



Carefree Getaway

Structured Travel. Safe Independence.

MARCH 2026

RISK ASSESSMENT POLICY

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1. Purpose

Carefree Getaway Limited is committed to ensuring that all supported travel experiences are planned, delivered and reviewed with appropriate consideration of risk.

This policy sets out the organisation's structured approach to identifying, assessing and managing risks associated with:

- travel activities
- environments
- client-specific needs

The aim is to ensure that all services are delivered in a manner that is safe, proportionate and professionally managed, while still enabling individuals to benefit from meaningful travel experiences.

2. Scope

This policy applies to:

- all supported travel services
- all staff and support workers
- all locations where services are delivered
- all stages of service delivery (planning, delivery and review)

It covers risks associated with:

- transport
 - accommodation
 - public environments
 - planned activities
 - individual client considerations
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3. Principles of Risk Assessment

Carefree Getaway adopts a balanced and person-centred approach to risk, recognising that:

- risk cannot be eliminated entirely
- overly restrictive approaches may limit independence
- individuals benefit from experiencing new environments

The organisation therefore aims to:

- ✓ manage risks appropriately
- ✓ promote independence safely
- ✓ ensure proportionate decision-making
- ✓ support positive outcomes

4. Definition of Risk

Risk is defined as the likelihood of harm occurring and the potential severity of that harm.

Risk assessment involves:

- identifying potential hazards
- evaluating the level of risk
- implementing control measures

5. Types of Risk Considered

Carefree Getaway considers a range of risks when planning supported travel.

5.1 Travel Risks

- transport delays or disruptions
- crowded environments (stations, buses, trains)
- navigating unfamiliar routes

5.2 Environmental Risks

- unfamiliar surroundings

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- busy public areas
- weather conditions
- accessibility challenges

5.3 Activity Risks

- participation in public or recreational activities
- unexpected changes in plans
- interaction with unfamiliar settings

5.4 Client-Specific Risks

- anxiety in unfamiliar environments
- communication needs
- sensory sensitivities
- confidence levels

6. Risk Assessment Process

Carefree Getaway follows a structured process for all supported travel experiences.

Step 1: Identify Hazards

Potential hazards are identified through:

- consultation with the client or representative
- review of the travel environment
- consideration of planned activities

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Step 2: Assess Risk Level

Each identified risk is assessed based on:

- likelihood of occurrence
- potential impact

Risks are generally categorised as:

- Low
 - Medium
 - High
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Step 3: Implement Control Measures

Appropriate control measures are introduced to reduce risk.

Examples include:

- careful planning of travel routes
 - staff supervision
 - flexible itineraries
 - clear communication with clients
 - alternative plans where required
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Step 4: Record the Assessment

All risk assessments are:

- documented using the organisation's Risk Assessment Template
 - stored securely
 - accessible to relevant staff
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Step 5: Review and Update

Risk assessments are reviewed:

- before the trip
- during the trip if circumstances change
- after the trip as part of evaluation

7. Responsibilities

7.1 Organisation Responsibilities

Carefree Getaway Limited will:

- ensure risk assessments are completed for all trips
- maintain appropriate documentation
- review risk management practices regularly
- provide guidance to staff

7.2 Staff Responsibilities

Staff and support workers must:

- read and understand relevant risk assessments
- follow control measures
- remain alert to changing circumstances
- take appropriate action where risks arise
- report any concerns

8. Dynamic Risk Assessment

During travel, situations may change unexpectedly.

Staff are expected to carry out dynamic risk assessments, meaning they:

- assess situations in real time
- adapt plans where necessary

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- prioritise safety at all times

Examples include:

- avoiding overcrowded areas
- adjusting activities due to weather
- responding to client needs

9. Positive Risk-Taking

Carefree Getaway recognises the importance of **positive risk-taking**, which involves:

- enabling individuals to experience new opportunities
- supporting independence
- managing risks rather than avoiding them completely

All decisions are made with:

- safety considerations
- client wellbeing
- professional judgement

10. Communication of Risks

Relevant risk information is communicated to:

- support workers before the trip
- clients where appropriate
- representatives where necessary

This ensures clarity and preparedness.

11. Incident Link

Risk assessment is closely linked to incident management.

If an incident occurs:

- it must be recorded
- the risk assessment should be reviewed

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- control measures should be updated if required

12. Record Keeping

All risk assessments are:

- stored securely
- treated as confidential documents
- retained in accordance with organisational procedures

13. Monitoring and Improvement

Carefree Getaway will:

- review completed risk assessments
- analyse incidents and feedback
- update procedures where required

This supports continuous improvement.

14. Policy Review

This policy will be reviewed:

- annually
- following significant incidents
- when operational changes occur

15. Declaration

Carefree Getaway Limited is committed to ensuring that all supported travel experiences are delivered with a structured, proportionate and professional approach to risk management, enabling individuals to participate safely in meaningful travel activities.

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