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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 JourneysLost/Insufficient Tickets | ALL | Tickets to be pre-booked & held by Trip LeaderReserve seats where possible, particularly on Intercity/long journeysEnsure sufficient tickets booked for all Group members | FRA – Yes/NoRRA – Yes/No |
| 2 | Train SeatsStudents separated from Group | ALL | Ensure Group seated together If Group seats in more than one carriage, member of staff to sit with each GroupStudents to sit in Groups within carriageNo student to sit separately from Group or alone with strangers | FRA – Yes/NoRRA – Yes/No |
| 3 | Travel | ALL | PRE-TRIP BRIEFING for Staff/Students/ParentsTrip ItineraryDeparture Time from School | FRA – Yes/NoRRA – Yes/No |
| 4 | Travel | ALL | PRE-TRIP BRIEFING for Staff & StudentsTrain Times & Changes of trainCode of Conduct/BehaviourVisiting WC/Buffet Car etc. whilst on trainPurchasing food/drink from buffet trolley etc. | FRA – Yes/NoRRA – Yes/No |
| 5 | Students getting lost or separated from Group | ALL | REGULAR ROLL-CALLSBefore Departure – All Journeys inc. inter-stationOn changes of trainOn Arrival at destination Students to Buddy Up in Groups of at least 4Instructed to remain in Buddy Groups at all times inc. when visiting WCTo contact Staff when Buddy goes missing | FRA – Yes/NoRRA – Yes/No |
| 6  | Stranger Danger | Assault etc. | Students to be advised on actions to be taken when approached by Strangers:Always be politeDo not talk to them aloneDo not leave Group with strangersDo not accept offers of gifts, food, drink etc.If they feel threatened, raise alarm – Contact Staff/Contact Site StaffTrip Leader to instruct Students if approached by Strangers to: | FRA – Yes/NoRRA – Yes/No |
| 7 | Train EmergenciesIncidentsTrain evacuationContact with trains/railway infrastructure in. live electric rails or wire | Injury on or leaving trainDeathSerious Injury | Staff to inform students of on-train emergency proceduresAll Group to follow train staff instructions | FRA – Yes/NoRRA – Yes/No |