

GENERIC RISK ASSESSMENT: ALL TRAVEL

<p>Significant HAZARDS <i>Likely places/ways that people could be seriously harmed</i></p>	<p>CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice <i>Discuss with all staff that organise or help lead offsite visits. Consider the suggested measures below, and tick those that you decide are helpful and applicable, and delete or put a cross against those that are not. Add extra measures in each section as needed.</i></p>
<p>Inadequate planning and preparation → accident/injury</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Group leaders will read and comply with LA policy regarding transport on educational visits <input type="checkbox"/> At least one leader will carry a mobile phone (with ready charged battery and call credits if “pay as you go”) <input type="checkbox"/> At least one leader will have a copy of Emergency Procedures including all emergency contact numbers <input type="checkbox"/> At least one leader will have an appropriate current first aid qualification <input type="checkbox"/> A complete first aid kit will be checked and taken with group <input type="checkbox"/> The first aid kit will be easily accessed by all leaders <input type="checkbox"/> Leaders will have prepared a contingency plan in the event of an accident or breakdown (inc. safety of group, and planned means of onward travel or return home)
<p>Defective vehicles or unsafe drivers or operating procedures → accident/injury</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Only bona fide, reputable companies will be hired <input type="checkbox"/> Where appropriate, prior written assurance will be obtained (see recommended enquiry EV3 form in Visits Safety Guidelines) from the company that it has adequate safety management systems in place
<p>Misbehaviour → injury to self, others inside transport, or passers-by</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staffing supervision is within LEA recommended ratios and will be sufficient to maintain good behaviour <input type="checkbox"/> Leaders will sit at various separate locations to maintain good order and behaviour <input type="checkbox"/> Young people will be told not to: <ul style="list-style-type: none"> <input type="checkbox"/> throw anything either inside vehicle or out of windows <input type="checkbox"/> distract or disturb vehicle driver’s concentration whilst travelling <input type="checkbox"/> lean against or touch the emergency exits (except in emergency) <input type="checkbox"/> open or close vehicle windows without permission <input type="checkbox"/> lean out or put head/hands through open windows <input type="checkbox"/> hold or hang things out of the windows <input type="checkbox"/> Gesticulate to passers-by or other transport users. <input type="checkbox"/> Advice will be taken from SENCO if concerns over behaviour <input type="checkbox"/> Individual risk assessments will be carried out if required <input type="checkbox"/> Additional staffing will be arranged to ensure safe supervision if necessary <input type="checkbox"/>
<p>During vehicle dis/embarkation Falling down stairs/steps → Injury, Collision with passing vehicle → Injury</p>	<p>Group Leaders will ensure that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Safe locations are chosen to get on/off transport <input type="checkbox"/> Ensure one staff member is the first onboard and last off board <input type="checkbox"/> Group members are instructed to wait behind staff member and to wait until given order to enter/exit <input type="checkbox"/> One staff member is allocated to stand by and check doorway as young people enter/leave <input type="checkbox"/> Group members are briefed to enter and leave in an orderly manner. <input type="checkbox"/>

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Member lost or separated from group at breaks stops	Group leaders will ensure that: <ul style="list-style-type: none"><input type="checkbox"/> Close supervision and head counts during any breaks in journey and getting on and off transport<input type="checkbox"/> For periods of indirect supervision, group members will be assessed as sensible and competent (any individual for whom indirect supervision is not considered suitable will be directly supervised)<input type="checkbox"/> Young people will be briefed regarding hazards and conduct/behaviour required<input type="checkbox"/> Young people will remain in groups or buddy systems at all times, including visits to toilets<input type="checkbox"/> Young people will be briefed how to contact staff if required<input type="checkbox"/> Young people will be briefed regarding procedure if lost/separated<input type="checkbox"/> All leaders and young people will be briefed clearly regarding rendezvous times and places<input type="checkbox"/>
Pedestrians Injury as result of pedestrian collision with vehicle	Group leaders will ensure that: <ul style="list-style-type: none"><input type="checkbox"/> Walking routes will be planned to avoid fast or dangerous sections of road<input type="checkbox"/> Walking routes planned will have wide pavements<input type="checkbox"/> Walking routes will be planned to cross roads at designed crossing points or at specified locations which are considered to be low risk<input type="checkbox"/> All walking routes beside roads will be closely supervised by staff<input type="checkbox"/> Staff will be fully briefed with respect to supervisory responsibilities<input type="checkbox"/> One staff member will be at the front of the group, one at the back, with the others positioning themselves alongside the group between the students and the road itself<input type="checkbox"/> Young people will be briefed regarding hazards and behaviour required<input type="checkbox"/> If abroad, young people will be briefed regarding right-hand traffic and any local traffic rules<input type="checkbox"/>

