

### RISK ASSESSMENT FOR SCHOOL TRIPS (Minibus)

**DESTINATION:** .....

**YEAR GROUP(S):** .....

**STAFF:** .....

**DATE:** .....

ACTIVITY	RISKS	POSSIBLE CONSEQUENCES	RISK SCORE	RISK RATING	PLANNED PRECAUTIONS
Getting on and off the minibus	Falling Accident with passing traffic	Minor injury	4	Low	Control pupils into orderly queue Enter and exit on pavement side
Travelling on minibus	Road traffic accident  School bags on floor	Injury or death  Trips ,slips,falls	6	Low	Seatbelts, approved driver, regular stops on long journey Regular servicing of vehicle Visual check seatbelts & vehicle stow baggage
Travelling on minibus	Illness  Vehicle Breakdown	Pupil taken off vehicle	4  2	Low  Low	Second member of staff First aid box Regular servicing of vehicle Visual check, use of red warning triangle
	Seatbelts on pupils 135cm height or under 12 years g	Injury	4	Low	Booster seats required for pupils Under 135cm height or 12 years of age and under.
Mini Bus breaking down on motorway	Hit by passing vehicle on the hard shoulder	Injury/Death	6	Low	Pupils to leave bus and go to place of safety on the bank. Driver to do head count and phone emergency services and school

### RISK ASSESSMENT FOR SCHOOL TRIPS (Coach)

**DESTINATION:** .....

**YEAR GROUP(S):** .....

**STAFF:** .....

**DATE:** .....

ACTIVITY	RISKS	POSSIBLE CONSEQUENCES	RISK SCORE	RISK RATING	PLANNED PRECAUTIONS
Getting on and off coach	Falling	Minor injury	4	Low	Control of pupils into orderly queue Enter and exit on pavement side
Travelling on coach	Road traffic accident	Injury or death	6	Low	Seatbelts, approved driver, regular stops on long journey Regular servicing of vehicle, visual check vehicle & seatbelts stow baggage Second member of staff First Aid box
	Illness	Pupil taken off vehicle	4	Low	
Inappropriate behaviour of students on coach	Damage to coach Accident	Injury	3	Low	Monitor pupils – staff positioned throughout coach & not solely at the front. Do not allow pupils to change seats.
Coach in motion	Falling during journey Opening continental door while vehicle moving	Injury	8	Low	Students to stay in seat with belt on at all times. Coach toilet not to be used unsupervised
		Injury/death	6	Low	
Coach evacuation	Pupils trapped or crushed	Injury	6	Low	Staff to be seated front, middle & back of coach. Outline exit procedure to pupils - supervision

<b>Coach aisles blocked by bags or legs</b>	<b>Pupils falling unable to exit vehicle</b>	<b>Injury</b>	<b>6</b>	<b>Low</b>	<b>Pupils to sit in seats with belts on – staff to check belts are worn</b>
<b>Heavy items falling from overhead racks</b>	<b>Falling objects</b>	<b>Injury</b>	<b>6</b>	<b>Low</b>	<b>Do not store heavy items in racks. Staff to brief pupils and check</b>

Reviewed September 2016

### RISK ASSESSMENT FOR SCHOOL TRIPS (Train)

**DESTINATION:** .....

**YEAR GROUP(S):** .....

**STAFF:** .....

**DATE:** .....

ACTIVITY	RISKS	POSSIBLE CONSEQUENCES	RISK SCORE	RISK RATING	PLANNED PRECAUTIONS
Waiting on platform	Falling on track	Injury or death	4	Low	Supervision Keep pupils behind yellow line Pupils made aware of dangers
Getting on and off train	Falling	Injury or death	4	Low	Control pupils into orderly queue Staff supervision
Travelling on train	Pupils being separated	Abduction and assault	4	Low	Pupils stay in pairs, pre-book seats where possible
	Train crash	Injury or death	5	Low	Pupils remain seated at all times
	Falling out of train	Injury or death	4	Low	Instructed not to touch windows or doors

**RISK ASSESSMENT FOR SCHOOL TRIPS**

**DESTINATION:** .....

**YEAR GROUP(S):** .....

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**DATE:** .....

ACTIVITY	RISKS	POSSIBLE CONSEQUENCES	RISK SCORE	RISK RATING	PLANNED PRECAUTIONS
Travelling on ferry	Sea sickness Falling overboard Falling over due to movement of boat	Illness Death Injury	3 4 6	Low Low Low	Advise use of medication Pupils not allowed on deck Pupils stay seated at all times when weather is rough
Travelling on ferry	Pupils being separated Ferry sinking	Abduction or assault Multiple fatalities	4 5	Low Low	Pupils stay in pairs/groups Known meeting place Ensure pupils are aware of safety precautions

### RISK ASSESSMENT FOR SCHOOL TRIPS (Car)

**DESTINATION:** .....

**YEAR GROUP(S):** .....

**STAFF:** .....

**DATE:** .....

ACTIVITY	RISKS	POSSIBLE CONSEQUENCES	RISK SCORE	RISK RATING	PLANNED PRECAUTIONS
Getting in and out of the car	Accident with passing traffic	Minor injury	4	Low	Enter and exit on pavement side
Travelling by car	Road traffic accident	Injury or death	6	Low	Seatbelts, regular stops on long journey Vehicle in good condition Visual check seatbelts & vehicle stow baggage
Travelling by car	Vehicle Breakdown	Pupil taken off vehicle	2	Low	Regular servicing of vehicle Visual check, use of red warning triangle
Travelling by car	Illness	Pupil taken off vehicle	4	Low	First aid box Check if pupil suffers with car sickness. Provide bags, medication
	Liability	Insurance claim	4	Low	Staff to notify Insurance company. Insurance details and copy of Licence to FM