

Risk Assessment

Task/Activity:	Travel
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Author:	Amy Green – Acting Deputy Head Teacher	Date:	8th June 2022
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Quality Assurance Check by Manager / Line Manager (Print Name)	Deb Cross – Head Teacher	Date:	8th June 2022
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control the risk?	Action by who?	Action by when?	Done
Pupils getting left behind	Pupils getting left	Head counts (registers and buddy system as backups) completed at meeting points and on return to coach. Secondary head count completed before coach departs.		All	Ongoing	
Road Accident Break down	Pupils, staff, driver	All pupils to wear seatbelts throughout the entire journey Driver to be in charge of situation. School staff to direct pupils Experienced driver. If directed to get off the bus, ensure pupils are taken to safe area away from road.	Children not to use the coach facilities whilst the coach is in motion.	All	Ongoing	
Driver conduct	Pupils, staff, driver	Ensure driver is competent to drive- if staff feel driver is not, must pull over at the safest nearest available opportunity. Ensure pupils safely off the bus in groups with member of staff.		All	Ongoing	

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		Taken to safe designated area.				
Behaviour on bus deteriorates due to length of journey	Pupils, staff	Entertainment plans have been organised including, quiz, film etc		Miss Hepple	Ongoing	
Lack of breakfast the morning before departure	Pupils	Staff to provide breakfast and snack items which can be shared out to children on the way to and from London.		Mrs Green	Ongoing	

Keep the assessment under review:

Throughout the event/visit there will be hazards that require a dynamic risk assessment – An assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event. Staff will assess the risk in pairs and disseminate information and actions required by adults and children in order for all to remain safe. First aid kits will be taken for all coach travel.

For a new procedure, review in the first 6 weeks.

You should review your risk assessment if you think it might no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Review 1 by Author (Print Name)	Amy Green	Date: 08.06.2022	Any Action Necessary:
Review 1 Quality Assurance Check by Manager / Line Manager (Print Name)		Date:	

Review 2 by Author (Print Name)	Deb Cross	Date: 08.06.2022	Any Action Necessary:
Review 2 Quality Assurance Check by Manager / Line Manager (Print Name)			Date:

Review 3 by Author (Print Name)		Date:	Any Action Necessary:
Review 3 Quality Assurance Check by Manager / Line Manager (Print Name)			Date: