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# Spalding High School

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Wurzeralm/Hinterstoder,  
Austria Ski Trip February  
2021  
Risk Assessment

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Lee Farrell

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## RISK ASSESSMENT FOR SPALDING HIGH SCHOOL

### SCHOOL SKI TRIP TO Wurzeralm/Hinterstoder, Austria

#### FRIDAY 12<sup>TH</sup> FEBRUARY – FRIDAY 19<sup>TH</sup> FEBRUARY 2021

#### STAFF:

1. Mr Lee Farrell – Head of Physical Education & Tour Leader
2. Miss Gemma Pascoe – Teacher of Physical Education & Deputy Tour Leader
3. Miss Amy Parker – Teacher of Physical Education
4. Mrs E Busfield – Teacher of Science
5. Mr Blackburn – Assistant Head Teacher (TBC)
6. Miss Hayley Jones – Teacher of Physical Education

#### Introduction

Mr Farrell has led many residential school trips in England and for the past 5 years has been either the leader or deputy tour leader on the school ski trips. Miss Pascoe has accompanied the school ski trips for the past 4 years. Miss Pascoe is also experienced in residential school trips in England. Mrs Busfield has accompanied school ski trips in the past. Miss Jones & Miss Parker both have experience of residential school trips in England and accompanied last years ski trip. Mr Blackburn is an Assistant Headteacher.

#### Purpose of the visit

To enable the students Spalding High School to experience skiing in Europe. Students will be staying in a hotel close to the slopes and will have the opportunity to visit places of local interest to develop their cultural understanding.

The main outcomes of the trip are:

1. **Enjoyment** – to enjoy the experience and the challenges that come with skiing.
2. **Confidence** – to feel a sense of achievement and develop personal confidence.
3. **Personal Qualities** – pupils have to show initiative, take responsibility for themselves, persevere when it gets hard, show good teamwork and self-reliance throughout the trip.
4. **Health & well-being** – have an understanding of the benefits of regular physical activity and the physical benefits of skiing. To find a lifelong activity they can take part in.
5. **Activity skill** – pupils will be learning a new skill or developing existing skills.
6. **Social awareness** – getting on with others on the trip. Sharing a room with others.

#### General

At all times during the visit students are to follow the instructions of their Teachers and their Ski Instructors.

- 1.1 There will be sufficient staff to supervise the trip. Student numbers will be 47 in total. Staff to student ratio will be 1:8.
- 1.2 Good behaviour should be maintained at all times.
- 1.3 Staff will be in possession of sufficient funds for the duration of the visit. (Contingency is built into the cost of the trip)
- 1.4 Students are to dress appropriately for a winter trip to the mountains. Guidance and a kit list have been given.
- 1.5 Students are to observe and follow any instructions given by supervising staff, bus drivers, ferry staff, ski instructors and hotel owners at all times.
- 1.6 Students should be aware of the hazards of traffic in Italy and behave responsibly at all times.
- 1.7 Students will **not** be supervised the whole time. They will have limited amounts of unsupervised time within very clear parameters during excursions/designated free time. They should stay in groups of 3-4 pupils and under no circumstances should they move around on their own. They will be given strict time limits for any unsupervised time and clear meeting points. There will be a signing out and signing in procedure.
- 1.8 When allowed to leave the hotel for short periods of time pupils will be expected to inform a member of staff and return to the hotel again by the designated time. They will not be allowed to leave without the teacher on duty's permission and they will sign out & back in again.
- 1.9 There will be skiing on all 5 days of the trip. Skiing for 5 hours per day under the supervision of the ski instructors. **NO** pupil will be allowed to go and ski without their ski instructor present. Ski times are 9-11am & 1-4pm.
- 1.10 Every pupil **MUST** wear a helmet at all times when skiing. It is also recommended that the staff on the trip also wear helmets.
- 1.11 Pupils should travel with the equipment that they will need for the whole trip. An equipment list will have been given out to each pupil at the information evening and in subsequent letters.

## **2. What additional action is required to control the risk?**

- 2.1 Parents will have the phone number and address of the hotel where the group is staying for emergency use.
- 2.2 There will be a First Aid available with the group at all times. Ski instructors & some staff members are first aid trained.
- 2.3 Medical details of students will be available to staff during the visit. Staff medical details will be held by the teacher in charge whilst on the trip.
- 2.4 Staff will be aware of the nearest medical facilities and the procedures to be followed in case of an accident.
- 2.5 Staff are authorised to deal with the student in medical emergencies, e.g. signing documents in loco parentis in hospital.
- 2.6 Staff will have contact numbers for each student.
- 2.7 Each student will carry an identification/medical card with them at all times, with their photo, medical details/allergies, the hotel details & staff contact numbers.

