

The Ski Company

Risk Assessment



The Ski Company , 4A Nelson Arcade
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General	
Passports	Passports should remain in the care of the lead teacher except when required to be held by individuals for passport control
Medical	Medical supplies remain in the care of the lead teacher in a labelled box. Inhalers and epipens are carried by the child and the lead teacher.
Emergency briefing and evacuation	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. <ul style="list-style-type: none"> - Emergency exits/evacuations - Meeting points - Staying in groups - Emergency contact details - Spotting potentially dangerous bags etc.
Travel	The driver(s) will choose the route based on advice, local travel information and the foreign office advice. 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. Seek travel advice from foreign office. Trip leader to check foreign office website for updates at every stop off point.
Stop off points/service stations	Normal risk assessment will be followed; head counts, registers, meeting points, toilets and staffing. We will plan the route to consider stopping off at less highly populated points which should lower the potential risk. Ensure that when in public places staff and students are extra vigilant and aware of emergency evacuation and meet points. An emergency evacuation brief will be done prior to getting off the coach at stopping points.
Communication	All staff have trip phones and emergency phones. All staff have student emergency contact details.



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Transport by Coach		<u>probability</u>	<u>danger</u>	<u>overall risk</u>
Stops at service station	<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
Standing whilst on the coach	<ul style="list-style-type: none"> - Do not walk around the coach 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
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. - Party leaders to retrieve items from the overhead lockers in case of falling objects. 	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. - Staff will have all medicine labelled and in their care. - Staff to ensure they are in possession of a first aid kit. - Staff must stay within communication range and within eye contact of all students at all times. - Students asthma inhalers and epipens must be carried at all times by the student. - Inhalers and epipens must only be given to the named person on the medication. 	low	moderate	low
Student becoming separated from the group	<ul style="list-style-type: none"> - 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. - Staff must stay within communication range of all students at all times. - Staff must remain vigilant for the duration of the trip, monitoring all students. - 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. - Emergency contact cards. Students to have one with them at all times. If a student has forgotten or misplaced their card they will be issued with a replacement. 	low	moderate	low
Students being abducted and being in public areas.	<ul style="list-style-type: none"> - Staff in charge are to carry out regular head counts. - Staff to be present if a member of the public speaks to a student. 	low	high	low



Transport by Coach		<u>probability</u>	<u>danger</u>	<u>overall risk</u>
In a terrorist emergency	<ul style="list-style-type: none"> - 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. - Academy staff 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 coach is to pull over in a safe place (ideally a service station). The trip leader will 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. - Staff to stay in the middle of the road until the students have crossed. - 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 coach drivers	<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. - 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



Accommodation	<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 in all bedrooms. - 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. - Staff to monitor balconies 	low	high	low
Drowning	<p>Students should not use the swimming pool or spa facilities unsupervised at any time.</p> <ul style="list-style-type: none"> - The swimming pool has to comply with all local standards, and a Health and Safety plan must be provided by the hotel. - There are stringent guidelines such as clear visibility of the bottom, adequate depth markings, non-slip pool perimeter etc. - The pool must be lit or closed and shut off at nights. - No walking or skiing on frozen lakes/ponds. 	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. - 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



Snowsport Activities		<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 the Swiss Ski School Crans-Montana with reputable ski instructors. - 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 cards 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



Snowsport Activities		<u>probability</u>	<u>danger</u>	<u>overall risk</u>
Food poisoning	<ul style="list-style-type: none"> - The kitchens must comply with national food hygiene and health and safety standards. - Staff are to be briefed on how to spot food poisoning symptoms. - 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"> - Staff to be briefed on how to spot fatigue and tiredness. - 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



Snowsport Activities	<u>probability</u>	<u>danger</u>	<u>overall risk</u>
<p>Cold injury and hypothermia</p>	<p>low</p>	<p>moderate</p>	<p>low</p>
<p>All staff are to be briefed on how to spot hypothermia. 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. 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 te 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. 			
<p>Injury through lack of warm up/warm down</p>	<p>low</p>	<p>low</p>	<p>low</p>
<ul style="list-style-type: none"> - Students should warm up and down properly. - Spend a few minutes each day stretching your muscles. 			



