

# RISK BENEFIT ASSESSMENTS GUIDANCE & TEMPLATES

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How to map out risks and benefits  
when taking a school trip

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# RISK BENEFIT ASSESSMENTS

A risk benefit assessment is your evidence that a process of planning your trip has taken place. It does not need to be complicated but it does need to record significant findings, identify realistic and foreseeable hazards, the control measures you are going to implement and the benefits of the activity.

Think of this along the same lines as a lesson plan whereby you set out your learning outcomes; in other words 'why we are doing this?'.  
Later on in this publication we will provide you with some generic risk benefit assessments for your trip.

## LEARNING OUTSIDE THE CLASSROOM QUALITY BADGE

NST holds a Learning Outside the Classroom Quality Badge. This badge will save you time when booking a trip with us. You will not need to seek assurances from us in relation to insurance, compliance with legal requirements, health and safety policies, staff competence, safeguarding, transport and accommodation. This has already been carried out by an external organisation, who specialise in the health and safety of operating tours. The awarding of the quality badge is evidence this has been done.

The good news is that this will free up your time to focus on the specifics of your group and how you will organise and lead your group at the various locations and destinations you will be visiting.

Please check with your own Educational Visits Coordinator (EVC) or Local Authority Outdoor Advisor as many local authorities support the Learning Outside the Classroom Quality Badge and it can save you a lot of time and reduction in the paperwork process.

## THREE STAGES TO THE RISK BENEFIT ASSESSMENT PROCESS



# HOW CAN I CARRY OUT A RISK BENEFIT ASSESSMENT IF I HAVE NOT VISITED THE DESTINATION?

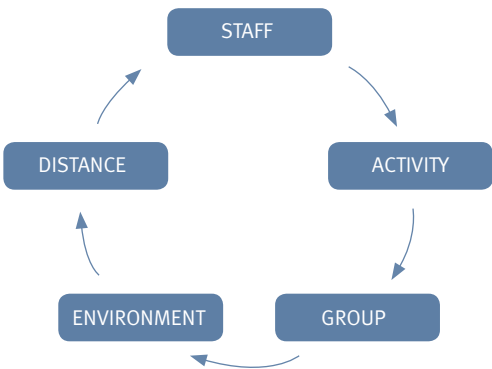
Here at NST, we understand this can be a daunting prospect. To assist you in this, we offer (free of charge) two nights for two people, on a bed and breakfast basis, at or near to your booked accommodation. This opportunity will give you a chance to attend your accommodation and visits. You will be able to visualise your group there and how you would go about controlling and leading them. This will give you an advantage and when the trip actually takes place you feel more comfortable and familiar with your surroundings. This may assist your local authority in being able to approve your trip more quickly or easily as your local authority Outdoor Education Advisor will be able to see the benefit in you attending the destination before your group travel.

# HOW TO CARRY OUT A RISK BENEFIT ASSESSMENT

There are many publications out there providing models and guidance on how to carry out risk benefit assessments. The most important factor is that you follow your employer's policies on this. If you are unsure on how to carry out this process then the Outdoor Education Advisors Panel (OEAP) provide a free website where you can download current best practise on taking education and learning outside of the classroom. This resource is called National Guidance and can be found at <http://oeapng.info/>

The National Guidance provides you with a model that assists you in considering Key variables for any learning outside the classroom activity. It can be easily used for this risk benefit assessment process.

The acronym SAGED is used:



- Staff:**  
Competent, trained, experienced, correct ratios?
- Activity:**  
Simple, adventurous activity?
- Group:**  
Behaviour, medical requirements, dietary requirements
- Environment:**  
Climate, weather forecasts, culture, tradition, language
- Distance:**  
Venue, transport, residential, overseas

NST cannot help you with the *staff* or *group* sections (because we do not know the make-up of, or the individuals within, your group) but we can have input on the remaining three.

The above process should be carried out with all school staff who will be going on the trip. This will ensure that the control measures you decide upon are understood by all. It is also of benefit to brief your pupils on it in advance of the trip. This will help to make things run more smoothly for the actual trip itself.

By booking with NST, you'll receive detailed itinerary which will enable you to write your risk benefit assessment. The two should be matched so that the foreseeable risks are identified and recorded.

# BEHAVIOUR AND CODES OF CONDUCT

All pupils should be briefed on your employers/schools code of conduct rules and your expectations of their behaviour. If pupils have this understanding prior to the trip then it can help to reduce the likelihood of incidents occurring.

We have written an example code of conduct below.

## CODE OF CONDUCT

As detailed in our terms and conditions, group leaders and/or other adults accompanying the party agree to act 'in loco parentis' at all times and will adequately supervise all members of the group. The following points further amplify our requirements and we would be grateful if group leaders would ensure that their group complies with this code of conduct. You should be clear about who is responsible for what and when - so there are no 'grey areas'.

