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| **BUCKSWOOD SCHOOL – SCHOOL TRIP & VISIT RISK ASSESSMENT** | | | | | | | |
| **Trip/Visit** | | |  | | **Trip/Visit Date(s)** |  | |
| **Year Group** | | |  | | **Trip Leader & Staff** |  | |
| **Activity** | | | **RA04 Coach & Minibus Travel** | |  |  | |
|  | **Activity/Element**  **Hazards?**  **Potential to cause harm** | **Risk** | | **Control Measures in place**  **Remove or reduce risks to the lowest levels reasonably practicable**  **Delete/Add Information as appropriate** | | | **Further Action required - Yes/No?**  **Residual Risk Acceptable -Yes/No?** |
| 1 | Train Journeys  Lost/Insufficient Tickets | ALL | | Tickets to be pre-booked & held by Trip Leader  Reserve seats where possible, particularly on Intercity/long journeys  Ensure sufficient tickets booked for all Group members | | | FRA – Yes/No  RRA – Yes/No |
| 2 | Train Seats  Students separated from Group | ALL | | Ensure Group seated together  If Group seats in more than one carriage, member of staff to sit with each Group  Students to sit in Groups within carriage  No student to sit separately from Group or alone with strangers | | | FRA – Yes/No  RRA – Yes/No |
| 3 | Travel | ALL | | PRE-TRIP BRIEFING for Staff/Students/Parents  Trip Itinerary  Departure Time from School | | | FRA – Yes/No  RRA – Yes/No |
| 4 | Travel | ALL | | PRE-TRIP BRIEFING for Staff & Students  Train Times & Changes of train  Code of Conduct/Behaviour  Visiting WC/Buffet Car etc. whilst on train  Purchasing food/drink from buffet trolley etc. | | | FRA – Yes/No  RRA – Yes/No |
| 5 | Students getting lost or separated from Group | ALL | | REGULAR ROLL-CALLS  Before Departure – All Journeys inc. inter-station  On changes of train  On Arrival at destination  Students to Buddy Up in Groups of at least 4  Instructed to remain in Buddy Groups at all times inc. when visiting WC  To contact Staff when Buddy goes missing | | | FRA – Yes/No  RRA – Yes/No |
| 6 | Stranger Danger | Assault etc. | | Students to be advised on actions to be taken when approached by Strangers:  Always be polite  Do not talk to them alone  Do not leave Group with strangers  Do not accept offers of gifts, food, drink etc.  If they feel threatened, raise alarm – Contact Staff/Contact Site Staff  Trip Leader to instruct Students if approached by Strangers to: | | | FRA – Yes/No  RRA – Yes/No |
| 7 | Train Emergencies  Incidents  Train evacuation  Contact with trains/railway infrastructure in. live electric rails or wire | Injury on or leaving train  Death  Serious Injury | | Staff to inform students of on-train emergency procedures  All Group to follow train staff instructions | | | FRA – Yes/No  RRA – Yes/No |