Snowsport Activities		<u>probability</u>	<u>danger</u>	<u>overall risk</u>
Snow park	- not to be used by students.	moderate	moderate	moderate
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. - Instructors to check that students are wearing appropriate clothing, eye protection and sunscreen for the prevailing conditions. - Instructors 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 Crans-Montana 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 rucksacks as they can catch on the T-bars. - 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 are also responsible to check ski boots. - Your ski boots should fit your foot snugly without hurting your feet. 	low	low	low



Snowsport Activities		<u>probability</u>	<u>danger</u>	<u>overall risk</u>
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 teachers and ski instructors. 	low	moderate	low

Après ski		<u>probability</u>	<u>danger</u>	<u>overall risk</u>
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. - 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
Slippery surfaces/uneven pavement	<ul style="list-style-type: none"> - Appropriate footwear should be worn. - Students are to walk in an orderly fashion, no running or jumping. 	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	low	low



Après ski		probability	danger	overall risk
Swimming	<ul style="list-style-type: none"> - Students will get changed in a public changing room that has individual cubicles available. - Staff will be positioned around the changing room and will stay there until all students have gone through to the pool. The same process will happen when they exit the pool. - The swimming pools will have qualified lifeguards who are expected to enforce rules and to keep the public safe. - The swimming pool has very strict rules for behaviour including no jumping, diving, running or dunking. - The depth of the pool is shallow so no risk of drowning. - The Sauna area is for over 18's only so no students will be allowed in by the pool attendants. - Staff will make it clear to all students of a muster point where students who are not swimming can stay safely. This will be staffed. - The pool manager will be made aware of the muster point. 	low	moderate	moderate
Disco	<ul style="list-style-type: none"> - All 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. - Students are not allowed out of the room. 	low	low	low ...but moderate risk of enjoyment
Staff conduct/behaviour/commitment	<ul style="list-style-type: none"> - All staff will be line managed by the trip leader for the duration of the trip. - All staff will follow the instructions and boundaries set by the trip leader. - In the absence of the trip leader the deputy will take control. - All staff are to follow policies for health and safety, first aid/medication, minibus safety, safeguarding and performance management. - Classroom and behaviour management must be strong at all times in line with the boundaries set by the trip leader. - Staff must maintain professional boundaries/relationships with students at all times. 	moderate	low	low



Après ski		probability	danger	overall risk
Football	<ul style="list-style-type: none"> - Supervision at the discretion of the school. - Bumps and bruises to be expected. - Concussions, and broken bones unlikely but possible. - Competitive sports can bring out the worst in people. - Use common sense, observe changes in weather, light etc. 	low	low	low
Ice skating	<ul style="list-style-type: none"> - Supervision by school staff essential. - Long sleeves, long trousers, gloves and helmets must be worn. - Bumps and bruises possible. - Concussions, and broken bones unlikely but possible. - Obey rules of the rink, for example; clockwise/anticlockwise. - Use common sense at all times. - Showing off is dangerous and should not be tolerated. 	low	low	low
Town visits and shopping	<ul style="list-style-type: none"> - Level of freedom to be decided by the school - Students should stay in specified groups i.e. 2's, 3's, 4's etc. - Meeting points and meeting times should be made very clear. - Contact numbers should be made available in case of emergency. 	moderate	low	low
	low risk hazards include: tripping, falling, scuffs, bruises, other students, bullying, and losing money - including tourist rip-offs, and failure to understand the local exchange rate.	moderate	low	low
	other hazards include: muggings, fights, shoplifting, traffic accidents, trouble with the police, getting lost, falling in a river or similar body of water	low	high	moderate



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 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 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.



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Your Destination Country

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