

The Ski Company

Risk Assessment



The Ski Company , 4A Nelson Arcade
Nelson Road, London SE10 9JB
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www.skicompany.net
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General	
Passports and other travel documents	<p>-Individuals are responsible for their own documents however, passports should remain in the care of the lead teacher when not required for passport control at borders</p> <p>- schools and/or party leaders should be actively involved before and during the trip to ensure travel documents are correct - this includes passports, visas, ID cards and anything else required at the borders.</p> <p>- The Ski Company can advise but is not responsible for incorrect or missing travel documents or any additional costs incurred</p>
Medical	<p>Medical supplies remain in the care of the lead teacher.</p> <p>Inhalers and epipens are carried by the child, the lead teacher and in some cases, the ski instructor.</p>
Emergency briefing and evacuation	<p>The students and staff should all receive a briefing on how to behave during an emergency. This will include potential terrorist threats. The main building will include the following and students will be reminded of this at various intervals including before the ferry crossing, at service stations and at the hotel.</p> <ul style="list-style-type: none"> - Emergency exits/evacuations - Meeting points - Staying in groups - Emergency contact details - Spotting potentially dangerous bags etc.
Communication	All staff have trip phones and emergency phones. All staff have student emergency contact details.
Insurance	<ul style="list-style-type: none"> - All those travelling with The Ski Company must have suitable insurance cover. - If skiing or snowboarding your policy must include cover for winter sports. - Your policy details should be accessible at all times - physical and/or digital - - if your holiday includes insurance it will be clearly shown on the 'what's included' section. - if your holiday does not include insurance it is your responsibility (the school or parent) to get cover.



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Transport - Air, Road, Rail		<u>probability</u>	<u>danger</u>	<u>overall risk</u>
Stops at service areas	<ul style="list-style-type: none"> - Register all students leaving and returning to the coach. Allow a few at a time instead of a huge group unless supervised by adequate staff numbers -Head count by two staff members. 	high	low	low
Vehicles in motion.	<ul style="list-style-type: none"> - Do not walk around the vehicle unless totally necessary i.e Toilet. - When seated keep seat belt on. - Return to seat as soon as possible and do not obstruct the isles in case of an emergency. 	moderate	low	low
Coaches, cars, taxis	<p>The driver(s) will choose the route based on advice, local travel information and the foreign office advice.</p> <p>An alternative route or mode of transport will be taken in the event of an emergency. Drivers will be advised to navigate away from high risk areas.</p> <p>Seek travel advice from foreign office.</p> <p>Trip leader to check foreign office website for updates at every stop off point.</p>			
Being hit by objects stored in overhead lockers	<ul style="list-style-type: none"> - Students must be advised to put heavy items under the seat in front of them to avoid falling out of the overhead compartments. 	low	low	low
Personal Medication	<ul style="list-style-type: none"> - Medical conditions as per consent forms and students to hand in medicine pre trip. - School Staff will have all medicine labelled and in their care. - School Staff to ensure they are in possession of a first aid kit. - School Staff must stay within communication range and within eye contact of all students at all times. 	low	moderate	low
Student becoming separated from the group	<ul style="list-style-type: none"> - School Staff must ensure all students are accounted for. - Any irregularities must be reported to a member of the senior staff team, who will investigate the situation. - School Staff must remain vigilant for the duration of the trip, monitoring all students. - School Staff must not allow students to leave the site without their permission and then only if they are accompanied by a peer and supervised by an accompanying adult. - Regular head counts. - Students should have emergency contact details with them at all times. 	low	moderate	low



