



PUBLIC TRANSPORT

Safety Guide

School Education

4

Key Benefits

16

Control Measures

19

Checklist Items

KEY BENEFITS

Travel Skills

Teaches real world travel skills, timetables, and etiquette.

Independence

Builds independence and confidence in community mobility.

Environmental

Encourages environmental awareness through shared transport.

Safety Awareness

Reinforces safety around vehicles, platforms, and crossings.

KEY HAZARDS & CONTROL MEASURES**Group Separation**

- ✓ Clear meeting points established
- ✓ Separation procedure briefed to all
- ✓ Headcount before and after each vehicle
- ✓ Contact cards carried by all students

Platform & Station

- ✓ Stand back from platform edge
- ✓ Avoid peak travel times where possible
- ✓ Use handrails on escalators
- ✓ Adults positioned front and rear

Boarding & Alighting

- ✓ Board and alight in orderly manner
- ✓ Adults board first and last
- ✓ Mind the gap between platform and vehicle
- ✓ Do not rush for closing doors

Service Disruption

- ✓ Alternative routes planned in advance
- ✓ Contingency time built into schedule
- ✓ Check service status before departure
- ✓ School informed of any delays

PRE-SESSION SAFETY CHECKLIST**Risk Assessment**

- | | |
|--|---|
| <input type="checkbox"/> Complete and review risk assessment for this activity | <input type="checkbox"/> Ensure all identified hazards have control measures in place |
| <input type="checkbox"/> Brief all staff on key risks and emergency procedures | |

Pre-Journey

- | | |
|---|---|
| <input type="checkbox"/> Route planned | <input type="checkbox"/> Tickets purchased |
| <input type="checkbox"/> Service status checked | <input type="checkbox"/> Contingency plan ready |

Group Management

- | | |
|--|---|
| <input type="checkbox"/> Safety briefing done | <input type="checkbox"/> Contact cards issued |
| <input type="checkbox"/> Meeting points agreed | <input type="checkbox"/> Separation procedure clear |

During Journey

- | | |
|---|---|
| <input type="checkbox"/> Headcount at each change | <input type="checkbox"/> Stand clear of doors |
| <input type="checkbox"/> Behaviour monitored | <input type="checkbox"/> Next stop announced |

Welfare

- | | |
|---|--|
| <input type="checkbox"/> Toilet stops planned | <input type="checkbox"/> Water available |
| <input type="checkbox"/> First aid carried | <input type="checkbox"/> Medical needs known |



RISK ASSESSMENT
WIZARD

Take Your Safety To The Next Level

Create professional, customized risk assessments for your organization with our easy-to-use online wizard.

390+

Activity Templates

Pre-loaded hazards & controls for every activity

100%

Customizable

Add your branding & tailor to your needs

- ✓ Instant PDF & print-ready documents
- ✓ Store and update assessments online
- ✓ Add your logo & organization details
- ✓ Reuse and duplicate assessments
- ✓ Works on any device

Start Free at riskassessmentwizard.com

No credit card required - Try it free today