- Pupils should not enter accommodation occupied by other guests or areas designated as private or out of bounds
- General conduct should be considerate to other guests. Excessive noise and unruly behaviour should be avoided. Noise in hotels is generally not permitted after 2200 hours
- Please respect any hotel rules that are brought to your attention
- Accommodation, coaches, visit venues and equipment provided should be treated with due care and attention. The group may be liable for any damage
- Members of the group must not behave in a way that places either themselves or any other persons at risk
- Members of the group must not behave in an anti-social fashion
- Continental drinking laws are more relaxed than the UK and alcohol may be unwittingly sold to people under the age of 18. No group member under 18 should consume alcoholic beverages without prior written consent of the parent/guardian
- Smoking is strictly prohibited on coaches, in any accommodation, in any smoke-free places or any location where doing so may present a fire hazard. Whilst on tour, group leaders are requested to determine their own policies whilst taking any hotel rules and local laws into consideration
- Any unlawful activities will be reported to the relevant authorities
- All group members should wear the seat belts provided for all journeys by coach. However, please be aware that this may not always be applicable to coaches sourced overseas

## Generic risk benefit assessment

Hazard	Possible problems/issues Negative risks	Probable benefits Positive risks (EXAMPLES ONLY)	Control measures
<b>Weather</b>	Poor weather, getting wet, hypothermia	Fresh air, learning outside the classroom is valuable	<ul style="list-style-type: none"> <li>• Consider any weather-critical visits and plan a wet weather alternative in advance</li> <li>• Consider potential for sunburn</li> <li>• Plan trip accordingly to minimise the risk</li> <li>• Plan appropriate clothing lists</li> </ul>
<b>Natural disasters</b>	Earthquake, ash cloud and storms	Overseas educational trips bring the learning experience to life and are a valuable part of the pupils' educational journey	<ul style="list-style-type: none"> <li>• In the very rare occurrence of a natural disaster, monitor local news and media reports and follow any advice and instructions issued by local authorities</li> </ul>
<b>Participants becoming lost or separated from the group</b>	Getting lost, minor injuries, becoming separated from the group	Developing confidence and independence	<ul style="list-style-type: none"> <li>• Ensure supervising staff are competent and understand their role</li> <li>• Brief participants on itinerary and arrangements</li> <li>• Ratios in line with employers guidelines</li> <li>• Provide participants with information on what to do in the event of becoming lost or getting separated</li> <li>• Carry out regular head counts</li> <li>• Define and agree clear meeting points and timings if remote supervision is being implemented</li> </ul>
<b>Illness or injury</b>	Minor bumps and cuts, unknown medical conditions, historic medical conditions, food poisoning etc.	Visits outside of the classroom are important and the benefit of such a trip should outweigh the risk of injury	<ul style="list-style-type: none"> <li>• Carefully supervise your pupils to reduce the likelihood of minor slips and trips</li> <li>• Obtain the medical history and requirements of your pupils and ensure correct medication is carried at all times</li> <li>• Ensure all your staff are aware of which pupils require to carry or take regular medication</li> <li>• Ensure a member of staff is first aid trained and carries a first aid kit to treat any minor injuries or unknown illnesses</li> </ul>
<b>Inappropriate attention</b>	Inappropriate attention from strangers	Feeling safe away from home	<ul style="list-style-type: none"> <li>• Brief all participants on appropriate interaction with the general public;</li> <li>• Ensure pupils are aware of what to do if approached by a stranger</li> </ul>