Transport - Air, Road, Rail		<u>probability</u>	<u>danger</u>	<u>overall risk</u>
Students being abducted and being in public areas.	<ul style="list-style-type: none"> - School Staff in charge are to carry out regular head counts. - School Staff to be present if a member of the public speaks to a student. 	low	high	low
In a terrorist emergency	<ul style="list-style-type: none"> - School Staff member to contact emergency services. - Contact the school to inform and seek advice. - Confiscate all student mobile phones. - No contact with press or media. - School Staff at home to contact parents. Trip staff to contact parents if more appropriate. <p>If no contact can be made the trip leader is to make a decision with student and staffs safety paramount.</p>	low	high	low
Stopped journey (for example, borders are shut)	The trip leader should contact The Ski Company for support and advice.	moderate	low	low
Road accident - students/ teacher being struck by mechanically propelled motor vehicle -	<ul style="list-style-type: none"> - Students to only cross a road when a member of staff instructs them to. - School Staff to stay in the middle of the road until the students have crossed. - School Staff to only allow the students to cross a road when there is adequate space and no cars in sight. 	low	moderate	low
Moving vehicles and traffic	<ul style="list-style-type: none"> - Students must be counted on/off the coach. - Coach to park so passengers are not exiting the vehicle directly onto the road. - All passengers must wear seat belts. - Students will be warned of any nearby traffic dangers. 	low	low	low
Injuries - students not following clear instructions from teachers or drivers or pilots	<ul style="list-style-type: none"> - Students to follow all instructions given. - Students to be briefed on safe use of equipment and hazards. 	low	moderate	low
Transfer to and from the piste and the hotel	<ul style="list-style-type: none"> - Register students before all departures. - School Staff to assess students condition before departure. - Medical and first aid kits on the coach. - Drivers to assess the weather conditions and route for the journey. 	low	moderate	low



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Flights in general	Safety during the flight is the responsibility of the airline and The Ski Company has no jurisdiction in this area	low	high	low
Hijack	Decisions will be made by the appropriate agency and The Ski Company has no jurisdiction in this area	low	high	low
Weather	Decisions that affect flights will be made by the appropriate agency and The Ski Company has no jurisdiction in this area.	moderate	variable	moderate
Sickness	During the flight, decisions based on the health of a passenger will be made by the appropriate agency and The Ski Company has no jurisdiction in this area	low	moderate	low
Diversion	The decision to divert flights will be made by the appropriate agency and The Ski Company has no jurisdiction in this area	low	low	low
Delays	Any flight delays will be assessed for impact to existing plans and dealt with accordingly.	moderate	low	low
Missed connections or transfers.	The airline will primarily be responsible for re-planning however The Ski Company may be involved to ensure a smooth and timely resolution for the onward journey	low	moderate	low



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<u>Accommodation</u>		<u>probability</u>	<u>danger</u>	<u>overall risk</u>
Injury/death as a result of fire.	<ul style="list-style-type: none"> - All emergency exits are clearly marked and nearest available exits are also shown on the reverse of the hotel bedroom doors. - Smoking is strictly forbidden for students at all times. - All accommodation complies with local and national safety regulations and has passed a highly comprehensive auditing process, which is externally assessed by Health and Safety Consultants of the highest standard. - Students and staff to familiarise themselves with emergency procedures and the nearest emergency exits - All hotels used for our groups have relevant fire measures in place that comply with our standards and with local legislation. 	low	high	low
Slipping Hazards	-Party leaders should ensure that all party members bring suitable footwear for all types of outdoor activities.	moderate	moderate	moderate
Falling from balconies	<ul style="list-style-type: none"> - Students are not permitted to use the balconies under any circumstances. Unless in a state of emergency i.e Fire. - Regular checks of rooms to ensure students are not using the balconies. - Balcony doors to remain shut at all times. - School Staff to monitor balconies 	low	high	low
Intrusion	<ul style="list-style-type: none"> - Doors to the bedrooms are lockable from the inside. Hotel doors maybe locked at night to not allow access from the out side, but all doors should be checked so that if necessary they can exit from the inside at all times in case of fire. - School Staff will carry out regular security risks. 	low	moderate	low
Food allergies	- All special dietary requirements and allergies are as per student information sheets.	low	moderate	low



Activities + Snowsports		<u>probability</u>	<u>danger</u>	<u>overall risk</u>
Dehydration	<ul style="list-style-type: none"> - All students are advised to carry water at all times to avoid dehydration. - Staff are to be briefed on how to spot dehydration and are to regularly advise students to hydrate. - Additional drinks (water/juice) are provided to students free of charge. 	low	moderate	low
Snow Activity - Skiing/ Snowboarding	<ul style="list-style-type: none"> - Ski/snowboarding lessons are organised through reputable ski schools - Students only ski/board under supervision of a qualified instructor. - Students understand that lone ski/boarding without an instructor/qualified leader is not allowed. - Students are briefed that sensible behaviour is required. - Students are advised of safe procedures for carrying skis/walking in ski boots. - Equipment is specifically fitted for each student. - A meeting point should be agreed with the instructors and staff at the end of each ski lesson. - Insurance details are carried by pupils or by the staff. - Instructors must be able to contact staff easily. - Ensure students do not share equipment. 	low to moderate	moderate	moderate
Risk of breaking a limb, death or and an avalanche	<ul style="list-style-type: none"> - All students are ski fitted by experienced ski personnel who are aware of the dangers of skiing. - They have a responsibility to ensure that the equipment used is of a high standard and conforms to safety regulations. - Ski tuition is supplied by local ski schools, which are affiliated to their national skiing authority. - All instructors are fully qualified and will supervise the group at all times during their ski lessons. 	low	moderate	low
Sunburn	<ul style="list-style-type: none"> - Skiers are prone to sunburn due to the altitude. Clear signs are on view at hotel exit points to remind skiers to take sunblock to the slopes. - Staff must remind all students to wear sunblock and re apply as necessary. The sun's reflection off the snow is strong even on cloudy days. - Students are to wear sunglasses or goggles suitable for skiing and mountain conditions so that the students can see their surroundings clearly. 	moderate	low	low



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Food poisoning	<ul style="list-style-type: none"> - The kitchens must comply with national food hygiene and health and safety standards. - Any student or staff member experiencing food poisoning will be monitored closely and if needed taken to receive medical care. 	low	low	low
Altitude and lower oxygen content in the air.	<ul style="list-style-type: none"> - Ensure food and water is consumed at regular intervals. - Students are informed to report any difficulties in breathing to a member of staff. - Students with asthma are spoken to about the importance of carrying their inhaler at all times. 	low	low	low
Theft of personal belongings/missing luggage	<ul style="list-style-type: none"> - Money to be placed in a money belt or inside pocket. - Never leave belongings unattended. - Wallets should not be carried in back pockets. - Most hotels have safes for you to leave your valuables in. - In an event of theft or accident, the party leader is to ensure that it has been reported to the local police or emergency services. - The report will be needed in the event of an insurance claim. 	low	low	low
Injuries	<ul style="list-style-type: none"> - Students to follow all instructions given. - Students are to be briefed on safe use of equipment and hazards. 	low	moderate	low
Misuse of equipment	<ul style="list-style-type: none"> - Equipment securely stored when not in use. - Equipment used only for intended purpose. 	low	low	low
Physically demanding activity	<ul style="list-style-type: none"> - Students are to be encouraged to eat and hydrate well at meal times. - Students to be given early bed times and staff to check on lights out. - Instructors are to be responsible for fatigue on the slopes. They must give the students structured breaks between sessions. - Ensure students recognise when they need a rest and that they do so in a safe place. - Ensure that students remain in their capabilities. - Consider a buddy system and encourage students to look after one another. 	low	low	low



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Cold injury and hypothermia	<p>School Staff should monitor the students clothing and carry spare hats, gloves etc. Hypothermia is when your normal (average) body temperature of 37°C drops below 35°C.</p> <p>Hypothermia usually occurs gradually, and often you may not even be aware that you need help. The signs of hypothermia depend on two factors: How cold the environment is and how long you have been exposed to it for.</p> <p>The symptoms of mild hypothermia include:</p> <ul style="list-style-type: none"> - Shivering - Feeling cold - Feeling that you have no energy. - Feeling that you are less able to tolerate the cold than normal. - Having cold and pale skin. <p>The symptoms of moderate hypothermia include -</p> <ul style="list-style-type: none"> - Uncontrollable or violent shivering. - Unable to think clearly or pay attention to events around you. - Loss of judgement and reasoning, feeling confused. - Difficulty moving around, stumbling or shaking hands. - Feeling fearful, memory loss, slurred speech and drowsiness. - Slow and shallow breathing with a weak pulse. <p>The symptoms of severe hypothermia include -</p> <ul style="list-style-type: none"> - Loosing control of your hands, feet, limbs and stiff muscles. - Unconsciousness. - Shallow or no breathing, weak, irregular or no pulse. - Dilated pupils. 	low	moderate	low
Injury through lack of warm up/warm down	<ul style="list-style-type: none"> - Students should warm up and down properly. - Spend a few minutes each day stretching your muscles. 	low	low	low
Snow park	- not to be used by students.	moderate	moderate	moderate



