**A picture containing drawing, food

Description automatically generatedRisk Assessment**

**Transport (Public Transport)**

Leaders are required at a local level to carry out risk assessments for all activities being undertaken. Carrying out a risk assessment should include identifying & locating hazards, considering who might be harmed and how, and identifying how risks are eliminated or controlled. These risks and the control measures must be recorded and communicated, and then reviewed & updated as necessary.

When completing a risk assessment, consider: what are the hazards; who might be affected by them; what control measures need to be in place to reduce risks to an acceptable level; who will take responsibility for particular actions; what steps will be taken in an emergency. Once **ALL** control measures are in place for a specific hazard/risk please put a tick in the box to confirm this.

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| **Company/Battalion/District:** |  | **Age Group/Section:** |  |
| **Venue / Meeting Space:** |  | **No of children/young people:** |  |
| **Date of activity:** |  | **No of leaders:** |  |

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|  | **Hazard / Risk Identified** What’s the hazard and the risk of harm? | **Control Measures** What measures will you put in place to reduce the hazard/risk identified? | **Control Measures in Place**  **ü** | **Leader Responsible** |
| 1. | **Slips, Trips & Falls**   * Uneven and Slippery surfaces (Injury) * Steps/Stairs/escalators (Falling/Injury) * Platforms (Falling/Accident/Injury) | * *Briefing to be carried out by leader beforehand to set out plan for journey, rules and expected behaviour.* * *Leaders allocated to front and back of group and to individual young people or smaller groups as required.* * *Group to walk at all times, no running.* * *Leaders to point out dangerous surfaces and/or hazards as they approach them and ensure all members of group are aware.* * *On steps, stairs and escalators handrails to be used at all times. No walking down escalators, stand on right hand side holding handrail.* * *Onboard transport group should take seats and remain seated wherever possible, or hold handrail if standing.* |  |  |
| 2. | **Separation / Lost Child**   * Separation from group (Safeguarding/Injury) * Lost Child (Safeguarding/Injury) | * *Clear communication of the plan and responsibilities amongst leaders set out before journey.* * *Briefing to young people before journey with instructions if they get separated from the group that they should remain in the same place (do not board any other service) and a leader will come to them.* * *Head counts at regular intervals during the journey, especially when there is a change of direction/boarding/etc. Whole group to stop if any irregularities.* * *Group to wait to side of steps/stairs/escalators before continuing to ensure all members of group are present.* * *Young people given contact number for a leader which could be used in the event of separation from group.* |  |  |
| 3. | **Boarding/Dis-embarking Transport**   * Platforms/Bus Stops (Accident/Injury) * Loading/Unloading Vehicle (Injury/Accident) * Trapped in Doors (Injury) | * *On platforms and other boarding areas (i.e. bus stops) group should remain behind yellow line (where one exists, or where it does not must always stand back from the edge) until the transport has come to a complete stop and the doors open.* * *Onboard young people to sit down on seats wherever possible, if not must hold on to handrail at all times. Wait for next service if not sufficient seating and/or space for the group to travel safely.* * *Leaders to supervise boarding and dis-embarking of transport in a controlled manner, including monitoring the doors and any gap between platform/transport.* * *If a member of group gets left behind they should stay in the same place and either the whole group should return or dependent on number of leaders, leaders should return.* |  |  |
|  | **Journey**   * Moving around (Injury) * Ill-Health (Illness) * Additional Needs (Wellbeing) * Distracting Driver (Accident) * Bullying/Behaviour (Emotional/Physical Harm/Reputation) * Rubbish (Accident/Injury) | * *Plan route in advance and brief all leaders on the route.* * *Young people should not move about whilst the transport is in motion, remain seated or holding on to handrail.* * *Awareness of young people who may become travel sick or may be feeling unwell before journey.* * *If a member of the group is feeling unwell, assess whether you should get off at the next stop, or if immediate action or assistance is required. In this case use emergency call and/or inform driver as it is safe to do so.* * *Awareness of any passengers with additional needs and put in place supervision and support as required.* * *Supervision to look out for negative behaviour or bullying from within the group.* * *Ensure members of the group do not distract the driver (where applicable).* * *Ensure members of the group are considerate and respectful to members of public at all times.* * *All rubbish to be placed in bins provided or taken off when alighting transport.* |  |  |