## Generic risk benefit assessment

Hazard	Possible problems/issues Negative risks	Probable benefits Positive risks (EXAMPLES ONLY)	Control measures
<b>Emergencies</b>	Injuries or illnesses required to be treated in a hospital, industrial strikes, road closures, transport delays	Experience of different forms of transport and cultures	<ul style="list-style-type: none"> <li>Ensure you are familiar with your employer’s emergency plans</li> <li>Ensure you have contacts of your employer’s nominated emergency person</li> <li>Carry NST’s 24 hour emergency contact details for support</li> </ul>
<b>Security alerts and threats</b>	False alerts, threats from terrorism	Educational trips bring the learning experience to life and are a valuable part of the pupils’ educational journey	<ul style="list-style-type: none"> <li>In the very rare occurrence of security alert or threat, monitor local news and media reports and follow any advice and instructions issued by local authorities</li> <li>Contact NST’s 24 hour support if additional assistance is required</li> <li>Check the government website for foreign travel advice before travelling to cities or areas that may have security alerts - <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a>. You can use the advice they provide in your risk assessment;</li> <li>NST will not send groups to destinations where travel warnings are issued</li> </ul>
<b>Drug and alcohol consumption</b>	Pupils could become ill or require medical attention, carelessness with flammable materials could cause injury or fire	Pupils follow instructions and rules and adhere to the agreed code of conduct you have within your school	<ul style="list-style-type: none"> <li>Monitor purchases for alcohol, tobacco and dangerous objects</li> <li>Ensure participants understand your policy on this</li> </ul>
<b>Vehicle movements</b>	Unfamiliar that vehicles travel on the opposite side of the road to the UK, alighting a UK coach when overseas	Experience different laws and road regulations. Develop personal awareness and awareness of one’s surroundings	<ul style="list-style-type: none"> <li>Utilise your staff to provide adequate supervision when crossing roads</li> <li>Ensure participants are briefed on direction of traffic when overseas</li> <li>In consultation with the coach driver, if the front doors of the coach are into the flow of traffic, discuss with the driver if the rear exit door can be used as this will be on the pavement side</li> </ul>
<b>Injuries during downtime</b>	Minor injuries through horseplay	Gain life experience and broaden horizons	<ul style="list-style-type: none"> <li>Brief group prior to trip what your expectations are during downtime</li> <li>Ensure downtime is structured to reduce the risk of injuries occurring</li> </ul>

# ACCOMMODATION

Accommodation is a vital part of your school trip. NST have carried out safety audits on your hotel covering factors such as fire alarm systems, fire exit routes, general safety, food hygiene and swimming pools (if present). This has all been audited as part of our Learning Outside the Classroom Quality Badge. This will free your time up so that you can write your specific risk assessment covering your group needs and behaviour. You should, however, consider domestic hazards which your hotel may present and we have summarised the most common ones below. Following these, we have provided you with a generic risk benefit assessment for accommodation. You should consider domestic hazards that may be present in your accommodation.

On arrival, we suggest you follow the 10-point plan below:

## 1. FIRE EXIT ROUTES, EXIT DOORS AND ASSEMBLY POINTS

Familiarise yourself with the fire exit routes, fire exit doors and fire assembly point. This will allow you to exit the building quickly with your group on the very rare occasion the fire alarm sounds.

## 2. ACTION IN CASE OF FIRE NOTICES

Check the back of bedroom doors for action in case of fire notices and exit plans. Brief your pupils on this.

## 3. BALCONIES

Check to see if rooms have balconies. Climbing should be strictly forbidden and balcony doors should be secured to reduce the risk of this happening. Agree a code of conduct with your pupils to manage this situation if it presents itself.

## 4. BEDROOM WINDOWS

Check bedroom windows to see if they have restricted opening as this is not always a requirement outside of the UK. Agree a code of conduct with your pupils to manage this situation if it presents itself.

## 5. GLASS PANELS

Be wary of full length glass panels, such as those in patio type doors. Under certain lighting levels or sunlight they can be difficult to see and running within a hotel should be discouraged. Care in general should be taken with glass and windows as in some countries glass is not double glazed or safety glass.

## 6. LIFTS

Decide whether or not you want your pupils to use the lift. Check any warning signs in or outside the lifts as some hotels do not allow unaccompanied children to use them. Take note of any weight limits detailed in the lift or the maximum number of passengers. Be aware of some lifts which have a moving wall effect caused by it only having three sides. Care should be taken to stand clear of moving walls.

## 7. DOWNTIME

Some incident statistics show that most incidents occur during downtime. Please ensure that downtime is structured and your pupils are briefed of your expectations during this time.

## 8. ARRANGEMENTS DURING THE NIGHT

Consider arrangements and practices for during the night, when using overnight accommodation. Arrangements could include patrolling a corridor at regular intervals until the group have settled down, or even (infrequently) a 'waking watch' should the needs of your group require this.

## 9. HOTEL SWIMMING POOLS

Hotel swimming pools do not always provide lifeguards and when they do they are for the safety of all guests and not just your group. Ensure you follow your employer's guidelines for swimming sessions and that adequate supervision is provided.

## 10. BUNK BEDS

Take time to have a look at any bunk beds that are provided. In some countries there may not be a requirement for them to have ladders nor for them to have safety bars on the top bunks. Check both your itinerary and hotel description to see if this may apply to your hotel.



