

Example document. ETI360 prepares and organizes the supporting information; it does not write the school's risk documentation. This Trip Risk Working File shows that information, organized by activity group, which the school or provider uses to complete and approve its own risk assessments, RAMS, Emergency Action Procedures, or other documents.

Trip Risk Working File

Cherry Blossom Tokyo · Definitions & Sign-off

This working file brings together, one section per activity group, the information a school needs before it makes decisions about a trip: what students will do and where, the hazards associated with each activity and location, the controls already described by the provider, and the emergency information for each place, including the routes and travel times to the designated emergency departments. It supports whichever forms of risk documentation the school uses: risk assessments, Risk Assessment Method Statements (RAMS), Emergency Action Procedures, and dynamic risk assessment processes. The scales below are the ones the file's ratings use; the school may substitute its own.

Likelihood

Label	Definition
Rare	Has not occurred in comparable trips; highly exceptional
Unlikely	Possible but not expected under typical conditions
Possible	Has occurred previously in similar contexts
Likely	Occurs regularly in comparable environments
Almost Certain	Expected to occur in the absence of controls

Severity

Label	Definition
Insignificant	No injury or first aid only
Minor	Minor injury; no lasting impact
Moderate	Medical treatment indicated; temporary limitation
Major	Serious injury; significant impairment
Catastrophic	Fatality or permanent life-altering injury

Risk Bands (Likelihood × Severity)

Score	Band	Color	Typical Implication
1 – 4	Low	Green	Routine controls are typically sufficient. Standard operating procedures apply.
5 – 9	Moderate	Amber	A control review is common at this band. Enhanced supervision or procedural adjustments may follow.
10 – 16	High	Orange	Senior sign-off is typical at this level, with additional controls considered before activities proceed.
17 – 25	Extreme	Red	This band would typically prompt the highest level of review, including a decision on whether to proceed.

Scales reference ISO 31000:2018, ISO 31030:2021, and BS 8848:2014.

Review & Sign-off

ETI360 prepared and organized the supporting information in this file from the trip's itinerary, the provider's documentation, the school's policies, maps, and other supporting material. The school and provider review the information, determine the appropriate controls and level of risk, and complete and approve their chosen documents. ETI360 does not approve or certify them. Sign-off records that review; the decision to proceed, any live assessment made during the trip, and the duty of care remain with the school.