- 2.8 There will be a UK contact to act as a focal point in the event of an incident. This will be Michele Anderson (Head Mistress – Spalding High School) & Tanya Waldron (Deputy Head). They will have identical copies of all relevant paperwork.
- 2.9 Details of this risk assessment with a list of participants will be vetted by the School's EVC & Head Mistress.

### **3. Travel**

- 3.1 The Coach company will be supplied by HTS-Skibound Travel.
- 3.2 All staff and students are in possession of a valid passport for the duration of the trip. Travel Insurance is included within the trip price and will be checked with parents and the school.
- 3.3 All staff and students are in possession of the European Health Insurance Card.
- 3.4 Whilst travelling on the ferry and at other times deemed appropriate students will be expected to wear their trip 'hoodie' for easy identification.
- 3.5 Teachers will be allocated a small group of pupils and pupils will be expected to meet with their teacher at designated time and place when asked to.
- 3.6 Staff will let students know where they can find them – have a central meeting place.
- 3.7 Students **are not** allowed on deck during the ferry crossings. They will be told this before we leave the coach.
- 3.8 When at the ferry and service stations students should behave appropriately and move around in numbers of no less than 3 pupils at a time.
- 3.9 Whilst travelling, every pupil will be expected to have their seat belt on at all times whilst on the coach. Pupils will be reminded about seat belts when we get back on the coach after a stop/break.

### **4. Accommodation**

- 4.1 This will be in one hotel. The hotel is of 3\* quality. There will be activities on and off-site during most evenings. It will be requested that for students and teachers safety any evening activities and local sightseeing will have minimal travel implications.
- 4.2 Students will not be allowed to use their balconies at the hotel and they will be told this.
- 4.3 Students will respect their accommodation and be prepared to comply with routines and rules as set by each hotel owner.
- 4.4 There will be a fire alarm on arrival at each hotel liaising with the owners. The pupils will be briefed on arrival of procedures and expected to follow these in a sensible manner.
- 4.5 When in their rooms pupils should lock the outside doors and windows to their room and where appropriate lock their rooms at night.
- 4.6 On arrival at the hotel the group will be allocated a social area where the whole group can congregate and socialise, hopefully away from other guests. Pupils will be required to behave in the appropriate manner whilst inside the hotel around other guests.
- 4.7 This is the first visit to this particular hotel but staff will ensure they quickly become familiar with it.
- 4.8 There are Spa facilities, but students **will not** be allowed to use them. They will be told this.

### **5. Ski Lessons**

- 5.1 All students to take part in lessons. These will take place for 2 hours in the morning and 3 hours after lunch in the afternoon. The times of lessons – 9-11am & 1-4pm.

- 5.2 Every pupil **MUST** wear a helmet at all times when skiing. Staff are strongly recommended to wear helmets as well.
- 5.3 Students will be placed in ability groupings according to previous ski experience and allocated to an experienced and qualified ski instructor as arranged by HTS-Skibound.
- 5.4 Staff will ski with each group at least once every day to ensure group is happy & confident. The instructor leads the group though and instructions are given by them as they are trained & insured!
- 5.5 All groups will meet back at the hotel for lunch.
- 5.6 Groups will meet at the beginning & end of every ski lesson at a designated time & place.
- 5.7 If a student is unable to ski due to illness or injury they will be supervised by a member of staff back at the hotel or near the slope if they are well/fit enough.

## **6. Food/Drink/Other Substances**

- 6.1 Students are to inform their teachers in advance of the trip of any food allergies or dietary requirements.
- 6.2 Students are expected, with the exception of special requirements, to partake in meals with the rest of the group throughout the duration of the trip.
- 6.3 In accordance with school policy, **NO** alcohol or illegal substances are to be consumed by students during the trip. Smoking is not allowed. Neither are any of these items to be purchased by students during the trip, or attempts be made to take them through Customs.