## Accommodation risk benefit assessment

Hazard	Possible problems/issues Negative risks	Probable benefits Positive risks (EXAMPLES ONLY)	Control measures
<b>Fire</b>	Becoming trapped or injured from a fire	[column left intentionally blank for you to complete]	<ul style="list-style-type: none"> <li>• Establish a no smoking rule</li> <li>• Familiarise yourself with the emergency exit routes and a safe place to meet in case of fire or emergency</li> <li>• Do not rely on hotels to carry out a roll call in the event of a fire alarm</li> <li>• Ensure you have your own rooming list and account for all group members outside of the hotel</li> <li>• Ensure emergency exit routes and doors are free from obstructions</li> <li>• Read the <i>action in case of fire</i> notices, including where the fire assembly point will be, and brief the group on the procedure</li> </ul>
<b>Safeguarding of the group</b>	Inappropriate attention from strangers		<ul style="list-style-type: none"> <li>• Identify 'no go' areas and ensure they are known to the group</li> <li>• School/establishment code of conduct is established and applied</li> <li>• Draw up a staff duty rota and advise pupils</li> <li>• Check external windows and doors are secure against intrusion</li> <li>• Regular corridor patrols</li> <li>• It is not always possible to accommodate groups on the same floor. Where this is the case a teacher's room will be located in close proximity to ensure supervision can be maintained</li> </ul>
<b>Domestic hazards</b>	Sustaining an injury from a domestic hazard if involved in horseplay or due to lack of concentration		<ul style="list-style-type: none"> <li>• Check bedroom windows for restricted opening and, where appropriate, agree a code of conduct for their use. This can be due to local fire regulations requiring the window to fully open in order for the fire brigade to access for rescue</li> <li>• Check if balconies are present. Climbing on or over balconies should be strictly forbidden. Agree a code of conduct with pupils prior to trip</li> <li>• Be wary of full length glass panels such as those found in patio type doors. These can be difficult to see, possibly due to lighting levels or sunlight. Running in the hotel should be discouraged</li> <li>• Check hotel grounds and immediate surroundings and brief participants on any hazards</li> <li>• Agree rules for the use of lifts</li> </ul>

## Accommodation risk benefit assessment (continued)

Hazard	Possible problems/issues Negative risks	Probable benefits Positive risks (EXAMPLES ONLY)	Control measures
<b>Hotel swimming pools</b>	Risk of drowning		<ul style="list-style-type: none"> <li>• Apply your employer's rules regarding the use of swimming pools</li> <li>• Remind group about your employer's rules regarding the use of swimming pools</li> <li>• Hotel swimming pools do not always provide lifeguards and, when they do, they are for the safety of all guests not just your group. Ensure you follow your employer's guidelines for swimming sessions and that adequate supervision is provided</li> </ul>
<b>Downtime</b>	Risk of minor injuries		<ul style="list-style-type: none"> <li>• Ensure this time is structured, supervised and monitored</li> <li>• Set clear geographical and time boundaries</li> <li>• Pair or buddy up pupils</li> </ul>
<b>Student supervision during the night</b>	Pupils exiting rooms unsupervised		<ul style="list-style-type: none"> <li>• Brief group on your behavioural code of conduct and expectations</li> <li>• Arrangements could include patrolling a corridor at regular intervals until the group have settled down, or even (infrequently) a 'waking watch' should the needs of your group require this</li> </ul>

## Transportation risk benefit assessment

Hazard	Possible problems/issues Negative risks	Probable benefits Positive risks (EXAMPLES ONLY)	Control measures
<b>By foot</b>	Vehicle movements, group being unfamiliar with the flow of traffic overseas	[column left intentionally blank for you to complete]	<ul style="list-style-type: none"> <li>Pre-plan any routes you intend to take</li> <li>Avoid fast roads where possible</li> <li>Plan and brief all participants on how you will cross roads</li> </ul>
<b>By coach</b>	Travel sickness, road traffic incidents, unexpected braking or accelerating		<ul style="list-style-type: none"> <li>Head counts once everyone is sat down on seats before departure</li> <li>Be aware when disembarking overseas as the main door will be leading into the traffic flow. Consider liaising with the driver to see if an emergency door can be used to disembark on the pavement side</li> <li>Check coach is empty when disembarking</li> <li>Minimise any movement in coach during journey</li> <li>Be aware that overseas coaches do not always have seat belts</li> <li>Plan for potential travel sickness</li> </ul>
<b>By public transport</b>	Delays, strikes, getting lost or separated		<ul style="list-style-type: none"> <li>Carry out regular head counts</li> <li>Ensure all staff and participants are aware of the destination and what to do if they get separated</li> <li>Consider that a member of staff is with participants in each carriage or deck of bus</li> </ul>
<b>By air</b>	Delays, strikes, getting lost or separated in airport, travel sickness		<ul style="list-style-type: none"> <li>Plan your supervision, such as buddy systems, for when in the terminal</li> <li>Regular head counts</li> </ul>

## Transportation risk benefit assessment (continued)

Hazard	Possible problems/issues Negative risks	Probable benefits Positive risks (EXAMPLES ONLY)	Control measures
<b>By ferry</b>	Becoming separated from group, sea sickness		<ul style="list-style-type: none"> <li>• Brief staff and participants on deck number and stairway to return by</li> <li>• Remind group of traffic movement on vehicle decks</li> <li>• Ensure group listen to safety announcement after embarkation</li> <li>• Identify a fixed base in seating area with staff on duty</li> <li>• Regular staff patrols of ship (if allowing participants to roam unsupervised)</li> <li>• Monitor for purchases of alcohol and tobacco</li> <li>• Restrict the group's movement to below decks only</li> <li>• Inform group to take care if walking around ship</li> <li>• Ensure all of group return to fixed base</li> <li>• Buddy system implemented to assist with the above</li> </ul>
<b>Pleasure boat trips</b>	Sea sickness		<ul style="list-style-type: none"> <li>• Ensure group listen to safety announcement after embarkation and the location of emergency meeting points and life jackets in the event of an emergency</li> </ul>
<b>By rail</b>	Becoming detached from the group, missing the stop		<ul style="list-style-type: none"> <li>• Carry out regular head counts</li> <li>• Ensure all staff and participants are aware of the destination and what to do if they get separated</li> <li>• Consider that a member of staff is with participants in each carriage</li> </ul>

## Transportation risk benefit assessment (continued)

Hazard	Possible problems/issues Negative risks	Probable benefits Positive risks (EXAMPLES ONLY)	Control measures
<b>By tunnel</b>	Getting lost, injury from vehicle movements		<ul style="list-style-type: none"> <li>• Passengers should not stand or walk between vehicles or between vehicles and the doors at either end of the carriages during the crossing.</li> <li>• Passengers must not tamper with the on-board safety equipment, such as wheel chocks and fire extinguishers</li> <li>• Passengers must follow instructions given on the public address as well as those shown on the visual display screens in your carriage or given by the staff on board</li> <li>• Note the number of your carriage shown on the visual display screens</li> <li>• On arrival at the terminal, passengers must return to the coach</li> </ul>
<b>Service and rest areas</b>	Becoming separated or lost from group, not accounting for all members of the group before departure		<ul style="list-style-type: none"> <li>• Allow sufficient time</li> <li>• Ensure a designated meeting point is assigned and that all group members are aware of its location and the time to be back there by</li> <li>• Reminder about traffic flow</li> <li>• Monitor for purchases of tobacco and alcohol</li> </ul>

## Visit risk benefit assessment (such as museums, tourist attractions, landmarks and art galleries)

Hazard	Possible problems/issues Negative risks	Probable benefits Positive risks (EXAMPLES ONLY)	Control measures
<b>Fire</b>	Injury, confusion, panic	[column left intentionally blank for you to complete]	<ul style="list-style-type: none"> <li>Familiarise yourself with the emergency exit routes and a safe place to meet in case of fire or emergency;</li> <li>Read any information displayed at the venue regarding what to do in the event of an emergency and brief your group on the procedure;</li> <li>In the event of an alarm, carry out a head count once outside</li> </ul>
<b>Safeguarding</b>	Danger from strangers		<ul style="list-style-type: none"> <li>Identify 'no go' areas and ensure they are known to the group</li> <li>School/establishment code of conduct is established and applied</li> </ul>
<b>Domestic hazards</b>	Minor injuries		<ul style="list-style-type: none"> <li>Implement a code of conduct for the safe use of stairs, lifts or escalators if present at venues</li> </ul>
<b>Farm visits</b>	Infection, illness or injury from coming into contact with animals		<ul style="list-style-type: none"> <li>Avoid moving machinery</li> <li>Do not climb on bales, walls or fences</li> <li>Keep away from slurry tanks</li> <li>Do not touch barbed wire or electric fences</li> <li>Do not enter fields containing animals and do not touch or feed animals unless the farm personnel are supervising/give permission</li> <li>Avoid transmission of infection from hand to mouth</li> <li>Wash hands thoroughly before eating</li> <li>Wash hands before leaving</li> </ul>

## Visit risk benefit assessment (such as museums, tourist attractions, landmarks and art galleries [continued])

Hazard	Possible problems/issues Negative risks	Probable benefits Positive risks (EXAMPLES ONLY)	Control measures
<b>Swimming pools and work at water margins</b>	Drowning, getting into difficulty		<ul style="list-style-type: none"> <li>• Apply your employer’s rules regarding the use of swimming pools</li> <li>• Gradient of swimming pool or beach to be checked on arrival to ensure no sudden drops</li> <li>• All accompanying staff to be aware of non-swimmers</li> <li>• Designate a distance from the water’s edge at which non-swimmers are not allowed to pass. Do the same for able swimmers</li> <li>• Check pool or beach information boards to see if lifeguards are present</li> </ul>
<b>Self-arranged visits (e.g. those not organised by NST)</b>	May not be approved by your employer, may not be covered on travel insurance if arranged out in resort		<ul style="list-style-type: none"> <li>• These visits have not been arranged by NST and are not included as part of the package. You must satisfy yourself that the visit or excursion meets your safety requirements and your employing authority’s guidelines</li> </ul>