REVIEWED FOR THE SCHOOL

Name & title

Signature

Date

REVIEWED FOR THE PROVIDER

Name & title

Signature

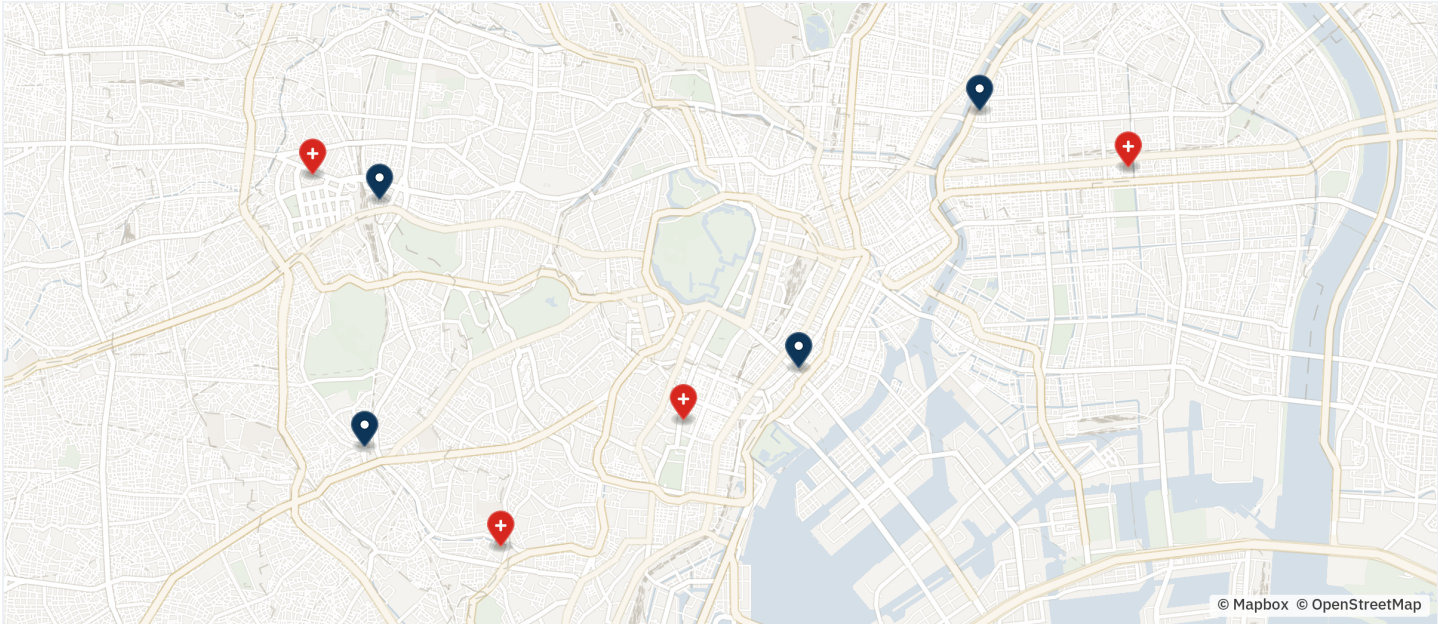
Date

Trip Risk Working File prepared and organized by ETI360 · v1 · Sep 14, 2026 · For Harborview International School · Approval rests with the school or trip provider.



Urban Free Time – Tokyo Districts

5 risks set out · Activities: Free exploration time around Shibuya district, – Shibuya Crossing, Tokyo
Free time in Shinjuku area before – Ichiran Ramen Shinjuku, Tokyo
Free time in Marunouchi business district – Kappo Yoshiba, Tokyo
Free time in Ginza before Kabuki – Kabuki-za Theatre, Tokyo



Routes to Tokyo Medical University Hospital · up to 7 min; The Jikei University Hospital · up to 10 min; Tokyo Metropolitan Bokutoh Hospital · up to 11 min. Straight-line pins; travel time is by road and varies with traffic.

Risk G01-R01

Risk		Domain	Overview		
Wet footway fall near Shibuya Crossing		Environment	March rain on the polished stone and painted crossing surfaces at Shibuya creates genuinely poor grip under foot traffic. The crossing's compressed pedestrian flow means a fall has a secondary collision risk uncommon in typical urban environments.		
Consequence	Inherent Risk	Controls & Mitigations		Residual Risk	Emergency Actions
Moderate injury – fall on polished wet crossing surface under crowd pressure	LIKELIHOOD Likely	- Suspend crossing attempts during active heavy rain when surface sheen is visible across the full painted area. - Brief all students on wet-surface crossing protocol before entering: maintain spacing, do not run, avoid painted white lines where possible. - Require all students to wear closed-toe footwear with rubber soles on all urban free-time days – sandals and dress shoes prohibited. - Limit crossing to green-signal periods only – no late-crossing at amber. - Assign staff members to front and rear of group to control pace through the crossing.		LIKELIHOOD Possible	- Nearest adult moves to student and shields them from oncoming pedestrian flow. - Guide group clear of crossing to pavement – do not treat casualty on crossing surface. - Assess for lower limb injury: if weight-bearing not possible, immobilise limb using available support and keep student still. - Call ambulance on 119 with location stated as Shibuya Crossing, Shibuya-ku, Tokyo. - Trip leader notifies school emergency contact and records names of any witnesses. - Assign one adult to accompany student to hospital; maintain supervision of remaining group.
	SEVERITY Moderate			SEVERITY Moderate	
	RISK SCORE High			RISK SCORE Moderate	



Risk G01-R02

Risk		Domain	Overview	
Student approached by tout or recruiter		Safeguarding	Shinjuku's Kabukicho fringe and some Ginza side streets see active touting — including aggressive solicitation targeting young foreign visitors. Students moving in small groups or alone are more likely to be approached.	
Consequence	Inherent Risk	Controls & Mitigations		Emergency Actions
Serious injury (psychological harm, exploitation) from targeted adult approach	LIKELIHOOD Possible	- Brief all students on identification and exit protocol for touting approaches: do not engage, walk directly to nearest adult or public space, phone trip leader immediately. - Restrict free-time movement in Shinjuku to the eastern Kabukicho boundary marked on the student map — no entry into Kabukicho entertainment block. - Limit group size to minimum three students during all Shinjuku and Ginza free-time movement. - Supervise all student departures from group venues by confirming destination and route before students move. - Require students to report any approach by an unknown adult to trip leader within 5 minutes by phone.		- Student moves immediately to nearest public space or staffed venue and calls trip leader. - Trip leader instructs student to remain in place and dispatches nearest adult to reach them. - Recovering adult confirms student is physically unharmed and documents adult's description. - Trip leader reports incident to local koban (police box) if student was touched or followed. - Trip leader completes safeguarding incident record and notifies school designated safeguarding lead within one hour.
	SEVERITY Major			
	RISK SCORE High			
			Residual Risk LIKELIHOOD Unlikely SEVERITY Major RISK SCORE Moderate	

