



HEALTH AND SAFETY OF STUDENTS ON EDUCATIONAL TRIPS AND VISITS

Introduction

Students at The Royal Ballet School go on trips and visits to broaden their education, for social events, to allow them to put on public performances, to audition for and to dance with professional companies. It is vital that such trips and visits be conducted safely. This document aims to promote a culture of Health and Safety on trips and visits, and to outline the School's procedures.

Members of staff accompanying students on a school trip or visit have responsibility for their safety, acting *in loco parentis*: they are held to the same standard of care as would apply to a "reasonable parent" and their response to any given incident must be within a "range of reasonable responses" that would be applied by a parent. Responsibility exists for 24 hours a day and is not lessened because the duty is undertaken voluntarily. Teachers may pass on a higher duty of care for activities requiring specialist knowledge; however, they cannot relinquish their responsibility *in loco parentis* to anyone else.

All trips and visits shall be preceded by assessment of the risks involved. The Royal Ballet School acknowledges the Department for Education's guidance on reducing the burden of Health and Safety procedures, but will continue to require the leader of every School trip or visit to prepare a written risk assessment proportionate to the risks involved, and written arrangements for each trip or visit. Where necessary, staff training will be provided. Final authorisation for each trip or visit will be given by one of the Visits Coordinators, who should always be consulted at the planning stage of each trip or visit.

The Role of the Visits Coordinators (VC)

The Visits Coordinators are: The Director; The Assistant Director; The Academic and Pastoral Head; The Head of Lower School.

Their functions are to:

- a) Review their own and the School's training requirements on an annual basis and report on these to the School Health & Safety Committee at the September meeting
- b) Ensure that educational trips and visits meet the School's requirements including those of risk assessment
- c) Support the Director and Governors with approval and other decisions
- d) Assign competent people to lead or otherwise supervise a trip or visit
- e) Assess the competence of leaders and other adults proposed for supervision of trips or visits. These may need accreditations from an awarding body.
- f) Organise the training and induction of leaders and other adults going on a trip or visit. This will commonly involve training such as first aid, hazard awareness, etc.
- g) Ensure that criminal records checks are in place for all members of staff and volunteers accompanying a trip
- h) Obtain the consent of parents and provide notice of the trip or visit beforehand
- i) Organise the emergency arrangements and ensure an emergency contact for each trip or visit
- j) Keep records of individual visits including reports of accidents and incidents
- k) Review systems and monitor practice

Planning a Visit

It is important that sufficient time is allocated to the preparation and planning of a trip or visit to ensure its success and safety. If it is a site that has not been visited before, a reconnaissance is usually advisable to enable the party leader to identify any potential hazards.

Staff-student ratio

In general it is recommended that there should be a minimum of two members of staff accompanying each trip or visit. The ratio of staff to students should be not fewer than:

- a) 1 to 10 students in Lower School
- b) 1 to 20 students in Upper School

However, the staffing ratio will depend upon the risk assessment and the VC may make exceptions, for instance for external ballet commitments or for Upper School. The VC will be responsible for ensuring that groups are adequately staffed. When considering the ratio of staff to students necessary for any particular trip or visit the following points will be considered:

- a) The ages and temperaments of the students involved
- b) The length and purposes of the visit
- c) The method of travel
- d) The nature of the locality and the activities to be undertaken
- e) Whether or not any hazardous activities are involved
- f) Any special needs of any students taking part

If a joint trip or visit is arranged with another school so that both staffs share supervision, members of staff of the other school may be included in calculating the appropriate staff-student ratio.

The staff on trips or visits involving female students should include a female employee and on trips or visits involving male students a male employee. However the VC has discretion in this matter in the light of the nature and duration of the proposed trip or visit and the ages of the students concerned. The requirement is primarily for the protection of employees.

Parent and other helpers

Whilst it is accepted that other suitable adults may play a useful role in connection with accompanying school trips or visits they should not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. The VC may, however, make exceptions to this general rule, for instance for groups of 20 or more students where there are at least two members of staff accompanying the group. A qualified teacher or member of the House staff or registered chaperone should be in charge of the party, and at least half the supervisors should be staff. Parents or other suitable adults should only be allowed to accompany the visit if:

- a) Their inclusion is expressly approved by the VC who should reserve the right to refuse any offer of help. (Staff being accompanied by their partner and/or children should be discouraged except in special cases).
- b) They have been informed of the nature of the trip or visit and made aware of their duties and responsibilities.

