

## CLCGB – Risk Assessment

Event: Minibus/Coach Travel

Assessor:

Date:

Ref: RA01

Hazards	Persons Affected	Initial Risk Rating			Control Measures	Residual Risk Rating			Further Controls Required	By Who / By When
		L	S	R		L	S	R		
Parents and careers confusion and lack of understanding of the transport arrangements	Parent/ Carer / Members and Staff	L o w	L o w	L O w	Detailed letter, giving transport arrangements, pick up and drop off points ,along with estimated times of arrival and departure,	L o w	L o w	L o w	Letter to be sent home addresses detailing travel arrangements, along with permission forms, to include:- Parents contact details,prior to trip taking place	Officer in charge
Road worthiness of vehicle	Parent / Carer/ Members and Staff	L o w	L o w	M E D I U M	Use a reputable company , or your own company minibus. The driver to be aware of:- Maintenance, roadworthiness and legal requirements, prior to the journey taking place Drivers not to drive under the influence of drink and drugs	L O W	L O W	L O W	Under the current law, the driver is responsible for the road worthiness of the vehicle. Ensure pre user checks are carried out prior the journey , and the driver has the appropriate documents for travel ( insurance , MOT, Licence .)if you are not happy with the vehicle then make alternative arrangements.	Officer in charge

Breakdown	Parent / Carer Members and Staff	LOW	MED IUM	MED IUM	<p>All reputable companies should have Breakdown Cover, this needs to be verified before your journey</p> <p>Motorway breakdown : Get all passengers in a safe position up the side embankment out of danger immediately .</p> <p>On normal roads: Keep passengers safe by remaining on the vehicle, or move to a safe location.</p> <p>Staff to supervise to avoid potential danger. Adhere to the Highway Code</p>	LOW	LOW	LOW	<p>Have the use of a mobile phone, and a list of Breakdown contacts.</p> <p>Keep passengers in a safe place until replacement transport arrives or faults rectified.</p> <p>Follow any instructions given from the Highway Agency or emergency services</p>	Driver, Officer in charge , All staff , parents and helpers
Supervision / inappropriate behaviour	Parent / Carer/ Members and Staff	LOW	LOW	LOW	<p>Follow National headquarters ratio guidelines and staff are adequately trained and experience to supervise travel.</p> <p>Head count regular especially when boarding or alighting from vehicle.</p>	LOW	LOW	LOW	<p>Ensure Child Protection measures are fully implemented.</p> <p>Inexperienced staff, parents and helpers to be accompanied at all times</p> <p>Comfort Breaks :- if necessary Split into to smaller groups , make use the disabled toilets if you don't have an appropriate member of the same sex staff to supervise the toilets etc</p>	Officer in charge

<p>Sickness (Bodily fluids ) Infection through contact with bodily fluids.</p> <p>Illness</p>	Parent / Carer/ Members and Staff	L O W	L O W	L O W	<p>Ensure that you have appropriate First Aid cover. A suitable First Aid Kit to accompany the party at all times, record all incidents of first aid treatment.</p>	L O W	L O W	L O W	<p>Have contingency plans in place to deal with Travel Sickness. ( Buckets,bags,, parents use of Travel Bands etc) Contact Next Of Kin in the event of any person becoming ill. If hospital treatment is needed a member of staff with a DBS certificate , must accompany them to hospital until next of kin arrives if needed. Make any arrangements for them to return home or continue to venue</p>	Officer in charge, First Aiders.
<p>Road traffic accident Injuries to passengers, Injuries to passengers movement on transport.</p>	Parent / Carer/ Members and Staff	L O W	L O W	M E D I U M	<p>Competent drivers are used Passengers should not distract the driver. observe the speed limits at all times Careful consideration should be given if starting the journey after a days work</p>	L O W	L O W	L O W	<p>Seat belts MUST be worn at all times when the vehicle is in motion . Free movement inside the vehicle must be prohibited whilst the vehicle is in motion Do not distract the driver</p>	Officer in charge .

Accident	Parent / Carer Members and Staff	L O W	H I G H	H I G H	<p>If the accident is not serious :- On normal roads keep everyone safe by remaining on the vehicle, if safe to do so. If not, remove them to a safe location and protected from traffic. Follow the Highway Code . Staff to supervise to avoid potential danger.</p> <p>Following a serious accident :- Move the Walking Wounded away from the scene, keeping them safe. Assess the situation at the time .</p> <p>Deal with casualties the best you can until emergency help arrives</p>	L O W	M E D I U M	M E D I U M	<p>If serious, control communications to parents /careers and exclude the use of members mobiles. Forbid postings on social network sites etc</p> <p>Make Contact with your point of contact person, vicar and other CLCGB emergency contacts. Co-operate with emergency services .</p> <p>Hospital admissions will require a member of staff with DBS Certificate to accompany injured person to hospital and remain there until next of kin arrives.</p>	Driver Officer in charge , Trip organiser All staff , parents and helpers
Date Reviewed: ,				Approved By:				Next Review Date:		

**It is important that you discuss your Risk Assessment and proposed actions with all Staff and helpers.**

**You should review your Risk Assessment, if you think that it might no longer be valid, e.g. Following an accident ,or if there are any significant changed to hazards, such as new activities or equipment etc.**

# Risk Rating Definitions

<b>Potential Severity of Harm</b>	<b>High</b> Death, paralysis, long term serious ill health.	<b>Medium</b> An injury requiring further medical assistance and reporting to NHQ	<b>Low</b> Minor injuries resulting in first aid
<b>Likelihood of Harm Occurring</b>	It is likely to happen.	It is fairly likely it will happen.	The event is unlikely to happen.

<b>L</b>	Likelihood The probability of a specified outcome
<b>S</b>	Severity The expected consequence of an event in terms of degree of injury or damage
<b>R</b>	Risk The probability of harmful consequences
<b>Low</b>	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
<b>Medium</b>	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on continued monitoring should occur to ensure that all controls are being adhered to.
<b>High</b>	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High, then National Headquarters should be consulted before the activity is allowed to take place.. Serious consideration should be given to the reason for carrying out the activity at all.

**All adults to print and sign below to say that you have read and understand control measures.**

[illegible]