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Weather	<ul style="list-style-type: none"> - Instructors to check the weather forecast at the beginning of each day. - Students to be provided with a kit list. - School Staff to check that students are wearing appropriate clothing, eye protection and sunscreen for the prevailing conditions. - School Staff are to prevent inappropriately dressed students from going onto the mountain. - Instructors should periodically check that their students are not getting cold, sunburnt or dehydrated during lessons and treat as necessary. 	moderate	low	low
Students using the chair lifts during lessons	<p>The Ski instructors are responsible for ensuring the safety of the students during ski school hours.</p> <p>The ski instructor will explain all behaviour, safety expectations and demonstrate before use.</p> <p>Each chair/ski lift is manned by an employee of the lift system, so students are supported and looked after when getting on/off.</p> <p>All chairlift companies have their own operating licence as a result of adhering to strict safety and procedural guidelines.</p>	low	low	low
T-Bars/Pomas	<ul style="list-style-type: none"> - Instructors responsibility during ski lessons. - Avoid loose clothing and no rucksacks to be worn. - All students are taught to wait at the top of the lift. - The instructor will go up last behind the students. - Students that have fallen off are taught to wait there until the instructor reaches them. 	low	low	low
Ski boots	<ul style="list-style-type: none"> - Students are taught how to fasten their ski boots correctly and encouraged to practice. - Students are encouraged to identify and notify each other whenever ski boots are not fastened correctly. - Ski instructors and school staff are also responsible to check ski boots. - Your ski boots should fit your foot snugly without hurting your feet. 	low	low	low



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Ski bindings	<ul style="list-style-type: none"> - Students are encouraged to identify and notify each other whenever bindings do not look correct. - Ski instructors are also responsible to check ski bindings. - Bindings need to hold the ski boot firmly in the ski, yet be sensitive enough to release the ski boot should a fall put excessive strain on your leg. 	low	moderate	low
Helmets	<ul style="list-style-type: none"> - It is compulsory for all students to wear a helmet while skiing/snowboarding. - This will be supported by the school staff and ski instructors. 	low	moderate	low
Traffic	<ul style="list-style-type: none"> - Students are to walk no more than two abreast and away from the curb in a orderly fashion. - No running. - Remind students that driving is on the other side of the road so they must look both ways when crossing a road. - School Staff are to divide themselves and walk at the front, middle and back of the group. - Cross if possible only at designated places (zebra crossings/pelican crossings) - A staff member is to cross the road first, then a member of staff in the middle should see the pupils across and then a member of staff should follow behind. 	low	moderate	moderate
on-foot (walking around resort, shops, any and all surrounding areas)	<ul style="list-style-type: none"> - Appropriate footwear should be worn. - Students are to walk in an orderly fashion, no running or jumping. - observe local rules and customs to improve awareness of traffic - common sense should be used at all times 	low	low	low
Getting lost/missing pupils	<ul style="list-style-type: none"> - Students will always carry their emergency contact card. - Students must never go off on their own and must know where staff are and details of excursion/visit. - Restrict where possible unsupervised time. - Keep a register of students and use a typed name list to check rather than a head count. 	low	moderate	moderate



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Disco	<ul style="list-style-type: none"> - All School Staff to attend. - All students to attend. - Students are to be briefed about acceptable behaviour before attending. - Students are to be supervised at all times. 	low	moderate	low ...but moderate risk of enjoyment
Swimming	<ul style="list-style-type: none"> - The swimming pools will obey local and national guidelines regarding lifeguards - this means not all pools will be supervised - Students should not use the swimming pool or spa facilities unsupervised at any time. - The swimming pool has very strict rules for behaviour including no jumping, diving, running or dunking. - School Staff will make it clear to all students of a muster point where students who are not swimming can stay safely. 	low	moderate	moderate
Sledging	<ul style="list-style-type: none"> - helmets, gloves, long sleeves, long trousers must be worn - possible bumps, bruises 	low	moderate	moderate
Ice Skating	<ul style="list-style-type: none"> - helmets, gloves, long sleeves, long trousers must be worn - possible bumps, bruises and injury from skate blades 	low	moderate	moderate
Cinema	<ul style="list-style-type: none"> - once seated, virtually zero risk - good behaviour and common sense at all times - also see 'on-foot' for advice to and from the venue 	low	low	low
Quizzes and similar indoor activities	<ul style="list-style-type: none"> - once seated, virtually zero risk - if not seated, some risk of bumps, bruises etc. 	low	low	low
Games and similar outdoor activities	<ul style="list-style-type: none"> - bumps, bruises, grazes are very possible - some potential for moderate injury - broken bones etc 	low	moderate	low
Zip lines	<ul style="list-style-type: none"> - new activity - risk assessment in process - the rules set by the organisers must be obeyed at all times - appropriate safety equipment should be used as advised - serious injury is possible but unlikely - minor injuries, bumps and bruises are possible 	low	moderate	low



