

## Risk Assessment Guidance\*

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NEXT REVIEW DATE:	3 <sup>rd</sup> December 2025	VERSION:	7

POTENTIAL HAZARD / RISK TO GROUP	CONTROLS OR MEASURES TO REDUCE RISK	FURTHER GUIDANCE OR USEFUL INFORMATION
Arriving at international terminal are very busy places with lots of vehicles with embarking/disembarking passengers. This can cause risks of injury as a result of cars/vehicles.	<p>Designated pedestrian walkways to follow.</p> <p>Designated crossing points to enter/exit the terminal buildings.</p> <p>Traffic management systems are normally in place, often partly supervised.</p> <p>Internal vehicles travel at low speed with hazard warning lighting and alarms.</p> <p>Coach transfers to/from a plane parked some distance away from terminal.</p>	<p>The Party leader will need to ensure good group control and supervision when they are in vicinity of vehicles and to ensure that the walkway protocols are followed.</p> <p>It is recommended that the group is highly supervised and that the group is subdivided with each adult taking a small group.</p> <p>Group members with additional/particular needs may need additional assistance and/or strategic pairings.</p>

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<p>Individuals left behind/getting lost as a result of getting separated from group.</p>	<p>The Party Leader should require the group to remain together or to set clear roaming boundaries if unsupervised within a terminal building.</p> <p>A meeting point and time must be made known to all of the group at each stage of the process of process with head count and roll calls Check-in, Security, Boarding and Arrival at destination.</p> <p>Confirm where a supervising adult or the Party Leader may be found at all times and ensure that designated sub-group leaders are first and last to enter each stage of the process.</p> <p>Highlight the use of the reception tannoy call out to re-group if necessary.</p>	<p>The Party Leader should ensure a separation plan and meeting point in advance with the group.</p> <p>Many airlines have special desks for checking in of large groups so check with Equity as to whether this applies to your booking.</p>
<p>Escalators</p>	<p>Safety signage to advise of correct use will be displayed with emergency stop buttons clearly and easily accessible.</p> <p>Escalators will normally be maintained and inspected in accordance with national standards.</p>	<p>Ensure group comply with safety standards and pay attention when on the escalator so as to respect others safety.</p> <p>A supervising adult should go first and last to best manage the group with any other adults giving particular assistance to any other group members.</p>

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Baggage Carousels	<p>Safety signage to advise of correct use will be displayed.</p> <p>Party Leader/Supervising Adults should organise use of airport supplied baggage trolleys where necessary.</p> <p>Ensure group members are aware of their surroundings and ask anyone noticing anything unusual to report this to a supervising adult.</p>	<p>Party Leaders should ensure that the weight and size of luggage guidance is adhered to as communicated otherwise additional charges may be applied.</p> <p>Ensure the group comply with safety signage and are well behaved around this busy area.</p> <p>Group adults should ensure that baggage removal assistance is provided as necessary.</p>
Inappropriate behaviour towards an individual/safeguarding risk	<p>All students should always remain in pairs or groups including when visiting toilets, shops, or restaurants within the terminal.</p>	<p>Normally an airline will sit groups together; ensure that supervising adults are spread out amongst the group on board the aircraft.</p>
On board emergencies and serious turbulence may cause distress and/or risk to life in event of serious issue.	<p>Emergency procedures are in place and a safety briefing given including nearest evacuation point and use of oxygen masks.</p> <p>All of the group should wear seat belts for take-off/landing and when advised by crew.</p> <p>The Party Leader should advise the cabin crew in the event of any particular needs in an emergency.</p>	<p>The Party Leader should ensure that the group listens to the safety briefing and observes the signage displayed, ensuring that any group member with additional needs is able to understand it.</p>

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	<p>Emergency information is provided on a safety card in multiple languages.</p>	
Falling luggage from above lockers hitting individuals within the group or other members of the public.	<p>Ensure that all luggage is stowed securely overhead and that heavy items are at low level.</p>	<p>Limit size and weight of hand luggage as far as possible.</p>
Limited control over the presence of a severe food allergen.	<p>Although allergen free meals may be catered for, there can be no guarantees and therefore this should be considered in advance.</p> <p>Anyone consuming nearby or in close proximity to someone with severe allergy should be aware of the risk to group members.</p> <p>Where severe allergies exist within the group, ensure an epi-pen is carried in an accessible and identifiable hand luggage and ensure the individual accompanying any allergen sufferer is trained to administer.</p>	<p>Equity can make the airline aware in advance of any severe allergies of the group however the policy of the specific carrier will need to be checked in advance and it is the responsibility of the Party Leader to re-confirm any requirements on check-in.</p>
Circulatory thrombosis (sometimes referred to as DVT).	<p>Some airlines provide information within their seat pocket describing leg exercises that can be done in seat to promote good circulation.</p>	<p>Do ensure that air travel is permitted and not against medical advice for someone with this condition. If sufferer can travel an individual risk assessment should be carried out including enabling them to walk up and down the</p>

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		plane when permitted and/or stand for short period of time.
Air sickness, earaches and panic attacks	<p>Flight attendants are well trained in supporting individuals with any problems of this nature and can give some advice/support to individual group members.</p> <p>Sick bags are normally within seat pockets.</p>	<p>Party Leaders should be aware that members of the group with sinus problems or colds are likely to be more affected by air pressure.</p> <p>It is normally recommended that less confident air travellers are sat near more confident ones to give their support.</p>
Severe adverse weather conditions	Transfers may be delayed or cancelled at short notice by the flight operator as necessary to protect people's safety.	Re-confirm the flight details prior to departure from base to avoid long waiting periods.
Spread of infection. Being on a plane is a confined environment where a group will be in close proximity with one another.	Additional hygiene measures are likely such as hand sanitiser.	

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