## Dietary requirements risk benefit assessment

Hazard	Possible problems/issues Negative risks	Probable benefits Positive risks (EXAMPLES ONLY)	Control measures
<b>Dietary requirements, food allergies and food intolerances</b>	Illness, anaphylactic shock and other allergic reactions	The teacher can assist the young person if deciding the food is suitable. This develops independence and confidence when eating overseas.	<ul style="list-style-type: none"> <li>• Even though NST has made every effort to inform the hotel and restaurants of any dietary requirements notified to us in advance of the trip, the group leader(s) on tour will still need to satisfy themselves, that at every point of food service, the food being supplied is suitable and meets the dietary requirements of the group.</li> <li>• Buffets pose slightly different risks due to potential cross-contamination of serving utensils from other diners, and cannot be controlled by the food supplier themselves. Group leader should check buffets in advance of their group self-serving and any concerns to be raised with the food supplier.</li> <li>• This list is not exhaustive, but food service points can include, hotels, restaurants, fast food outlets, public transport (flights, ferries and rail), packed lunches, food purchased by individuals during the trip.</li> <li>• All group leaders to carry written details of individuals who have dietary requirements. As an example, these could be detailed on a credit card sized piece of paper that can easily be carried by the group leaders for reference during the trip.</li> </ul>



## Geography site-specific risk benefit assessments

Iceland

We recommend that you carry out an inspection visit for geography study trips. This will benefit you in your site-specific risk benefit assessment writing. For these venues we have provided you with a more detailed risk benefit assessment to enable you to write your site specific assessment.

Hazard	Possible problems/issues Negative risks	Probable benefits Positive risks (EXAMPLES ONLY)	Control measures
<b>Proximity to water (rivers)</b>	Risk of falling into rivers or drowning	[column left intentionally blank for you to complete]	<ul style="list-style-type: none"> <li>Plan good supervision to ensure sensible behaviour</li> <li>If entering rivers for your studies, follow your employer's guidelines on this</li> </ul>
<b>Ice and snow</b>	Slips and trips, falling into deep snow		<ul style="list-style-type: none"> <li>Tread carefully</li> <li>Test snow depth with a pole</li> <li>Follow Field Studies Guide or local guide in open areas</li> </ul>
<b>Coastal areas</b>	Freak waves, fast moving tides, becoming cut off from the land		<ul style="list-style-type: none"> <li>Obtain weather forecasts and assess conditions on the actual day</li> <li>Freak waves can occur at any time and without warning. Groups are advised to keep away from the water's edge by at least 20 metres. In some countries, such as Iceland, this is a local requirement</li> <li>Brief group on beach hazards (e.g. glass, sharp surfaces and slippery surfaces)</li> <li>Define activity area and exit route and brief participants and staff on this</li> <li>Consider the risk of falling debris from cliff tops and remain a safe distance away</li> </ul>
<b>Uneven terrain/footpaths</b>	Slips and trips, risk of falls from height if deviating from marked paths		<ul style="list-style-type: none"> <li>Many of the areas that are regularly frequented by tourists have constructed footpaths and boardwalks along with steps and handrails</li> <li>Where footpaths are roped, these can be used as a support whilst walking</li> </ul>