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Tibetan Bridge	<ul style="list-style-type: none"> - new activity - risk assessment in process - the rules set by the organisers must be obeyed at all times - appropriate safety equipment should be used as advised - serious injury is possible but highly unlikely - minor injuries, bumps and bruises are possible 	low	low	low
Laser Tag	<ul style="list-style-type: none"> - new activity - risk assessment in process - the rules set by the organisers must be obeyed at all times - any equipment should be used as advised by the organisers - minor injuries, bumps and bruises are possible if not likely - serious injury although possible but highly unlikely 	low	low	low
Staff conduct/behaviour/commitment	<ul style="list-style-type: none"> - All School Staff will be line managed by the trip leader for the duration of the trip. - All School Staff will follow the instructions and boundaries set by the trip leader. - Behaviour management must be strong at all times in line with the boundaries set by the trip leader. - School Staff must maintain professional boundaries/relationships with students at all times. 	moderate	low	low



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COVID – Health & Safety

This advice regarding COVID safety practices should be used in addition to existing guidelines in The Ski Company Risk Assessment. Please check the threat level in your country and any country through which you will be transiting.

Currently we do not know of any restrictions regarding COVID, however, should things can change, these guidelines should be observed

Hotels and Accommodation Providers

Our accommodation centres will provide information relating to any procedures they have put in place to prevent the spread of Covid-19, which could include:

Social distancing, including for example any one-way systems, maximum number of guests in a given area etc

Personal hygiene

Effective and regular sanitising of touch points

Guest accommodation will be cleaned, disinfected and rooms sealed after cleaning and before next use

Use of face masks and disposable gloves

Temperature checks

Covid tests

Please note that procedures will not be the same in all resorts as centres vary in size, design and location in addition to any local laws which must be followed.

Flights

Airports and airlines will have strict rules that must be followed. These will vary by provider and location, and you will be advised in due course.

Coach Providers

Our vehicle suppliers will be following strict cleaning protocols and establishing new guidelines to minimise risk. These guidelines will cover many procedures including but not limited to loading and unloading, behaviour during travel, stops and breaks, PPE and personal hygiene.

Itineraries, Evening Activities and Special Procedures

Your itinerary will be adapted if any new regulations affect visits and activities provided i.e., maximum group sizes, social distancing measures and wearing of face coverings etc.

Meals

Your accommodation will provide details of arrangements for mealtimes, and this will be in different in each centre. Sittings may be split, and practices put in place to reduce the movement of people around the areas in which people will eat.

Your Destination Country

When visiting any foreign country, local rules and regulations must be followed. This includes any additional rules implemented in response to



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Covid-19 so please be aware that the rules may change with little or no warning.

Ski Equipment

There may be strict procedures for every ski fit, including set times and limited numbers in fitting areas, ski stores, boot rooms etc. Excited unsupervised students can often lead to chaotic ski fits, but in Covid times, this simply cannot happen. All school groups, without exception, must be teacher supervised and must stick to arrangements.

Ski Lessons

As a socially distanced outdoor activity, skiing does not present a significant increase in risk regarding Covid, however, ski lifts, local buses, restaurants, toilets and many other occasions during the skiing day may present areas of concern. The exact procedures for your lesson groups during the week will be made available in resort.

Entry / Exit / Travel

The testing requirements for entry/exit will change depending on age and vaccination status. The ages for vaccination and the subsequent requirements and restrictions are different for different countries. This means simply reading the documents across different territories for a given age group is problematic. Do not assume that the rules we have in any one country will be valid everywhere. For example, in Switzerland over 16s are treated as an adult, but if you are travelling by road and going through France, or flying into Italy, the rules are likely to be different.

Infection

Any person in resort who has symptoms or who has received a positive COVID maybe required to isolate. The exact procedure will vary depending on the age of that person and exactly what official advice is in place at the time. Isolation will mean that the individual will be unable to take part in activities and the planned homeward departure will likely be impossible. The 'missed departure' scenario is not dissimilar to that which occurs following an injury or illness occurring at the very end of the week and will mean extending the stay in the accommodation, re-booking travel and if the person is a student, an accompanying school staff member. As with any other illness or injury important decisions on medical care must be taken by the professionals, however, COVID introduces the need for additional protocols to reduce the chance of spreading infection.

Please remember that your insurance may help recover the costs of missed ski days or additional costs for travel and extending your stay, so it is important to check your policy before travel.



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