



RISK ASSESSMENT FOR TRAVEL

Applicable for:

- Airport / train / boat transfers
- Excursions from centre to attraction
- Travelling from meeting points to centres / schools
- Walking tours

PLANNING

Pre-event planning will include the following and will be confirmed in advance of a trip

1. Staff will be inducted and trained and appropriately experienced to competently and safely fulfil their roles and responsibilities
2. Staff will meet prior to departure to run through the itinerary and RAs and appropriate responses in the event of any incident
3. Staff will ensure the group is briefed before leaving the centre and are aware of emergency phone numbers and the name of the centre which should be stored in their phone contacts
4. To ensure all staff on the activity have completed induction training
5. To ensure all staff on the activity are familiar with the Welfare Policy (and Safeguarding Policy)
6. The expectation is that all members of staff have mobile phones, fully charged and with enough credit if PAYG
7. At least two staff members will have all emergency contacts

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8. An appropriate first aid kit will be taken with the group (and checked pre departure)
9. The staff will be aware of a company contingency plan in the event of an accident, breakdown or major incident (including terrorist) and who the immediate point of contact on the excursion is
10. All staff will be aware who has a) the mobile phone, b) the emergency contacts, c) the first aid kit and d) who is going to lead in the event of a major incident
11. Students will be given a briefing to point out the main things to remember. This will typically be:
 - a. Who the members of staff are
 - b. To be careful of traffic (remembering driving on the left)
 - c. To follow instructions from the staff without question
 - d. To have their phones put away, especially when walking
 - e. What to do if lost (make sure they have lanyards, phone numbers, know the name of the school)
12. Routes are always planned in advance, and checked prior to travel to confirm arrangements and to enable staff to make alternative plans in case of disruption or changes.

Brief Description of Activity:			Assessors			Date		
Travelling to Centre or Attraction by public transport, coach, walking								
Hazard:	Persons at Risk:	Risk Factor:			Control Measures Required:	Residual Risk:		
<i>List what could cause harm from this activity</i>	<i>List who might be harmed e.g. staff, students, visitors</i>	<i>For each hazard, decide level of risk as if you were to do the activity without controls</i>			<i>For each hazard list measures you will be taking to minimise the risk identified e.g. appointing incompetent persons, training received, planning and try-outs, use of personal protective equipment.</i>	<i>For each hazard now decide the residual risk after the control measures are in place</i>		
		Severity	Likelihood	Risk		Severity	Likelihood	Risk
Walking besides roads, crossing roads	Staff and students	3	3	medium	Staff will ensure that: <ul style="list-style-type: none"> • Walking routes are planned to avoid fast or dangerous sections of road • Walking routes planned will have wide pavements 	2	2	Low

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					<ul style="list-style-type: none"> • Walking routes are planned to crossroads at designed crossing points or at specified locations which are considered to be low risk • All walking routes beside roads will be closely supervised by staff • Staff will be fully briefed with respect to supervisory responsibilities • One Staff member will be at the front of the group, one at the back, with other adults positioning themselves alongside the group between the students and the road itself • Students will be briefed regarding hazards and behaviour required • Students will be briefed again regarding left-hand traffic and any local traffic rules 			
Getting on and off trains or buses, falling down stairs, steps, collision with passing vehicles	Staff and students	2	2	Low	<p>Staff will ensure that:</p> <ul style="list-style-type: none"> • Safe locations are chosen to get on/off transport • One staff member is the first on board and last off board • Group members are instructed to wait behind staff member and to wait until given order to enter/exit • One staff member is allocated to stand by and check doorway as students enter/leave • Group members are briefed to enter and leave in an orderly manner. 	2	1	Low
Trains – on platform	Staff and students	3	3	medium	<ul style="list-style-type: none"> • Remind students to stand back from platform edge • Wait until train has stopped before boarding or leaving • Be careful of luggage – getting it down or it moving 	3	1	Low
Lost or separated from the Group	Staff and students	3	2	Low	<p>Staff will ensure that:</p> <ul style="list-style-type: none"> • There is close supervision and head counts during any breaks in journey and getting on and off transport • For periods of indirect supervision, group members will be assessed as sensible and competent (any individual for 	3	1	Low

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					<p>whom indirect supervision is not considered suitable will be directly supervised)</p> <ul style="list-style-type: none"> • Students will be briefed regarding hazards and conduct/behaviour required • Students will be briefed how to contact staff if required • Students will be briefed regarding procedure if lost/separated • Students will have an emergency number • Students will be briefed clearly regarding meeting times and places (and all staff will be aware) 			
Vehicle accident breakdown / trapped people / further injuries / further collisions / further injuries	Staff and students	2	2	Low	<p>Staff will ensure that:</p> <ul style="list-style-type: none"> • Aisles and emergency exits will be kept clear of obstructions • Luggage is stored securely so that group members will not be hit by 'flying' items • Staff will brief students regarding emergency procedures • Only bona fide, reputable companies will be hired • Where appropriate, staff will obtain prior written assurance from the company that it has adequate safety management systems in place. 	2	2	Low
Delays to public transport causing illness, stress, claustrophobia	Staff and students	3	4	medium	<p>Students stuck on public transport, potentially underground.</p> <ul style="list-style-type: none"> • To remind students to carry water • To train staff to deal with an incident where students are stuck in a train for example 	3	1	Low
Injury or illness or travel sickness	Staff and students	3	4	medium	<p>Course Office staff will ensure that:</p> <ul style="list-style-type: none"> • Students (and initially their parents) will be reminded to bring personal medication if required • Students will inform OXSS Course and Admissions Coordinator if medication taken or required at the point of booking • Staff will be aware of any student medical conditions and relevant medication carried 	2	2	Low

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					<ul style="list-style-type: none"> • Students will be briefed to eat/drink sensibly • The air conditioning will be switched on or lift-up roof hatches will be opened to ensure adequate ventilation 			
Special needs of students or staff	Staff and students	3	2	medium	<p>Staff will ensure that:</p> <ul style="list-style-type: none"> • Transport will have suitable lift/wheelchair access • Access and egress, and transfers will be carefully supervised • Wheelchairs will be properly secured during journey using appropriate fixings • If user remains in wheelchair, appropriate seat belts, if required, will be fitted 	2	2	Low
Misbehaviour: Injury to self or other members of group or to members of public	Staff and students members of public	3	2	medium	<ul style="list-style-type: none"> • Staffing supervision within recommended ratios and sufficient to ensure good behaviour • Expectations of good behaviour made clear to students before arrival and through induction • Responsibilities of staff members reinforced clearly • Staff to sit at various separate locations to maintain good order and behaviour • Students will be told: <ul style="list-style-type: none"> • not to throw anything inside the vehicle or through doors • not to distract or disturb vehicle driver's concentration whilst travelling • not to lean against or touch the emergency exits (except in emergency) • not to move around whilst vehicle is in motion • not to gesticulate to passers-by or other transport users • to wear their seatbelts (the law in the UK) • Individual risk assessments will be carried out if required • Additional staffing will be arranged to ensure safe supervision if necessary 	2	2	Low

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Defective vehicles or unsafe drivers or operating procedures	Staff and students members of public	2	2	Low	<ul style="list-style-type: none"> • Only bona fide, reputable companies will be hired • Where appropriate, staff will obtain prior written assurance from the company that it has adequate safety management systems in place 	2	2	Low
Students being assaulted or a safeguarding incident including students being abducted	Staff and students	4	2	medium	Train staff to deal with this appropriately which may include taking control of a situation	2	2	Low
Additional hazards?					Additional precautions?			