**Example: RISK MANAGEMENT/STANDARD OPERATING PROCEDURES – ALL TRANSPORT**

Use the content here to add to your risk assessment but edit it to be specific to your trip.

|  |  |  |
| --- | --- | --- |
| **ISSUE**  Significant hazards which may result in serious harm and problems of group management. | **HOW TO MANAGE IT**  **(Control measures)**  Procedures in place to reduce risk | **HOW CONTROL MEASURES WILL BE CHECKED**  Briefings  Codes of Conduct  Checklists  Training  INSET  Controls specific to your visit – trip leader to insert |
| Overseas travel | **6 month validity (from the departure date) required on passports – make parents aware of this at least 3 months prior to departure.**  A copy of passports, e-visa’s (if required) of all party members is obtained and expiry dates checked.  Passport check is conducted on the day of departure and prior to departure from School (Pupils have brought parents passports in error.)  Where students are to retain passports during travel these should be checked on regular occasions – before departing baggage check area is sensible.  At the destination staff should take in passports and store securely (hotel safe)  Check students/staff have had the appropriate immunisations before they fly.  Check appropriate insurance is in place to cover illness, students/staff have GHIC/EHIC if relevant | Communication with parents and passport check |
| COVID | Follow National Guidance as set out here | Read through provider risk assessments in advance of the trip and ensure compliance. |
| On foot (injury,death) | • Work on foot planned to avoid fast roads wherever possible and cross at crossing points whenever 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 | Groups briefed on expected behaviour and reminded when appropriate. |
| Coach (injury, death, separated from group)  <https://oeapng.info/downloads/download-info/4-5e-hiring-a-coach/> | • Coaches have seat belts which staff ensure are used by giving verbal reminder and visual check at start and after significant breaks in journey.  • In UK/Europe Buses without seatbelts are avoided whenever possible and never used on  high speed roads  • 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  **See Airports section for relevant issues at coach stations/terminals** | Verbal reminder and visual check at start and after significant breaks in journey. |
| Minibus (injury, death, separated from group) | • Driver must follow employer’s policy for educational visits re minibuses – see EVC if unsure  Example ….  • Minibus driver has passed minibus/MPV driver assessment  • Bus has small bus permit in windscreen  • Driver ensures seatbelts are used  • Luggage in vehicle clear of aisles  • Care always taken in parking in suitable place for disembarkation  • Close supervision and headcounts during any breaks in journey and getting  in and out of bus | List kept of up-to-date MIDAS – Minibus, MPV and trailer training. |
| Use of private vehicles | • Only for ‘unplanned’ emergency use – visit to hospital, taking ill students home etc  • Do not plan to transport students in staff cars on School trips. |  |
| Service station and other breaks in journey (injury, death, left behind/ separated from group) | Brief students:  • On purpose and timings of stop  • How and where to contact staff  • Remain in pairs or threes (buddy system - each responsible for named other)  • Remind about moving traffic (driving on right abroad)  • Careful head count before departure |  |
| Air Travel  Terrorist/security incident  Lost party member  Lost documents / out of date passports  Inappropriate item in hand luggage  Lost/unattended baggage  Delayed departure  Flight accident | * Pre-trip briefing on what is allowed in hand and hold luggage. * Close supervision on transition from coach to check in queue. * “Rules” established and pupils briefed especially re awareness of other travellers * and general behaviour and safety – wallets, luggage etc. * Remain in pairs or threes (buddy system - each responsible for named other) * Minimise the time spent in the public area of the airport, which is generally less well protected. Move quickly from the check-in counter to the secured areas. Upon arrival, leave the airport as soon as possible. * Remain vigilant and always be aware of your surroundings, considering the routes you could use as escape places where you could seek refuge in an emergency * Where remote supervision adopted for groups, students are instructed that in emergencies they follow the instructions given by airport staff and/or cabin crew * Brief students on code of conduct and any ‘off limit’ areas * Member of staff to be last through customs and baggage check to ‘sweep-up’ any delayed students. Careful check once into departure area. * After check-in establish a specific seating area/meeting point and have a member of staff present at this location at all times. * Assemble whole group well in advance of boarding time and keep together until boarded * Where indirect supervision is appropriate (for older year groups), emphasize never alone policy (groups of 3-4 as a minimum) and implement a buddy system. * For large groups, divide party into administrative groups with each member of staff being responsible for all documentation and registering/check-in of a sub-group. * Member of staff to be last through customs and baggage check in to ‘sweep up’ any delayed students. * If necessary, staff will use the airport announcement system to relay a message. * Each member of staff assumes responsibility for a designated group and sees them through check in to passport control and beyond. * Brief pupils and provide a list of requirements and security advice regarding unattended baggage, liquids in hand luggage, electrical items permitted into departure lounge and onto aircraft prior to the trip. * At the information evening for the trip parents and pupils are reminded about appropriate items for hand luggage. * Check in to be undertaken on arrival so that all hold baggage is transferred into the airlines care and responsibility. * All baggage is to be clearly labelled, using baggage labels provided where provided. * Communicate with Travel Company and school contact regarding delay so that revised ETA (if known) can be given to tour suppliers at destination for necessary adjustments of arrangements to be made and to school so that information can be given to parents. * Designate a member of staff to regularly check departure screens for information / update / change of gate / change to departure time. * Flight accident During the flight the party will be in the jurisdiction of the aircrew. Therefore they will be expected to listen carefully to the flight instructions given at the beginning of the flight and in the event of an incident to follow any further instructions issued by the flight crew. * Close monitoring of pupils to ensure they are paying attention to the inflight health and safety video/information given by the crew. * Instruct students to look at the flight safety information booklet provided. * Staff to introduce themselves to cabin crew and if appropriate point out seating locations of students. * Brief students on code of conduct for air travel. * Brief students on the importance of remaining rehydrated and for long flights, ensure students stretch their legs etc. | Briefing to students in advance of departure and reminders given as appropriate. |
| Train/Tube | • Close supervision on transition from assembly at station to platform and then onto train. One member of staff to board last.  • “Rules” established and pupils briefed especially re awareness of other travellers  and general behaviour and safety.  • Group to sit together. All students briefed on the journey (ie where to get off!) –  particularly important with tube travel.  • Reminder about luggage before departing. Careful check once group off the train.  • Planned procedure for missing pupils  **See Airports section for other relevant issues at railway stations** |  |
| Ferry crossing (injury death, drowning, separated from group) | • Close supervision on vehicle deck  • “Rules” established and pupils briefed especially re open deck area (not  permitted in dark or if weather poor)  • 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  **See Airports section for relevant issues at ferry terminals** | Student briefing |
| Use of small passenger ferries, pleasure craft  etc (drowning, injury) | • Leader must check vessel licensed to carry passengers  • 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 |  |

**Supervising staff signatures/date……………………………………………………………………………….**

**EVC signature/date………………………………………..**