## Geography site-specific risk benefit assessments (continued)

Iceland

Hazard	Possible problems/issues Negative risks	Probable benefits Positive risks (EXAMPLES ONLY)	Control measures
<b>Adverse weather conditions</b>	Hypothermia, low/poor visibility, wind chill		<ul style="list-style-type: none"> <li>• Obtain weather forecasts and assess conditions on the actual day</li> <li>• Appropriate clothing should be worn</li> </ul>
<b>Geothermal spas and hot springs</b>	Water will be much warmer than a typical swimming pool		<ul style="list-style-type: none"> <li>• The water in Geothermal spas can reach 37-39°C (98-102°F). Please be aware of this when entering the water at venues such as the Blue Lagoon</li> <li>• Refer to section on excursions for risks to consider involving water immersion activities</li> </ul>
<b>Geographic features such as waterfalls and geysers</b>	Falling debris from waterfalls, cliff tops and ice features, risk of frozen water spray on the ground nearby to waterfalls		<ul style="list-style-type: none"> <li>• Stay within any roped/fenced areas</li> <li>• Keep a safe distance away from active geysers</li> <li>• Consider the risk of falling debris from waterfalls, cliff tops and ice features such as icicles and remain a safe distance away</li> <li>• Steam vents, mud pots and hot springs can typically be found in this environment. Remain a safe distance away from them and follow your Field Studies Guide's instructions at all times</li> </ul>
<b>Glacier snouts</b>	Risk of falling into a crevasse or fissure		<ul style="list-style-type: none"> <li>• Glacier snouts experience frequent and dangerous ice collapses. Please do not go near the snout/mouth of a glacier, not even to touch or step onto. Observations of glaciers and their structure can be made from the land beside them</li> </ul>
<b>Self-led trips</b>	Injuries caused by lack of competence on wrong decision making		<ul style="list-style-type: none"> <li>• Ensure your staff are competent to lead the trip in relation to the environment and terrain</li> <li>• Obtain employer approval for all activities you plan to do</li> </ul>

## Geography site-specific risk benefit assessments (continued)

Italy

Hazard	Possible problems/issues Negative risks	Probable benefits Positive risks (EXAMPLES ONLY)	Control measures
<b>Proximity to water (rivers)</b>	Risk of falling in to rivers or drowning	[column left intentionally blank for you to complete]	<ul style="list-style-type: none"> <li>Plan good supervision to ensure sensible behaviour</li> <li>If entering rivers for your studies, follow your employer's guidelines on this</li> </ul>
<b>Coastal areas</b>	Freak waves, fast moving tides, becoming cut off from the land		<ul style="list-style-type: none"> <li>Obtain weather forecasts and assess conditions on the actual day</li> <li>Freak waves can occur at any time and without warning. Groups are advised to keep away from the water's edge by at least 20 metres</li> <li>Brief group on beach hazards (e.g. glass, sharp surfaces and slippery surfaces)</li> <li>Define activity area and exit route and brief participants and staff on this</li> <li>Consider the risk of falling debris from cliff tops and remain a safe distance away</li> </ul>
<b>Cliff tops</b>	Possible fall from height		<ul style="list-style-type: none"> <li>Stay back from edge</li> <li>Brief group on hazards</li> <li>Stay in fenced and cordoned areas</li> </ul>
<b>Uneven terrain/ footpaths</b>	Slips and trips		<ul style="list-style-type: none"> <li>Many of the areas that are regularly frequented by tourists have constructed footpaths and boardwalks along with steps and handrails</li> <li>Where footpaths are roped, these can be used as a support whilst walking</li> </ul>
<b>Adverse weather conditions; heat/ warm climate</b>	Sun burn and heat related conditions		<ul style="list-style-type: none"> <li>Obtain weather forecasts and assess conditions on the actual day</li> <li>Appropriate clothing should be worn</li> </ul>

## Geography site-specific risk benefit assessments (continued)

Italy

Hazard	Possible problems/issues Negative risks	Probable benefits Positive risks (EXAMPLES ONLY)	Control measures
<b>Hot gases emitted via fumaroles</b>	Burns/scalds		<ul style="list-style-type: none"> <li>• At no time should anybody attempt to touch the mud or fumaroles</li> <li>• Stay within any roped/fenced areas, and do not cross any perimeter fences</li> <li>• Brief group of hazard in advance of encountering this feature</li> <li>• Carry a first aid kit</li> </ul>
<b>Tectonic activity (such as blasts of hot water, steam, mud, bubbling mud, earth movement and volcanic eruption)</b>	Burn/scalds, slips and trips		<ul style="list-style-type: none"> <li>• If any extreme movement is detected follow the information provided by local guides and authorities. The sites around the area are under continuous surveillance and at the time of publication are classified as dormant</li> </ul>
<b>Boat trips in Capri and Pertoza caves</b>	Fall into water		<ul style="list-style-type: none"> <li>• Follow instructions of boat personnel</li> <li>• Stay seated at all times</li> </ul>
<b>Self-led trips</b>	Injuries caused by lack of competence on wrong decision making		<ul style="list-style-type: none"> <li>• Ensure your staff are competent to lead the trip in relation to the environment and terrain</li> <li>• Obtain employer approval for all activities you plan to do</li> </ul>