|  | **Safeguarding**   * Leader to YP Ratio (Safeguarding) * Members of Public (Safeguarding) | * *Minimum of two registered leaders should be present, but this should be increased based on needs of the group.* * *Awareness by leaders of members of public at all times, appropriately challenge and deal with any intrusive or concerning behaviour (i.e. taking photos, physical contact, etc).* |  |  |
| 4. | **Luggage/Equipment**   * Movement (Injury/Accident) * Blocking aisle/exit (Preventing escape) * Theft/Pick Pockets (Loss) | * *Luggage/equipment to be loaded safely on to transport and stored so it does not move when vehicle is in motion.* * *Luggage/equipment to not block aisles or exits.* * *Awareness of theft and pick pockets in public spaces, all valuables to be kept securely and with you at all times.* |  |  |
|  | **Conditions**   * Weather (Accident) * Delays (Accident) * Changes/Diversions (Welfare) * Breaks (Welfare/Safeguarding) | * *Leader to check weather for planned journey before setting off and consider if safe and appropriate to set out.* * *Leader to assess weather and conditions during journey and if necessary take a break or stop.* * *Follow all Driver/Official/Police instructions. Listen out for announcements regarding changes or delays.* * *If experiencing delays or changes, communication should be made as necessary to destination and with parents/carers if required.* * *Welfare breaks for toilets and refreshments built into journey.* |  |  |
|  | **Ferries**   * Falling overboard (Accident/Injury) * Vehicle Movements (Accident/Injury) * Rough Seas (Accident/Injury) * Sickness (Illness) | * *Leaders to brief young people on safety onboard before journey.* * *Young people not permitted on outside decks except with leader supervision.* * *Young people to be supervised when disembarking from vehicle and moving about vehicle deck, due to continuing movement of vehicles.* * *Leaders to identify an assembly point to meet when the announcement is made to return to vehicles. No young people permitted on vehicle decks without leader supervision.* * *Group to listen to ships safety briefing and what to do in an emergency.* * *All to move around ship slowly (walking) holding handrails where necessary, especially on stairs.* * *During rough seas group to reduce movement around the ship and remain seated as much as possible.* * *Those prone to illness to take tablet (where parents have provided) before travel and be provided with sick bags where necessary.* |  |  |
|  | **Planes**   * Security (Safeguarding/Separation) * Seating (Safeguarding/Separation) * Turbulence (Injury) * Sickness (Illness) | * *Young people briefed on procedures for travelling through airport and what to expect.* * *Planning and checking in in advance (where possible) to ensure group is seated together.* * *Going through security leaders must supervise physical searches of luggage and/or persons.* * *Leader to identify and advise an assembly point and time to meet before going to gate.* * *Luggage not to be left unattended at anytime.* * *Onboard plane young people to follow directions of cabin crew at all times.* * *Remain seated with seat belts fastened at all times during flight, unless using toilet.* * *Those prone to illness to take tablet (where parents have provided) before travel and be provided with sick bags where necessary.* |  |  |
| 5. | **Incident**   * Accident/Emergency (Injury/Illness) * Evacuation (Injury/Illness) * Lost Child (Injury/Safeguarding) | * *Leaders to assess and deal with immediate situation and alert emergency services if required.* * *Leaders respond by providing appropriate first aid.* * *Leaders to ensure appropriate supervision of those not involved in the incident.* * *First Aid Kit available.* * *Access to personal details for all children through OBM or Annual Information Forms.* * *Mobile phone for dealing with emergencies.* * *Inform parent/carers of those involved.* * *Inform BB Headquarters for reportable accidents or safeguarding incidents.* |  |  |
|  | **Evacuation**   * Accident (Injury/Welfare) | * *Brief group on evacuation procedure (i.e. doors and windows which may be emergency exits)* * *Identify an agreed assembly point and check all group accounted for.* * *Ensure group is in an appropriate and safe space (i.e. no further risk of danger)* * *Call for assistance and/or emergency services based on circumstances and follow instructions given.* |  |  |
| **Review:** This risk assessment should be reviewed on completion of the activity and updated for future use and reviewed regularly where a frequent activity. | | | | |

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| **Completed by Leader** | Name:  Role:  Date:  Signed: | **Approved by Leader-in-Charge/ Company Captain** | Name:  Role:  Date:  Signed: |

Please note: All risk assessments should be approved by Leader-in-Charge or Company Captain. Approval for activities being run by Battalion/Districts should be by an Officer Bearer (Secretary, President, Treasurer, Vice-President).

Remember, this risk assessment **MUST** be read and understood by ALL leaders involved in the activity, and participants/other identified persons must be briefed accordingly.

If an accident occurs during the activity, please remember to log the details in your accident book. Where professional/external medical attention is required you MUST complete an Accident Report Form and submit to BB Headquarters.