RISK ASSESSMENT

Company: Language in Action | Assessment Date: 16/06/2026
Assessor: Oriana D'Ortona - Senior Programme Manager | Review due on or before: 16/06/2027

Excursion:
Classrooms Adendum for Juniors (to be used alongside provider's Residence Risk Assessment)

No.	Identified hazard	Risk Rating	Control Measures	Revised Risk Rating	Action to be taken in the event of the hazard occurring
1	Innapropriate contact with unknown adults in common areas	L 4 S 3 = 12 MEDIUM	Students induction to include 'Stranger Danger' training LiA Staff to ensure students remain as a group LiA Staff to ensure students do not engage with strangers	L 1 S 4 = 4 LOW	Initiate Language in Action Emergency Plan of Action
2	Emergency evacuation of teaching buildings (fire alarm, security incident, etc.)	L 2 S 5 = 10 MEDIUM	Students briefed on evacuation routes and assembly points on first use of the building. LiA staff familiar with the emergency procedures of the teaching building. Registers carried by teachers at all times. Teachers conduct headcounts at assembly points.	L 1 S 5 = 5 LOW	Initiate Language in Action Emergency Plan of Action
3	Adverse medical concerns - Pre-existing (e.g. asthma, diabetes etc)	L 2 S 3 = 6 MEDIUM	LiA Staff and Group Leaders aware of student allergy and medical needs and regquirements Parents/Guardians provide details of ongoing, recurring or previous medical concerns First Aid Kit carried by LiA staff member	L 1 S 5 = 5 LOW	Initiate Language in Action Emergency Plan of Action
4	Adverse medical concerns - emergent (e.g. dehydration, heatstroke etc.)	L 3 S 3 = 9 MEDIUM	Students reminded to drink water and eat the meals provided Students reminded to long exposure to direct sunlight, heat, sound LiA Staff trained to avoid areas that can cause negative symptoms Processes in place for emergency provisions and changes of plan avoid risks Students provided with a list of provisions including jackets, ubrellas, sun cream etc. First Aid Kit carried by LiA staff member	L 2 S 2 = 4 LOW	Initiate Language in Action Emergency Plan of Action
5	Student unsupervised or leaving the building during lesson breaks	L 3 S 3 = 9 MEDIUM	tudents are informed during induction that they must not leave the designated area or enter other university buildings/facilities without permission. LiA staff/GL supervise students throughout break periods. Registers and headcounts conducted at the beginning and end of lessons and following breaks.	L 2 S 2 = 4 LOW	Initiate Language in Action Emergency Plan of Action
6	Trips, slips and falls in classrooms, corridors or stairwells	L 4 S 2 = 8 MEDIUM	Students instructed not to run at all times. lifts used according to university guidance. Student induction to include safety instructions on movement safety, warning signage, when to use handrails	L 2 S 2 = 4 LOW	Initiate Language in Action Emergency Plan of Action

Prepared by	Name	Oriana D'Ortona	Signature	
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Reviewed By (Group H&S Coordinator)	Name	Matthew Huda	Signature	Matthew Huda

Risk Assessment Calculation: Likelihood x Severity
Severity: 1 Insignificant, 2, Minor, 3 Moderate, 4 Major, 5 Death
Likelihood: 1 Rare, 2 Unlikely, 3 Possible, 4 Likely, 5 Certain
Low: 1-5 Medium: 6-14 High: 15-25