

SACRED HEART SCHOOL

MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999 – GENERAL RISK ASSESSMENT (GRA)

| Visits - abroad | | Ski Trip (travel and at resort) | | | | Date & Name of Assessor March 18 R Calvert |
|---------------------------------------|-----------------|---|--------|--------|----|---|
| HAZARDS | PEOPLE AFFECTED | ACTUAL PREVENTATIVE & PROTECTIVE MEASURES | S R | P R | RR | ACTION |
| Bus | | | | | | |
| Alighting from bus | All Party | Ideally bus parks so passengers do not step into roads. (Use emergency exit if necessary) | 3 | 1 | 3 | Alight the bus sensibly in single file when instructed from a member of staff, beware traffic on the right. |
| Personal injury when bus is in motion | | Seat belts to be worn at all times Children not to distract driver | 6 | 1 | 6 | Staff only leave seat in an emergency situation. |
| Ferry | | | | | | |
| Becoming lost | | Establish a clear meeting point. Stay in groups of four. | 6 | 1 | 6 | Pupils must register with staff at the set time. |
| Walking on the ferry | | Stay in groups of four. | 3 | 1 | 3 | No pupils on deck without a member of staff. Remind pupils it may get choppy. |
| Equipment | | | | | | |
| Skis | All Party | Hold skis upright as instructed | 3 | 3 | 9 | Use ski ties to keep together |
| Boots | | Check have own boots | 2 | 3 | 6 | Check not over tightened or left undone |
| Poles | | Carry upright; points down | 5 | 3 | 15 | Remind of dangers of poles |
| Jackets | | Keep on and done up | 3 | 3 | 9 | Say why this is necessary |
| Hats | | Always carry | 3 | 4 | 12 | Instruct why this is necessary; changeable weather conditions |
| Gloves | | Always wear when on slope | 4 | 4 | 16 | Instruct of the dangers when skiing without; cut & damaged hands |
| Goggles/sunglasses | | Always wear when skiing. | 4 | 4 | 16 | Need to be good quality, always carry them in case the weather conditions change |
| Hotel | | | | | | |
| Steps | All Party | Take special care , Do not run | 4 | 3 | 12 | Instruct to take care |
| Balconies | | Out of bounds. | 6 | 2 | 12 | Punishment if rule is broken. |
| Lifts | | Only adults use | 3 | 1 | 3 | Keep out of lift except for transporting luggage |
| Wet Floors | | Be aware of WET FLOOR notices. Don't run | 4 | 3 | 12 | Remind to take care |
| Fire | | Hotel Fire Drill & instructions | 6 | 1 | 6 | Follow hotel Fire Instructions |
| Windows | | Be careful when opening and closing. Do not open enough for someone to fall out. | 4 | 2 | 8 | Instruct to take care and use safety catches. |
| Bathrooms | | Remind pupils of the importance to keep floors dry | 5 | 3 | 15 | Use non slip mats, and bath mats where possible |
| In Town | | | | | | |
| Lost / Abducted | All Party | Must be in a group of four. Carry mobiles / staff, numbers inserted | 6 | 1 | 6 | Remind of dangers & be aware of route taken. Must meet up with staff at the set time arranged. |
| Pavements icy & uneven | | Look & take care when walking | 4 | 2 | 8 | Advise to stay in indoor area in poor conditions |
| Steps | | Look & take care when walking up or down | 4 | 2 | 8 | Remind of hazards of steps |

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| | | | | | | |
|--------------|-----------|---|---|---|----|--|
| Traffic | | Make aware of direction of traffic flow. | 6 | 3 | 18 | Teach Continental Highway Code, Walk to town and from town with staff. |
| Misbehaviour | Pupils | Remind pupils of expected standard of behaviour | 3 | 2 | 6 | Ground to the Hotel If severe behaviour parents collect. |
| Shops | All Party | Only touch things if you wish to buy them. | 2 | 1 | 3 | Be polite to shop workers. |

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| Continuation / page 2 | Ski Trip (at resort) | | | | | |
|---|--|---|--------|--------|----------|--|
| HAZARDS | PEOPLE AFFECTED | ACTUAL PREVENTATIVE & PROTECTIVE MEASURES | SR | PR | R R | ACTION |
| Slopes | | | | | | |
| Chair lift; Drag lift | All party | Take care getting on & off | 5 3 | 2 3 | 10 9 | Listen to instructions given by lift operator or instructor. |
| Altitude | | Drink plenty of water | 6 | 1 | 6 | Warn of risks of dehydration |
| Skiers Ski boarders | | Be aware of others on slopes | 5 5 | 3 3 | 15 15 | Keep with instructor at all times |
| Snow conditions – Lack; icy; drifts; slushy | | Be aware of snow conditions | 5 | 4 | 20 | Follow route taken by instructor |
| Not knowing marker codes | | Look at the code of your slope (number & colour) | 5 | 3 | 15 | Learn colour coding for slopes: Green easy Blue – moderate Red – moderate difficulty Black - difficult |
| Weather - White out; wind; cold; heat | | Be prepared for all weather conditions and dangers | 6 | 3 | 18 | Carry hat, goggles, sun tan lotion, lip balm. White out – stay close to ski instructor |
| Accident | | Pupils with an instructor grouped according to ability. | 6 | 3 | 18 | Pupils always follow the instructions of the instructor and the ski way code. |
| Lunch Time | | Pupils stay with instructor and group, be aware of difficulties of walking in ski boots | 2 | 2 | 4 | Listen to instructions. Remind pupils of difficulty in walking. |
| Equipment Collection | | | | | | |
| Building where / when racks are full of skis | All party | Move in single file. | 2 | 4 | 8 | Only enter if necessary and depart as soon as you have your skis. |
| Steps to boot hire | | Take care at busy times, particularly when boots are on. | 4 | 3 | 12 | Single file, Make pupils aware of the difficulty of walking in ski boots |
| Losing Equipment | | Each piece of equipment is electronically recognisable. | 2 | 3 | 6 | Always put your equipment in your slot. Do not touch any one else's equipment. |
| Walking to gondola (across a car park) | | Stay as a group only go when a member of staff instructs to. | 4 | 2 | 6 | Remind pupils to be aware of other coaches and cars. |
| Other Ski Parties | | Stay with our own Party | 2 | 2 | 4 | Be polite; ensure the pupils are aware of the importance to stay as one party. |
| Notes | :i) SR = SEVERITY RATING – 1 to 6; PR = PROBABILITY RATING – 1 to 6: RR = RISK RATING = SR X PR ii) Remember to consider if risks can be avoided, the activity substituted, reducing the number of people exposed or their exposure time. If appropriate record your consideration in the Action Column iii) Remember to try to identify any measures that could reduce risks further and record in Action Column. This will allow decisions to be made on whether they are reasonably practicable to implement. | | | | | |
| Assessment history (date & name): May 2010 (C.F.), March 2012, March 13 (RW, HK), March 16 (RW), March 17 (RC) March 18 (RC) | | | | | | Review due: March 19 |