## **7. Afternoon/Evening Activities**

- 7.1 The following activities are being considered for the whole group whilst in Italy.
- 7.2 **Bowling** - If a pupil does not wish to bowl then they will be required to spectate. No-one will be allowed to go and do their own thing. The group will all stay together or be staffed appropriately for the activity undertaken.
- 7.3 **Pizza Night** - If a pupil does not wish to eat then they will be required to come and be sociable. No-one will be allowed to go and do their own thing. The group will all stay together or be staffed appropriately for the activity undertaken.
- 7.4 **Hot Chocolate and Sledging Evening** - If a pupil does not wish to take part then they will still be required to come along and spectate. No-one will be allowed to go and do their own thing. The group will all stay together or be staffed appropriately for the activity undertaken.
- 7.5 **Karaoke** – This will be in a local karaoke bar, no alcohol will be permitted and the evening will be supervised by an appropriate number of staff. If a pupil does not wish to take part then they will still be required to come along and spectate. No-one will be allowed to go and do their own thing. The group will all stay together.
- 7.6 **Quiz/Treasure Hunt** – Organised by staff, this will take place in the locality of the hotel. Should students need to leave the hotel they will be required to follow the same procedures as above.

[It is expected that all students will take part in all activities offered. However if due to injury, illness or other unforeseen circumstances a student(s) is/are unable to do so, they may need to remain at the hotel. In such circumstances and through discussion between the Party Leader and staff, appropriate supervision will be arranged.]

## 8. Further Action Required

8.1 Ensure SHS leadership team are aware of:

- A, The UK Contact
- B, The Contact details for Italy
- C, Details of transport
- D, Itinerary of visit
- E, Details of students (contact details & medical details).

## 9. Discipline

- 9.1 Students to be briefed on the contents of this risk assessment by staff.
- 9.2 Students & parents to be informed of the expectations during the trip before departure through an information evening and letters.
- 9.3 All pupils & parents sign a code of conduct form before departure.

## 10. Visit Emergencies

Emergency procedure for staff accompanying student(s) who can no longer ski:

- The ski party leader (SPL) will brief all staff about emergency procedures before their first day of skiing.
- Stay calm.
- SPL to be informed as soon as possible by means of mobile 'phone. SPL to advise ski tour operator representative.
- Leave first aid to the instructor, as s/he will be first-aid trained. If available, use a survival blanket to keep the injured student warm. Keep students warm (stationary exercises) whilst the instructor deals with the incident. This may take some time.
- If further help is required, select two 'sensible' students to ski to the nearest lift station to inform the officials of the situation. The students will need to have **written** evidence of their location (the piste name e.g. red 4 and the nearest lift stanchion number).
- A member of staff (ideally not the SPL as s/he is responsible for the whole group) **must** accompany the student wherever s/he may have to go e.g. restaurant, doctor's surgery, hospital. The tour operator rep should accompany the member of staff. The rep will keep a record of all procedures (accompanying member of staff must do this if the rep is unavailable) and help with communication.
- Please note that if the injured student has to be stretchered off the slopes staff should not attempt to ski down with them, as they are unlikely to be able to ski fast enough to keep up with them! SPL will make the decision as to who should accompany the student.
- If a member of staff has to go the doctor's surgery or the hospital s/he will need to take the following:
  - o Student EHIC
  - o Student Medicard
  - o Student passport
  - o Contingency money for paying the excess on the insurance and transport costs. The insurance excess should be ZERO if the EHIC is presented at a **public medical facility**. If the injured person is taken to a private facility then an excess will have

to be paid. Medical costs may have to be paid at the time and claimed back later. (Check local details beforehand.) An itemised receipt must be requested.

- SPL (or member of staff who has the best knowledge of the incident) will inform parents and the insurance company.
- The ski tour operator's rep usually writes up the incident and measures taken. If not, the SPL is responsible for filling out an 'Accident reporting Sheet'

#### **11. Critical incident or terrorist attack**

- We will follow the Evolve guidance

#### **Terrorism: Practical advice for school trips**

- Consider increasing supervision ratios from normal arrangements. If for example small groups of older students are allowed to spend short periods of time indirectly supervised by staff, consider removing this additional freedom
- Stay alert to local and national news before and during
- Assess the needs of SEND students and their ability to react and respond to dynamic situations
- Remind students to remain vigilant and alert, reporting anything suspicious to leaders
- Brief participants what to do if separated from each other in the event of a security incident. This should include designating specified physical meeting points and contact telephone numbers for staff. Remember that mobile phones may not work in the immediate hours after an incident so it is additionally important to designate a meeting location.
- Consider providing all participants with a printed emergency contact card with the school's or office's landline telephone number on it and provide space for them to write down their own home landline number.
- Each Leader should carry an attendee list with all participant details, including medical conditions and next of kin noted
- Carry water (not just fizzy drinks!) and snacks on visits in case of travel disruption and long delays, especially in warmer months or climates
- Carry additional personal medication in case of long delays
- Be additionally vigilant in crowded places such as shopping centres and travel hubs

#### **Pupils are told the message to 'Run, Hide & Tell'**