



GENERIC RISK ASSESSMENT - ALL TOURS (GENERAL) - GRA001



Significant HAZARDS <i>Likely places/ways that people could be seriously harmed</i>	CONTROL MEASURES and/or PRECAUTIONS that 'employees' adopt as their normal practice <i>All 'employees' that organise and lead tours are to consider the suggested measures below. They are to tick those that they decide are helpful and applicable, and delete or put a line through those that are not. Extra control measures and/or precautions can be added in each section as required.</i>
Planning and organisation Inadequate preparation → accident → injury	<ul style="list-style-type: none"> <input type="checkbox"/> All 'employees' are to read and comply with In the footsteps & Take us Tourings' Safety Policy, Procedures and Guidelines. <input type="checkbox"/> All 'employees' are to be aware of their specific roles and responsibilities. <input type="checkbox"/> All 'employees' are to be appropriately trained, experienced and qualified to competently fulfil their role and responsibilities. <input type="checkbox"/> A First Aid Kit is to be checked and taken on the tour. This is to be located in a designate place and readily accessible at all times. <input type="checkbox"/> All participants are to be aware of the location of the First Aid Kit and its provision for 'self help' use. Only 'employees' holding an appropriate and current first aid qualification are authorised to give First Aid. <input type="checkbox"/> The 'employee' leading the tour will brief all participants on the potential hazards and the control measures/precautions identified to minimise their risk at the beginning of the tour. <input type="checkbox"/>
Emergencies Inadequate procedures → delayed help / support → deterioration of condition	<ul style="list-style-type: none"> <input type="checkbox"/> The 'employee' leading the tour will prepare a contingency plan in the event of an accident or breakdown (inc. safety of participants and the planned means of onward travel or return home). <input type="checkbox"/> The 'employee' leading the tour will brief all participants on the procedures to be followed in the event of an emergency, accident or breakdown. <input type="checkbox"/> The 'employee' leading the tour will compile a list of appropriate emergency contact numbers and ensure that all participants are aware of where these can be found. <input type="checkbox"/> The 'employee' leading the tour will carry a mobile phone (with ready charged battery and call credits if "pay as you go"). <input type="checkbox"/> The 'employee' leading the tour will carry sufficient cash or cards for pay-phones (mobiles do not work in some areas due to weak signal). <input type="checkbox"/>
Special medical and/or behavioural needs → injury → illness	<ul style="list-style-type: none"> <input type="checkbox"/> Up to date information regarding special medical and/or behavioural needs of all participants will be requested prior to the commencement of the tour. <input type="checkbox"/> Where appropriate, advice will be taken to determine any special arrangements to meet these needs and any such arrangements identified will be agreed with the customer (in writing) before the tour commences. <input type="checkbox"/> Identified needs and associated specific risks will be recorded and communicated to the 'employee' leading the tour.



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	<ul style="list-style-type: none"> <input type="checkbox"/> The 'employee' leading the tour will ensure that the programme/itinerary is arranged with due regard to the mobility and special needs of all tour participants. <input type="checkbox"/> Particular care will be given to ensure safe access and involvement for all (e.g. for wheelchair users), especially with regard to transport, accommodation and tour specific activities. <input type="checkbox"/>
Allergic reactions, poisons, stings, bites → trauma → illness	<ul style="list-style-type: none"> <input type="checkbox"/> Up to date information regarding any known allergies for all participants will be requested prior to the commencement of the tour. <input type="checkbox"/> Where appropriate, advice will be taken to determine any special arrangements to meet these needs and any such arrangements identified will be agreed with the customer (in writing) before the tour commences. <input type="checkbox"/> Known high risk situations will be avoided wherever possible and appropriate action taken as necessary. <input type="checkbox"/>
Effects of weather → cold injury → heat injury → over exposure to sun → etc	<ul style="list-style-type: none"> <input type="checkbox"/> The 'employee' leading the tour will consider possible weather conditions, plan appropriate programmes, and ensure that all participants are aware of appropriate clothing and equipment required (inc. waterproof clothing, hat, sun cream etc.) <input type="checkbox"/> The 'employee' leading the tour will plan and make provision for those who may not bring suitable kit, including arranging a confirmatory check before departure and providing a suitable opportunity to obtain deficiencies where appropriate. <input type="checkbox"/> The 'employee' leading the tour will obtain daily weather forecast and adjust plans accordingly. <input type="checkbox"/>
Lost or separated → trauma → upset → injury	<ul style="list-style-type: none"> <input type="checkbox"/> The 'employee' leading the tour will ensure that all participants are briefed on the itinerary each day. <input type="checkbox"/> The 'employee' leading the tour will use suitable control measures (e.g. buddy systems, splitting larger groups into smaller more manageable groups, etc) to minimise the risk of a participant or participants becoming separated and lost. <input type="checkbox"/> The 'employee' leading the tour will brief all participants on what to do if separated from the group. <input type="checkbox"/> The 'employee' leading the tour will conduct regular head counts, particularly at arrival/departure points and when separating and reforming groups. <input type="checkbox"/>



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Misbehaviour/misconduct → accidents → injury	<ul style="list-style-type: none"> <input type="checkbox"/> The 'employee' leading the tour will exercise sufficient and appropriate control to manage the tour safely. <input type="checkbox"/> Where appropriate participants will be briefed on acceptable conduct/behaviour as required. <input type="checkbox"/> Where a participant or participants are acting in an unacceptable manner, the 'employee' leading the tour will request that they modify their behaviour. Where inappropriate behaviour continues, the 'employee' leading the tour may request that the participant or participants involved leave the tour at the next appropriate location. <input type="checkbox"/> Individual risk assessments will be carried out as required. <input type="checkbox"/>
Additional hazards?	<input type="checkbox"/> Additional precautions?