Risk G01-R03

Risk		Domain	Overview	
Communication failure with no local SIM		Emergency & Contingency	If students rely on venue Wi-Fi rather than a data-enabled device, losing connection in transit between districts leaves no reliable way to reach trip staff or receive emergency messages during the 45–120 min windows.	
Consequence	Inherent Risk	Controls & Mitigations		Emergency Actions
Serious injury made worse when staff cannot reach isolated students promptly	LIKELIHOOD Possible	- Require every student group to carry at least one device with an active Japanese data SIM or pre-loaded pocket Wi-Fi router before the first free-time period. - Verify data connectivity on each group's lead device at the start of each free-time block. - Assign trip leader and all supervising adults Japanese data SIMs before departure from base accommodation. - Brief all students on offline fallback protocol: if data fails, proceed directly to the designated staff anchor point for that district. - Confirm each district's staff anchor point address is saved as offline contact card on every student's device before departure.		- Trip leader dispatches nearest available adult to last known location of uncontacted group. - Trip leader attempts contact via all available channels: call, message, and group app. - If group not located within 30 minutes, contact local koban with group description and last known district. - If no contact within 45 minutes, call Tokyo Metropolitan Police on 110 and notify school emergency contact. - Maintain one adult at current group anchor point to receive returning students.
	SEVERITY Moderate			
	RISK SCORE Moderate			
			Residual Risk LIKELIHOOD Unlikely SEVERITY Moderate RISK SCORE Moderate	



Risk G01-R04

Risk		Domain	Overview		
Student separated in crowd crush		People	Shibuya Crossing handles up to 3,000 pedestrians per signal cycle. At peak times — particularly weekend afternoons — crowd density makes group separation difficult to reverse quickly, and the crossing infrastructure offers no natural regrouping point.		
Consequence	Inherent Risk	Controls & Mitigations		Residual Risk	Emergency Actions
Moderate injury — student separated and distressed amid dense crowd	LIKELIHOOD Possible	- Limit group size to maximum 8 students per supervising adult at Shibuya Crossing. - Brief all students on designated regrouping point before entering the crossing area: Starbucks Shibuya Crossing store entrance, northeast corner. - Require each student to carry a laminated card with trip leader mobile number and meeting point address in Japanese. - Assign one staff member to hold position at the regrouping point during all crossing attempts. - Restrict crossing attempts to green signal only — no mid-cycle movement permitted.		LIKELIHOOD Unlikely	1. Staff member at regrouping point alerts trip leader immediately by phone. 2. Trip leader calls student's mobile and last known companion's mobile. 3. Assign one adult to hold regrouping point; second adult begins systematic sweep of crossing perimeter. 4. If no contact within 15 minutes, contact Tokyo Metropolitan Police on 110 with student description and last known location. 5. Trip leader notifies school emergency contact with situation and actions taken.
	SEVERITY Moderate			SEVERITY Moderate	
	RISK SCORE Moderate			RISK SCORE Moderate	

Risk G01-R05

Risk		Domain	Overview		
Disorientation in dense transit hub		Emergency & Contingency	Shinjuku Station is the world's busiest, with 200+ exits. Students navigating independently risk becoming genuinely lost in a multilevel interchange where English signage is inconsistent and mobile maps can mislead on exit selection.		
Consequence	Inherent Risk	Controls & Mitigations		Residual Risk	Emergency Actions
Moderate injury risk if student stranded in unfamiliar multilevel interchange	LIKELIHOOD Likely	- Brief all students on the three pre-assigned Shinjuku Station exits before entering: South Exit for Odakyu, East Exit for Kabukicho-side meetup, and West Exit for group assembly. - Require each student group to screenshot offline map showing designated exit gates before departing the previous venue. - Assign a staff member to hold position at the West Exit throughout the free-time window. - Limit independent navigation to groups of three or more — no student pairs permitted in Shinjuku Station. - Confirm each student group checks in by message with trip leader on entry to station.		LIKELIHOOD Unlikely	1. Staff member at West Exit calls all absent students' phones immediately. 2. If no answer, staff member broadcasts holding position via message to all students. 3. Trip leader contacts station staff at nearest koban (police box) with student description and last known exit target. 4. If uncontacted after 30 minutes, call Tokyo Metropolitan Police on 110. 5. Trip leader notifies school emergency contact with student details and current actions.
	SEVERITY Minor			SEVERITY Minor	
	RISK SCORE Moderate			RISK SCORE Low	

DISCLAIMER

This document has been prepared by ETI360 using information available at the time of writing, including data provided by the trip organizer and publicly available sources.

ETI360 has not independently verified all information contained herein.

This document is provided for informational and planning purposes and does not constitute legal advice, an operational guarantee, or an endorsement of any provider, destination, or activity.

The trip organizer retains responsibility for all operational decisions and duty of care obligations.

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