Checked literature provided • Been in regular contact with Hanban and the province hosts <p>School group leaders will maintain on-going assessment throughout visit</p>			
Programme does not meet needs of group	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • Participating schools to provide necessary information about all participants to IOE London. • IOE London to pass on all these details to provider (Hanban) about age, ability and any special needs in group. • Final programme to be agreed a few weeks before visits. 	Special needs identified by UK teachers		
Lack of clarity regarding split of responsibilities between school and provider	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • IOE to ensure clear programme agreed and separate responsibilities for event staff/UK teachers and provider clear and that all aspects of visit, travel, accommodation and activities are properly planned and risk assessed by provider. 			

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6 GENERIC RISK ASSESSMENT TRAVEL TO DEVELOPING COUNTRIES/ EXPEDITIONS TO REMOTE AREAS ABROAD Page 1

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES/CONTROLLING RISK	COMMENTS/ACTIONS	REVIEW & REVISE	TICK IF ALL IN PLACE
Security, civil unrest, crime, terrorist activity	Death or injury, loss	Pupils, adults	<ul style="list-style-type: none"> Current Foreign Office advice does not advise against travel to Beijing or any of the provinces to be visited. Whole group to be well briefed and aware of risks, precautions and emergency procedures 			
In country travel transport	Road traffic accident	Pupils, staff	<ul style="list-style-type: none"> Reputable companies to be used in Beijing and provinces. 	Hanban to check		
Insurance	Under- insured, not covered	Pupils, staff	<ul style="list-style-type: none"> Accompanying teachers responsible for ensuring that all visitors are fully covered before leaving UK 	UK schools		
Health, hygiene	Food poisoning, illness, effects of altitude, hypothermia, heat related	Pupils, staff	<ul style="list-style-type: none"> Accommodation has been inspected for health and hygiene regulations All participants will be briefed regarding possible hazards and precautions required. 			
Accommodation	Fire, security	Pupils, staff	<ul style="list-style-type: none"> Accommodation has been assessed in relation to risks of fire and security. Plans are in place for evacuation in the event of emergency and the group will be briefed on arrival. 			
Programme/ itinerary	Injury, death	All participants	<ul style="list-style-type: none"> Pre-visit check undertaken by IOE's external consultants in Beijing (on a specific date) Provision for first aid and paramedics to be on call have been made for the duration of any event activities Local hospital informed of event in case of emergency Medical emergency contact available at each site 	IOE to communicate the importance of this to Hanban and gain assurance from them that these requirements are met.		

7. GENERIC RISK ASSESSMENT: VISIT TO PUBLIC ATTRACTIONS ETC Page 1

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES/CONTROLLING RISK	COMMENTS/ACTIONS	REVIEW & REVISE	TICK IF ALL IN PLACE
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Lack of focus of pupils on activity	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • Clear educational purpose understood by pupils and leaders through pre-visit briefing and daily briefings by coordinators and group leaders • Clear structure for visit which is of a suitable length 			
Pupil separated from group, assault, abuse by public, lack of adequate supervision	Injury, death	Pupils	<ul style="list-style-type: none"> • Pre-planned supervision with sufficient staff, careful head counts at arrival and departure, all staff to carry name lists of pupils for head counts. • Pupils stay in pairs or groups and understand responsibility to look out for others; pupils never on their own • Leaders and pupils will be briefed and understand arrangements including time and place of meetings. Central meeting point arranged, staffed by fulltime rota. • Arrangements made clear to parents 			
Emergency	Pupils, staff separated from group	Pupils, staff	<p>Briefing to accompanying teachers prior to visit on:</p> <ul style="list-style-type: none"> • Visit sites' provision for emergencies such as staff with telephone contacts, first aid facilities etc and group briefed on these. • How visitors in difficulty can contact site staff • What to do and where to meet on site in emergency. • How to identify and locate coach in coach park 	IOE London to liaise with Hanban and provincial authorities over places to be visited		
Fear and anxiety		Pupils, staff	<ul style="list-style-type: none"> • Awareness of special needs, medical conditions and personalities in group 			

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