Employees conveying students in private cars or minibuses

It is recommended that, where possible, students should be transported in a coach, minibus or by public transport and that the use of private cars should be discouraged. Before allowing a member of

staff to drive a minibus or to use his/her own car to transport students, the VC should check as appropriate that the member of staff has:

- a) a satisfactory driving licence (employees must bring any endorsements to the attention of the VC)
- b) fully comprehensive insurance which covers use for the purposes of his/her employer's business.

Whenever employees are driving the risk assessment relevant to the trip must also address the problem of driver fatigue.

Consent forms

A student may not be allowed to participate in a School trip or visit unless an appropriate consent form has been signed by his/her parents/guardian and returned to the School.

Parents are asked to sign an annual consent form for trips and visits at the start of each year, as part of the Information and Consent booklet. This is used to cover trips or visits that take place during normal School hours under the supervision of School staff.

If the trip or visit involves an overnight stay, a trip outside the UK or any hazardous activities, a specific consent form for that trip or visit must be signed by the parents or guardian of each student on the trip. A copy of the form is attached below.

Parents are allowed to withdraw their daughters or sons from trips or activities provided that they have given written notice of the withdrawal.

First Aid

A first aid kit must be carried on every trip or visit. The requirements for first aid should be included in the risk assessment. The member of staff responsible for each visit must ensure he/she is aware of any medical or other condition affecting the students at the time of the visit.

Staff Mobile Telephones and Trips, Visits & Outings

A charged and paid-up mobile phone must be carried on every trip or visit. The School has mobile telephones for trips or visits accompanying students off-site including:

- a) Visits Day outings
- b) Medical visits
- c) ROH visits
- d) Weekend off-site activities

A phone should be collected by the member of staff in charge of the trip and should stay with a member of staff at all times during the outing.

The numbers of the phones will be distributed to all students via email and in person by House staff. All students possessing a mobile phone will be expected to store these numbers on their phone. This should be checked before all outings as a part of the Risk Assessment process.

Staff must return the phones to Reception/Front of House or House staff upon their return. The phones will be stored in the Reception/Front of House area, where they will be charged and monitored. They will be 'pay-as-you-go' phones and adequate credit will be kept on them at all times.

The phones will contain appropriate numbers for use in emergency, including those for Houses and for senior members of staff.

Staff Personal Mobile Phones

If the School mobile phones are unavailable, staff may exchange telephone numbers with students to assist with communication and risk management. In this situation the following procedures must be followed:

- a) Clarify with the student the precise reason why numbers are being exchanged and the circumstances under which they are to be used
- b) Clarify and ensure that any/all exchanged numbers are deleted at the end of the outing

The use of mobile phones should never be a substitute for the correct care procedures and should only be used in the event of an unforeseen situation. Staff must ensure that they have appropriate emergency numbers stored on their phones, including those of Houses and senior members of staff.

The possible subsequent misuse of private numbers would be considered a serious breach of the School's policies regarding safeguarding, privacy, Health & Safety and Appropriate Use of ICT.

Serious or Fatal Injury – Emergency Procedures

The circumstances of an emergency may mean that the following procedures cannot be carried out to the letter, but staff accompanying a visit or trip should be familiar with them and should be able to adapt them to the situation in which they find themselves. A copy of the procedures should be taken on each visit.

The party leader (or staff member in charge of small sub-group if out of contact with party leader until party leader can be contacted) should:

- a) Establish the nature and extent of the emergency and the name(s) of the injured
- b) Call whichever emergency services are required
- c) If there are injuries, have appropriate first aid administered
- d) Make sure all other members of the party are accounted for and are safe
- e) Advise other adults on the trip or visit of the incident and that emergency procedures are in operation
- f) If possible arrange for an adult from the party to accompany the casualty to hospital. If this is not possible, ask the police the name and address of the hospital concerned and write it down.
- g) Ensure that the remainder of the party is adequately supervised throughout. It may be necessary to arrange for their early return to base.
- h) Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for discourage students from contacting their parents until they are briefed/until contact is made with the VC, emergency contact point or designated senior member of staff
- i) Commit to writing full details of the incident, including:
 - i) Name(s)
 - ii) Nature, date and time of incident
 - iii) Location of incident
 - iv) Details of injuries
 - v) Details of police who attended/witnesses names, addresses (and telephone numbers if possible)
 - vi) Action taken so far
 - vii) Telephone numbers for future communication.

