

GROUP DETAILS

IN AN EMERGENCY CALL:

Leader:	Group Phone:
Participants:	

ACTIVITY DETAILS

Purpose of Activity:	Date:
Benefit of Activity: Builds independence and confidence in community mobility. Encourages environmental awareness through shared transport. Provides inclusive access to off site learning opportunities. Reinforces safety around vehicles, platforms, and crossings. Strengthens planning and punctuality under time constraints. Teaches real world travel skills, timetables, and etiquette.	

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Forecourt and bus-lane traffic	Collision, injury	Allows use of central stations and interchanges on busy roads.	Assemble well back from kerb edges, cross only at marked points on the leader's signal, keep pupils out of cycle lanes and taxi ranks, approach buses only once fully stopped, and avoid standing in vehicle blind spots at termini and depots. (ALL)	Pupils, staff	Before Measure: High After Measure: Med
Group separation or lost pupils	Separation, distress, delay	Allows movement through large hubs where brief separation risk exists.	Assign buddies and numbered subgroups, complete headcounts at entry, platform and exit, brief a simple "stop and stay put" rule, pre-mark a conspicuous muster point in each station, and avoid last-minute dashes that scatter the group. (ALL)	Pupils, staff	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Medical emergencies in transit	Medical incidents, injury, delay	Permits participation by pupils with medical conditions on normal services.	Carry first aid, inhalers and auto-injectors with a named adult, seat vulnerable pupils near exits, identify AED locations on arrival, and agree a drill to stop, treat, and either continue or hand over to responders without leaving anyone unsupervised. (ALL)	Pupils, staff	Before Measure: High After Measure: Med
Peak crowding and platform congestion	Overcrowding, separation, falls, stress	Allows travel during peak periods when services are most frequent and trips are feasible.	Choose off-peak services where possible, queue along walls not edges, split large groups across consecutive vehicles with an adult on each, hold at bottlenecks until space opens, and enforce calm, steady walking so density never overwhelms control. (ALL)	Pupils, staff	Before Measure: High After Measure: Med
Platform-edge proximity	Falls, injury, panic	Permits access to fast, frequent rail services that require platform boarding.	Mark a firm stand-back line one body length from the edge, place adults at carriage markers and tactile paving ends, face the group toward incoming vehicles, forbid bag stacking near the edge, and step forward only on the leader's clear call to board. (ALL)	Pupils, staff	Before Measure: High After Measure: Med
Road crossings	Collision, injury, separation	Ensures safe movement between transport hubs and destinations that require crossing busy roads.	Always cross at designated pedestrian crossings, wait for the green signal, use a clear leader signal to step off, keep pupils in pairs, have adults positioned at the front and back, and pause group movement until traffic is fully stopped and safe. (ALL)	Pupils, staff	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Security alerts or suspicious items	Evacuation, panic, injury	Allows access to major hubs that occasionally require security actions.	Teach pupils never to touch unattended items, withdraw to a safe distance, follow transport staff instructions for evacuation or invacuation, keep the group quiet and together, and have one leader liaise with responders while others supervise. (ALL)	Pupils, staff	Before Measure: High After Measure: Med
Service disruption and cancellations	Delays, confusion, extended waiting, missed connections	Keeps economical mass-transit travel viable despite variability.	Check live status before departure and at each interchange, build generous buffers, carry means to pay across operators, nominate a single decision-maker to reroute or hold, and notify families with revised ETAs whenever delays, strikes or closures alter the plan. (ALL)	Pupils, staff	Before Measure: High After Measure: Med
Supervision ratios and briefing	Loss of control, separation, injury	Makes ambitious, multi-stop public transport trips manageable for schools.	Set ratios by age and crowd risk, position adults at front, middle and rear with one at gates, deliver a clear pre-brief on signals, rules and contingencies, and pause the journey whenever visibility or control drops below the agreed standard. (ALL)	Pupils, staff	Before Measure: High After Measure: Med
Accessibility and mobility needs	Delays, discomfort, exclusion	Allows pupils with mobility needs to travel with their peers.	Prepare individual plans, book assistance in advance, board at accessible doors with ramps, keep lifts clear for those who need them, and adjust pace and distances so pupils using wheelchairs or aids complete the same journey with dignity. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Behaviour and public interaction	Conflict, complaints, reputational damage	Permits shared travel alongside the public to reach central venues.	Set clear conduct rules before travel, seat or stand pupils away from doors, keep voices low and music off, intervene early if behaviour drifts, and model courtesy to staff and passengers to prevent conflict and protect the school's reputation. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Boarding and alighting gaps	Trips, falls, injury	Enables use of trains and buses with variable step and gap profiles.	Board and alight only at doors aligned with the group, direct pupils to mind the step and gap, wait for passengers to clear first, pass bags in rather than dragging, and re-form just beyond the doorway before moving to seats or standing areas. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Communication or phone failure	Separation, confusion, delay	Keeps journeys feasible when digital tools fail en route.	Share a simple comms plan with meeting points, print key numbers and maps, carry power banks, and switch to whistle or hand signals and the nearest muster if mobiles die or coverage drops, resuming only when contact is re-established. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Escalators and stairs	Trips, falls, injury	Provides efficient vertical access to platforms and exits.	Use lifts for heavy luggage, hold the handrail, step on and off facing forward, keep one clear step between pupils, forbid sitting or running, and switch to stairs or lifts whenever footwear, costumes or mobility needs make escalators unsuitable. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Inadequate route planning	Missed connections, delays, confusion, lost pupils	Enables complex, multi-leg trips within tight school timetables.	Plan primary and backup routes with interchange times and platform numbers, print maps and contact trees, pre-assign staff to front/middle/rear, set clear rendezvous points, and brief pupils on the timetable so progress continues smoothly if timings drift or signage is unclear. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Low light and poor visibility	Trips, falls, security risks	Extends travel windows to early mornings and winter evenings.	Prefer well-lit entrances and platforms, carry small torches for staff, increase adult spacing to cover sightlines, avoid dim subways or closed sections, and reschedule or change mode if visibility drops below a safe standard for group control. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Luggage and equipment stowage	Trips, obstruction, injury	Enables teams to transport kit and materials on public services.	Load large bags into racks or under seats, never in aisles or door wells, label team kit, lift overheads in teams to avoid drops, keep one adult guarding stowed items at stops, and retrieve only after the carriage has fully halted and doors open. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Payment and ticketing problems	Delays, missed connections, disputes	Enables multi-operator travel without cancellations over minor payment faults.	Load tickets and cards in advance, carry a float and backup payment methods, allocate a staff member to resolve validator issues, keep the group beyond the gates until all members have passed, and request a manual override if systems fail. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Pickpocketing and theft	Theft, loss of valuables	Allows necessary devices and tickets to be carried in urban areas.	Carry minimal valuables, keep phones zipped and backpacks worn forward in crowds, assign an adult to watch for distraction tactics, avoid broadcasting live locations, and use a discreet signal to close ranks if opportunists persist near the group. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Power doors and entrapment	Entrapment, injury	Allows use of modern rolling stock with automated door systems.	Teach pupils to clear thresholds quickly, keep straps and clothing away from seals, never force closing doors, move well into carriages once aboard, and assign an adult to the last door to halt boarding if any entrapment or obstruction risk appears. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Standing passengers and sudden braking	Falls, injury	Secures travel on crowded services when seats are not available.	When seats are unavailable, distribute evenly, ask pupils to hold poles with both hands, brace feet shoulder-width, face travel where possible, and call out upcoming stops so grip is checked before deceleration, tight turns or platform entries. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Ticket gates and pinch points	Injury, separation, confusion	Enables entry to controlled stations without delaying the journey.	Group by ticket type, preload cards, send pupils through in small waves with an adult beyond the barrier, direct mis-reads straight to staff while others hold position at a visible meeting point, and only move off when all members are through. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Toilets, hydration and welfare	Missed transport, discomfort, separation	Supports longer public transport journeys without extra detours.	Plan toilet stops at known stations, supervise entrances and re-entry, schedule water breaks away from platforms, and permit brief exits only with a buddy and adult awareness so welfare needs are met without losing pupils or missing boarding windows. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Weather exposure at stops	Cold, heat exhaustion, discomfort	Enables use of outdoor platforms and bus stops integral to routes.	Check forecasts, provide layers, waterproofs and hats, queue under cover where possible, shorten waits on exposed platforms, and move to indoor concourses during high winds, electrical storms or intense heat until conditions improve. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Wet floors and spills	Slips, falls, injury	Keeps trips running during wet weather and high footfall.	Reduce pace in tiled concourses, steer around metal thresholds and glossy patches, require suitable footwear, report spills to station staff, choose stairs over steep wet ramps, and regroup off the main flow until the route can be traversed safely. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Unpredicted risks	Illness, injury, death		Ongoing dynamic risk assessment carried out by all staff. Any observed potential hazards should be notified to group leader and immediate action taken if required. (ALL)	All	N/A

NOTES

Extra notes & activity evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date