

2 GENERIC RISK ASSESSMENT – TRAVEL ON EDUCATIONAL VISITS Page 1

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
On foot	Injury, possible fatality	Pupils, staff	<ul style="list-style-type: none"> • Work on foot planned to avoid fast roads wherever possible • Supervision on pavements, roads and especially crossing of any fast roads is pre-planned • Pupils are briefed re hazards and behaviour required • If abroad, pupils briefed re right-hand traffic and any in-country traffic rules 	Planning, leader and pupil briefing	Low	
Coach	Injury, possible fatality, separated from group	Pupils, staff	<ul style="list-style-type: none"> • Coach used meets LEA recommendations (see Code of Practice 19) - Hired from accredited coach company • Coaches have seat belts which staff ensure are used • When <i>buses</i> without seatbelts used, only used for local journeys and never used on high speed roads • Supervision within LEA ratios • Suitable embarkation points used (e.g. coach park, onto wide pavement) • Close supervision and head counts during any breaks in journey and getting on and off coach 	Check Code of Practice 19 "The Safe Carriage of Children and Young Persons on Private Hire Journeys"	Low	
Minibus	Injury, possible fatality, separated from group	Pupils, staff	<ul style="list-style-type: none"> • Minibus driver has PVC or SCC Permit to drive (PCV licence if abroad) • Bus has small bus permit in windscreen • Driver ensures seatbelts are used • Luggage on roof does not exceed 100kg • Luggage in vehicle securely fastened and clear of aisles • If abroad, minibus and drivers' hours follow EC requirements • Driver must read and follow LEA policy for educational visits re minibuses • Care always taken in parking in suitable place for disembarkation • Close supervision and head counts during any breaks in journey and getting in and out of bus 	Check section 3.6.1 in LEA policy on Educational Visits	Low	

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LOCATION OF VISIT:

DATE(S):

ASSESSMENT CARRIED OUT BY: NAME:

SIGNED:

DATE:

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HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Public transport (bus, tram, train, underground etc)	Injury, possible fatality, person left behind/ separated from group	Pupils, staff	<ul style="list-style-type: none"> Identify higher risk points including getting on and off transport and have a specific plan for these including briefed staff and pupils and head counts Larger parties split into manageable groups. (Unless remote supervision has been agreed), each party with adequate staffing to ensure pupils all get on or off transport safely. For crowded transport situations, such as the London Underground, this can require very high ratios. All staff and pupils know destination and route and what to do if separated from main group (Unless remote supervision agreed), staff are with pupils in each carriage, deck of bus etc 	Specific plan/risk assessment completed prior to journey Briefing of staff and pupils	Low	
Use of private vehicles	Injury, possible fatality	Pupils, staff	<ul style="list-style-type: none"> Driver confirms car is insured to carry pupils and is roadworthy Seatbelts worn at all times Permission obtained from parents 	Check section 3.6.1 in LEA policy for educational visits	Low	
Service station and other breaks in journey	Injury, possible fatality, left behind/ separated from group	Pupils	<p>Brief pupils:</p> <ul style="list-style-type: none"> Re purpose and timings of stop How and where to contact staff Remain in pairs or threes (buddy system - each responsible for named other) Remind re moving traffic (driving on right abroad) Careful head count before departure 	Brief pupils and staff	Low	

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HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK RATING	INITIAL IF ALL IN PLACE
Ferry crossing	Injury possible fatality, drowning, separated from group	Pupils	<ul style="list-style-type: none"> • Close supervision on vehicle deck • “Rules” established and pupils briefed especially re open deck area (not permitted in dark or if sea rough) • Remain in pairs or threes (buddy system - each responsible for named other) • Establish a specific seating area/meeting point and have a member of staff there throughout crossing • Explain the ferries emergency procedures (term muster station etc) to the group • Plan arrangements for docking reminding group of numbered stairway to coach deck • Careful head count before disembarkation, • Planned procedure for missing pupils - e.g. member of staff to leave as foot passenger 	Arrange procedures with staff and pupils before arrival at ferry	Low	
Use of passenger ferries, pleasure craft etc	Drowning, injury	Pupils, staff	<ul style="list-style-type: none"> • Leader must check vessel licensed. • Leader should risk assess journey with reference to size/age of pupils • Consider areas where smaller children could fall (overboard/ down stairways etc) and arrange close supervision • Consider if /when personal buoyancy should be worn • With groups of small children, leader must pre-check craft has sufficient personal buoyancy of appropriate size 	Pre-visit Brief staff and pupils re risks and control measures	Low	

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