In any situation involving shared responsibility, the emergency procedures should be agreed in advance with the centre/other school involved.

Reporting Accidents/Incidents

The group leader should complete the School accident/incident report form or commit to writing full details as above.

Types of visits

1. Regular routine curricular activities off the School premises under the supervision of School staff

These include Dance activities that take place away from School premises. It is not necessary for parents to sign a consent form for these activities and the VC may take parent and other adult helpers into account when deciding on the number of supervisors required for the journey provided a teacher is in charge. The ratio of students to teachers for the actual teaching of the activities should be appropriate to the activity being taught/experienced.

With the consent of parents, students considered to be sufficiently responsible may be allowed to walk unaccompanied to where the activities are carried out. The arrangements must be included in a risk assessment.

2. Short duration outings from boarding Houses

When students leave the School site for short periods (for instance for shopping) they must use the signing-in and -out system and must ensure that telephone contact with the School will be possible.

3. Visits in the UK that do not involve an overnight stay

Parents must be informed of forthcoming trips or visits through the Newsletters or by email. Consent for such trips will be covered by the annual general consent.

4. Hazardous activities

Where hazardous activities are involved it is important to ensure that appropriate members of staff accompanying the visit are qualified and competent and that all equipment used is to the appropriate safety standards and properly maintained. Where possible, these activities should be undertaken at a specialist centre where properly maintained equipment and qualified and competent staff are available. It is important that parents are informed in writing of any hazardous activities involved and that these are specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water sports, pony trekking etc.

The VC must be provided with a copy of the centre's Health and Safety Policy and with written evidence that

- a) instructors and supervisors are qualified and competent
- b) risk assessments have been carried out
- c) any activity centre to be used has a licence, and must be provided

5. Shared Responsibilities

a) Residential Centres

The centre's safety policy and risk assessments should be obtained in writing and checked at the initial planning stage. It is likely that there will be times when centre staff will be responsible for the students and in accordance with DfE guidance these times (and in what circumstances) should be set out and agreed in writing prior to the start of the visit. Students must know who is in charge at any given time. If, as in the case with some field trips, the visit is unaccompanied, then this must be made clear to parents and the VC must be satisfied with the safety procedures.

b) Joint Trips with other Schools

There should be one overall party leader and the VC should be satisfied with the procedures in place for the partner school. The responsibility of the staff of each school for the students of the other should be agreed and made clear to the students.

6. Auditions and performances: Upper School

The Artistic Administrator will keep a record of any student travelling to an audition or performance not directly supervised by the School. The School will take reasonable steps to ensure that the student has made suitable arrangements for the trip. The Academic and Pastoral Head has overall responsibility for overseeing the process. The School cannot take responsibility for students while they are away from the School at audition or to perform, unless the School is arranging and supervising the trip. Students must ensure that they have a charged mobile phone, access to emergency numbers, adequate finance and documentation for their trip and suitable and adequate insurance. They must plan their trip carefully.

7. Residential visits and tours in the UK or abroad

All visits involving a period of residence need to be planned well ahead.

In the UK or abroad, residential visits will include periods of time which are not taken up with organised activity. Students may want to leave the group accommodation in order to shop for souvenirs, take a walk, or go to a cafe. After careful risk assessments guidelines must be laid down by the Party Leader and clearly understood by all members of the party. The following points maybe helpful:

- a) Students must always be in groups and should never be allowed to wander unsupervised alone
- b) The geographical area in which students are allowed to wander should be clearly defined
- c) A time limit should be set in proportion to the age of the students. Anyone who returns late should understand that he/she will subsequently be penalised. Before dispersal, everyone should know where a member of staff can be found during the whole of the period and exactly where the group is to reassemble.
- d) If students are leaving from and returning to the group accommodation, a signing-in and -out book should be used
- e) Students should only be allowed out of group accommodation after the evening meal if it is appropriate to their age. 'Younger' students must only go out in escorted parties accompanied by members of staff.
- f) If the party is staying in a hotel or near shops etc., students should be reminded that in the UK it is an offence for persons under 18 to buy alcohol in public houses, off licences or shops. Other laws apply abroad. Parents and students should be clearly informed of the School's policy in connection with consumption of alcohol.
- g) Students away from home may well strike up acquaintance with students from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation.
- h) The group register should be checked regularly, for instance at meal times and whenever the party is about to move from one venue to another. It is often convenient to give small groups of students responsibility for one another, reporting to the leader if anyone is missing.

- i) Members of staff should accompany students on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio of staff to students on the flight, provided that the appropriate number of staff accompanies the students to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.

The Party Leader should check the fire exits in any group accommodation and ensure that students are aware of them and of the fire procedures. If possible a fire drill should be held on the first evening, before bedtime.

8. Trips abroad

Some special additional precautions are necessary for visits outside the UK:

a) Insurance Cover

Parents must be clearly informed about what insurance is provided by the School and what they will need to provide themselves.

b) Health

A check should be made to see whether specific precautions are required. Parents and students should be carefully briefed on any health and hygiene precautions which are necessary in the regions where the students will be travelling.

Items to keep in mind:

- a. Tap water is not always safe to drink
- b. In some localities, salads may need to be avoided and fruit should be carefully washed in purified water or peeled
- c. The strength of the sun should never be underestimated, especially at high altitudes, and students should use sun protection cream and may need a hat
- d. Bites or scratches from infected cats, dogs, foxes and farm animals can transmit rabies.

c) Funds

Careful estimates should be made of the need for cash in the currency of the country to be visited. Staff should have sufficient funds in appropriate form to provide for all anticipated needs plus an emergency fund which would purchase at least two return tickets to the UK and cover immediate medical costs. If further funds are required, the group leader should telephone the contact member of staff and/or the School Finance office for assistance.

d) Foreign Customs

Students should be advised beforehand of any local customs they may meet which might surprise them, and be warned of the possibility of giving offence.

e) Exchange visits

These usually involve groups of students travelling to a foreign country and staying with a host family and may be organised by a specialist company or in conjunction with a school in that country. The following points should be borne in mind:

- a) The VC will normally expect a member of staff to be resident in the country during the stay and will consider whether appropriate procedures exist for contacting school and parents in case of emergency.
- b) Parents should be fully informed of the arrangements and given all necessary details in connection with the host families.
- c) Members of staff should accompany students on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio of staff to students on the flight, provided that the appropriate number of staff accompanies the students to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.
- d) Unambiguous instructions must be given to students concerning their own safety and any uncertainties they might have about their own safety or wellbeing.
- e) A member of staff should be present in the locality. Students should be given details of the member of staff's telephone number or other contact arrangements and it should be made clear to students and host families when the member of staff will be available at an agreed location.
- f) Host families should be aware of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems or difficulties such as bad behaviour. Whenever a member of staff is advised of the illness of/accident to a student s/he should personally investigate immediately and if the situation warrants inform the student's parents straight away.
- g) If activities are planned with a foreign school, it is important that the extent of responsibility of that school's staff is agreed in advance and that students know when the foreign school staff are in charge and how to contact their own teacher if s/he are based at a location remote from the students.
- h) Although some students might be over 18, whilst representing the School the conditions above still apply.

f) Travel guidelines

In advance of the trip, students should be given clear safety instructions based upon the risks associated with the particular type of travel to be used.



THE ROYAL BALLET SCHOOL

RISK ASSESSMENT FORM FOR SCHOOL VISIT NOT REQUIRING OVERNIGHT STAY

VC confirmation

Title of visit:..... Date of visit:.....

Year group:..... Staff/student ratio:..... Department: Academic/Ballet/Pastoral

Member of staff in charge:..... Members of staff accompanying:

Emergency mobile phone number:.....

Time	Programme for the day
	1 st roll call and Health and Safety briefing
	Last roll call

Students with special dietary requirements (please list below or attach highlighted dietary list):

Students with special medical requirements (please list below or attach highlighted medical list):

Examples of this category would include: Asthma or bronchitis; Heart condition; Fits, fainting or blackouts; Severe headaches or migraine; Allergies to any known drug, food, or materials. Please also note any student receiving medical or surgical treatment from their family doctor or hospital and/or any who have been given specific advice to follow in emergencies.