## Geography site-specific risk benefit assessments (continued)

Swiss / French Alps

Hazard	Possible problems/issues Negative risks	Probable benefits Positive risks (EXAMPLES ONLY)	Control measures
<b>Proximity to water (rivers)</b>	Risk of falling in to rivers or drowning	[column left intentionally blank for you to complete]	<ul style="list-style-type: none"> <li>Plan good supervision to ensure sensible behaviour</li> <li>If entering rivers for your studies, follow your employer's guidelines on this</li> </ul>
<b>Uneven terrain/ footpaths</b>	Slips and trips		<ul style="list-style-type: none"> <li>Many of the areas that are regularly frequented by tourists have constructed footpaths and boardwalks along with steps and handrails</li> <li>Where footpaths are roped, these can be used as a support whilst walking</li> </ul>
<b>Adverse weather conditions</b>	Dependant on time of year – heat and sunburn or ice and snow		<ul style="list-style-type: none"> <li>Obtain weather forecasts and assess conditions on the actual day</li> <li>Appropriate clothing should be worn</li> </ul>
<b>Cable cars</b>	Potential for group members to be left behind or to miss their stop		<ul style="list-style-type: none"> <li>Brief pupils</li> <li>Follow instructions by operators if present</li> <li>Plan the order in which the group embarks. Ideally have an adult to embark first and last, with remaining adults evenly spaced to maximise supervision at the top, the bottom, and in transit</li> </ul>
<b>Self-led trips</b>	Injuries caused by lack of competence on wrong decision making		<ul style="list-style-type: none"> <li>Ensure your staff are competent to lead the trip in relation to the environment and terrain</li> <li>Obtain employer approval for all activities you plan to do</li> </ul>
<b>Ice and snow</b>	Slips and trips, falling into deep snow		<ul style="list-style-type: none"> <li>Tread carefully</li> <li>Test snow depth with a pole</li> <li>Follow Field Studies Guide or local guide in open areas</li> </ul>

## Geography site-specific risk benefit assessments (continued)

West Coast USA

Hazard	Possible problems/issues Negative risks	Probable benefits Positive risks (EXAMPLES ONLY)	Control measures
<b>Weather</b>	Thunderstorms and unexpected formation of water falls	[column left intentionally blank for you to complete]	<ul style="list-style-type: none"> <li>• Follow local guidance and information on what to do if these conditions develop</li> <li>• Stay back and do not approach waterfalls that are in flow</li> </ul>
<b>Extreme warm weather</b>	Sun burn, dehydration and heat related conditions		<ul style="list-style-type: none"> <li>• Obtain weather forecasts and assess conditions on the actual day</li> <li>• Appropriate clothing to be worn</li> <li>• Ensure that the whole group carries their own water and that they have sufficient supplies for the entire day</li> <li>• Consider group leaders carrying a few extra litres in case of emergency</li> </ul>
<b>Canyon edge</b>	Fall from height and becoming stuck		<ul style="list-style-type: none"> <li>• Always follow the clearly marked trails</li> <li>• Do not deviate from the marked trails</li> <li>• Stay well back from the canyon edge</li> </ul>
<b>Wild animals (such as deer)</b>	Bites or injuries caused by wild animals		<ul style="list-style-type: none"> <li>• Do not approach the wild animals</li> <li>• Do not feed the wild animals</li> <li>• Do not touch the wild animals</li> </ul>
<b>Uneven terrain/ footpaths</b>	Slips and trips		<ul style="list-style-type: none"> <li>• Many of the areas that are regularly frequented by tourists have constructed footpaths</li> </ul>
<b>Tectonic earth movement</b>	Slips and trips		<ul style="list-style-type: none"> <li>• If any extreme movement is detected follow the information provided by local guides and authorities. The sites around the area are under continuous surveillance</li> </ul>
<b>Self-led trips</b>	Injuries caused by lack of competence on wrong decision making		<ul style="list-style-type: none"> <li>• Ensure your staff are competent to lead the trip in relation to the environment and terrain</li> <li>• Obtain employer approval for all activities you plan to do</li> </ul>



Council for  
Learning Outside the Classroom

# Learning Outside the Classroom Quality Badge

**Awarded to:**

**NST Travel Group**

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**This organisation has therefore pledged to:**

- Engage in an ongoing process to sustain high quality learning outside the classroom
- Meet all of the Learning Outside the Classroom Quality Badge indicators

**Dr Anne Hunt**  
Chief Executive, Council for Learning Outside the Classroom

Certificate no. **R2QB100012**

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Date issued: **17/12/2021**

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Expiry date: **13/01/2023**

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[www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)



## CERTIFICATE OF COMPLIANCE

This is to certify that  
Checkpoint Solutions  
has inspected the  
Safety Management System of

## **NST Travel Group**

and confirm that it complies to the  
requirements of the  
**School Travel Forum Code of Practice**

This certificate is valid for one year  
and must be renewed prior to its expiry date below.

*Signed:*

A handwritten signature in black ink, appearing to read 'Tim Jones', is written over a light blue horizontal line.

*Expiry Date: 13/01/2023*

Chairman