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<p>Special needs Injury getting on/off transport Injury transferring, if needed, into/out of wheelchair Injury during journey</p>	<p>Group leaders will ensure that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transport will have suitable lift/wheelchair access <input type="checkbox"/> Access and egress, and transfers will be carefully supervised (and assisted, if required) by sufficient number of trained, experienced staff members with suitable lifting aids if appropriate <input type="checkbox"/> Wheelchairs will be properly secured during journey using appropriate fixings <input type="checkbox"/> If user remains in wheelchair, appropriate seat belts, if required, will be fitted
<p>Injury or Illness Travel sickness</p>	<p>Group leaders will ensure that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Young people (and parents in letter) will be reminded to bring personal medication if required <input type="checkbox"/> Young people will have written parental consent and will inform leaders if medication taken or required <input type="checkbox"/> Visit leader will carry information regarding medical conditions and relevant medication carried <input type="checkbox"/> Young people will be briefed to eat/drink sensibly <input type="checkbox"/> Windows will be opened appropriately at the start of the journey by staff to ensure sufficient fresh air <input type="checkbox"/>
<p>Vehicle accident/breakdown Trapped → further injuries Further collisions → further injuries</p>	<p>Group leaders will ensure that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Aisles and emergency exits will be kept clear of obstructions <input type="checkbox"/> Luggage is stored securely so that group members will not be hit by flying items <input type="checkbox"/> Leaders will brief young people regarding emergency procedures <input type="checkbox"/>
<p>Additional hazards?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Additional precautions?

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Staff Agreement: "I have read and understood this risk assessment, and I agree to adopt as standard the control measures and precautions stated above"

Staff name (continue list overleaf if required)	Job title	Sept 2012 – 13 (Initials/date)	Sept 2013 – 14 (Initials/date)	Sept 2015 – 16 (Initials/date)	Sept 2016 - 17 (Initials/date)	Sept 2018 - 19 (Initials/date)
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Generic Risk Assessments

- **Purpose** - to encourage staff to identify likely hazards, agree good practice, and apply consistent standards. Follow suggested procedure below (or similar):
- **Select and print off** - all relevant and helpful forms (according to the type of visits and activities normally organised during the year) – others (e.g. that apply to one-off visits) can be added later if required.
- **How many?** - one set of forms for small staff teams - or one set per department for large staff teams.
- **Complete draft forms** - initially by one or two staff with appropriate experience;
- **Staff meeting 1** - introduce and leave draft forms in a file for all relevant staff (i.e. those who organise or help lead such visits) to inspect and consider over a short period (e.g. a week).
- **Staff meeting 2** - discuss, amend, and agree main hazards and standard practice with all relevant staff (add names and initials in table below to indicate acceptance).
- **Staff members who cannot agree** with the general consensus should complete their own risk assessment, but this must be agreed and approved by the Headteacher/Manager.
- **Check and approve** - by line manager/head of dept and/or visits coordinator (add approval signatures in table below).
- **Store** - in a marked file in a clearly known and accessible place (e.g. staff room or dept office).
- **How often?** - forms that apply to all visits (e.g. "All Educational Visits") or to regular/frequent visits (e.g. "Visits to Museums") should be completed once, then reviewed, amended, signed and dated annually.
- **Additional forms** - that apply to occasional/one-off visits (e.g. "Overseas Visits") can be completed when required – these should be reviewed, amended, signed and dated whenever such visits are planned.
- **Keep familiar**- with the agreed practice, and refer to forms as a reminder before visits if necessary (especially for activities that are less frequent or familiar to staff).
- **New leaders and volunteers** - should be asked to read all relevant forms and add their signed agreement before assisting with the organisation or leadership of a visit.
- **Review and amend** - by all relevant staff annually (or more often if necessary), and immediately if new hazards are identified or new precautions deemed necessary.
- **Stop** - this type of visit/activity if the level of risk is considered unmanageable and unacceptable.
- **Flexibility** - may be acceptable on occasion, if staff can reasonably justify their actions.
- **Specific Visit Risk Assessment** - is also required for each visit to address any extra issues relevant to the specific site/group/activities involved