Students with special emergency requirements (please list below or attach highlighted medical list):

Examples of this category would include: Epipen; severe nut or other allergy; severe asthma; epilepsy; severe travel sickness; claustrophobia

Please complete both sides of this form and return to your line manager prior to your visit. Please keep a copy for you and your team to refer to on the day.

Signed:.....

Date:.....

Identification of Risk	a) Likelihood of risk 1(low)-5 (high)	b) Potential damage 1(low)-5 (high)	Risk score (a x b) [Over 10 = higher risk]	Measures taken to reduce and manage risk	Member of staff responsible
Illness during/after trip	4	2	8	<ul style="list-style-type: none"> • Travel sickness - medicine administered to relevant students • Medical bag (and epipen if required) carried by member of staff. • Staff aware of nearest drop-in medical centres or hospital. 	
Student left behind or lost	2	5	10	<ul style="list-style-type: none"> • Staff take register before the start of the trip and undertake head counts at key points in the day. • Students given the mobile phone number of the member of staff in charge. • Students told that during periods not under direct supervision they should remain in groups of three or more. • Staff record the mobile phone number of one student in each group when longer periods of non direct supervision are required. • Students given clear instructions about meeting points and times. 	
Unwanted approach by a stranger	2	5	10	<ul style="list-style-type: none"> • Students advised not to talk to strangers. • Students advised to politely move away, walk to a shop counter or assistant and phone the member of staff in charge. • Students asked not to display mobile phones, purses, etc. 	
Slips, trips and falls	4	5	20	Students reminded about the dangers involved in crossing roads and in getting on and off buses, coaches and trains	
Other risks (please give details)				Example: Students will be asked to wash hands during and after farm and zoo visits.	
				VC confirmation	



CHECK LIST FOR PARTY LEADER: OVERNIGHT OR OVERSEAS TRIPS

NB. No bookings should be made until the Director has given approval for the visit/activity, the dates have been checked to avoid clashes with other events or important classes, and relevant staff informed.

Proposed visit:

Day and date		Staff party leader	
Destination		Accompanying persons	
Depart	am/pm	Year group	
Return	am/pm	Number of students	
		Staff/student ratio	

Check list of action to be taken:

Action	Tick +date	Comment
Agreed by Director		
Checked with calendar		
Checked with staff		
Initial costing done		
Parents informed in writing		
Consent forms sent		
Copy of consent form received for each student		
Risk assessment completed		
Transport booked		
Catering organised		
Office staff advised, travel form completed		
Student emergency contact numbers obtained from office		
Wolf/Jebson House informed if out of regular school hours		
Student medical details checked		
Adequate first aid cover, medical kit etc ordered		Nominated staff in charge of first aid:
Emergency mobile phone organised		
Awareness of site prior to intended trip/activity		
Copy of the check list to be given to VC		

Signed by group leader:

Date:



CONSENT OF PARENT/GUARDIAN FOR OVERNIGHT OR OVERSEAS TRIP

Please complete all relevant entries below; please see separate itinerary for outline schedule.

Name of student:

Year group:

Proposed visit to:

Cost:

Day and date of departure:

Flight departure:

Day and date of return:

Flight arrival:

Passport number:

European health card

(EHIC) number (if applicable):

Medical information about your son/daughter:

1. Does your son/daughter have any allergies, e.g. to medication or specific foods? YES/NO

If the answer is YES, please give details below:

.....
.....
.....

2. Does your son/daughter have any special dietary requirements? YES/NO

If the answer is YES, please give details below:

.....
.....
.....

3. Has your son/daughter suffered from any of the following?

Asthma or bronchitis	YES/NO
Heart condition	YES/NO
Fits, fainting or blackouts	YES/NO
Severe headaches or migraine	YES/NO
Allergies to any known drug	YES/NO

Other allergies, e.g. food, materials YES/NO

Other illnesses or disability not named YES/NO

If the answer to any of the above is YES, please give details below:

.....
.....
.....

4. Is your son/daughter currently vaccinated against tetanus? YES/NO

Date of injection..... Date of booster.....

5. Is your son/daughter prone to travel sickness? YES/NO

If YES, please give the name of travel sickness pills normally administered (by yourself) if any:

6. Please give your family doctor's name, address and telephone number:

Name:

Address:.....

Tel. No.:

7. Is your son/daughter now receiving medical or surgical treatment from your family doctor or hospital and/or has he/she been given specific advice to follow in emergencies? YES/NO

If YES, please give details below and supply a doctor's letter confirming the treatment and that your son/daughter is fit to travel.

.....
.....
.....
.....

8. Please write here any further information which you feel may be of assistance to the staff in charge of an educational visit.

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.....
.....
.....
.....
.....

9. To the best of your knowledge has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

If YES, please give details below

.....
.....
.....
.....

Contact telephone numbers and addresses

1) Parent/guardian:

Work: **Home:** **Mobile:**.....

Home address:

2) Alternative emergency contact:

Name: **Tel .No.**

Address:

3) My son/daughter’s mobile telephone number:.....

Specific consent given for:

1 Transport

I consent to my son/daughter travelling by any form of public transport and/or in a motor vehicle driven by the party leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.

2 Health

I certify that to the best of my knowledge and belief my son/daughter is in good health and (if applicable) has received all necessary inoculations. I am aware of no reason on medical grounds why the student should not be a member of the party for this trip.

3 Passport etc

I certify that my son/daughter has a current passport and (if applicable) all necessary visa and satisfies the entry requirements of the country to be visited, and requirements for readmission to the United Kingdom.

4 Accident/illness

I consent to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including inoculations, general or local anaesthetic, surgery or blood transfusion, as considered necessary by the medical authorities present.

5 Unsupervised time

I consent to my son/daughter having remotely supervised free time in the daytime in a group of students with the prior permission of the Party Leader.

6 Swimming

I certify that my son/daughter *is/is not a competent swimmer. (*Please delete one **and initial***)

7 Other activities

I agree to the student taking part in the activities listed in the outline visit programme, except where I have amended and initialled the list below:

<p>Visit activities</p>

I acknowledge that the student will be responsible for acting in a professional manner at all times while abroad. He/she will be respectful of the hospitality offered to them and he/she will adhere to local laws.

5 Personal Effects of the Student

I acknowledge that the student will be responsible for the safety of his/her own money and personal effects. I will not hold the School responsible for losses unless caused by the negligence of the School.

6 Insurance

I understand the extent and limitations of the insurance cover provided, and know of no information that may affect the insurance.

Signature of parents/guardians

I, the undersigned, who have parental responsibility for the above named student have completed the information requested above and overleaf. I have read and understood and I consent to the matters set out above and overleaf and in the visit programme or other relevant information. I agree to inform the School as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

Signed:

Relationship to student:.....

Date:

I the above named student promise to observe the student code of conduct for visits. I will do my best to ensure the safety of myself and other members of the party. I will obey the laws of the country I am visiting. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the School.

Signed by the student:

Date:

A COPY OF THIS FORM WILL BE TAKEN BY THE PARTY LEADER ON THE VISIT AND THE ORIGINAL STORED IN THE STUDENT'S FILE



RISK ASSESSMENT FORM FOR OVERSEAS TRIP

Details of trip

Dates

Trip manager

Members of staff and students on trip

Risk identified	Who is affected	Severity (1-5)	x	Likelihood	= Risk rating
Travel and accommodation problems due to incomplete list of student details (passport, food and medical requirements)	All students and Staff		x		
A breakdown in the travel arrangements either going out, returning home or during the tour.	All students and Staff		x		
Injury/accident to dancers at different tour venues.	All students and Staff				
Tour party experience security problems whilst on tour.	All students and Staff		x		
Expenses incurred by tour party due to illness, injury, travel or accommodation difficulties.	All students and Staff		x		
Costumes damaged or lost during transit.	Students and Wardrobe Mistress		x		
Inadequate medical/physio facilities in each venue/country	All students and Staff		x		
Differences/difficulties in interpreting contract arrangements with local promoter in country/venue	All students and Staff		x		
Improper/inappropriate exploitation of students through media and press	All students and Staff		x		
Improper/inappropriate contact with fans/audience/RBS Friends	All students		x		

Measures to reduce the risks

Activity	Control measures already in place	New control measures proposed



EDUCATIONAL VISITS INCIDENT LOG

(This must be completed for every incident/accident/problem)

Date of the incident/accident/problem: _____

Whereabouts of the incident/accident/problem:

Student(s) Involved: _____

Nature if the incident/accident/problem:

Action Taken:

Signed: _____ Date: _____

Group leader's full name: _____

To be detached and handed to the VC with the evaluation of the trip.

Action taken to prevent recurrence: