



## RISK ASSESSMENT – COACH TRAVEL TO COMPETITION EVENTS involving no overnight stay

Potential Hazard	Who is at risk?	Existing Precautions	Risk with precautions.	Personnel Responsible
Lack of communication leading to potential risks listed below.	All passengers	Named person eg team manager-appointed to be responsible for coach hire and pickup/drop off arrangements. Named safety officer (bus monitor) to be responsible for on board safety and team behaviour. TM contact details (eg mobile phone) to be given to non-travelling parents or guardians of U18's.	<b>LOW</b>	Comtee to ensure Team manager and Bus monitors have been arranged. TM to arrange TM for trip if not able to travel themself.
Coach fails to arrive at designated pick-up point	All Passengers	Ensure copy of booking form is available and emergency contact details of coach company. Check details in advance and confirm time and place of pick-up times. Obtain mobile number of allocated driver.	<b>LOW</b>	Bus Monitor/Team Manager
Unsafe coach- increased injury risk. eg Coach without suitable equipment, procedures, features.	All Passengers	Ensure a reputable company is selected and that vehicles are correctly maintained. Vehicle & driver should be fully compliant with current regulations. Request replacement vehicle asap if not satisfied vehicle is safe.  Bus Monitor to ensure all passengers know where emergency exits are, that all seat belts operate and adequate first aid kit is present.	<b>LOW</b>	Bus Monitor/Team Manager
Bags or equipment falling from overhead storage & causing injury.	All passengers.	Before departure bags and equipment should be stored in overhead space and checked by Bus Monitor to prevent falling out on to passengers during travel.	<b>LOW</b>	Bus Monitor/Team Manager
Swimmer left unaccompanied eg by delayed arrival of transport at pickup point at start, at venue or at return collection point eg incorrect route taken by coach driver, or roadworks forcing detours. Or Delayed parent arrival at collection point on return. All increase risk of harm from traffic accident, or abduction.	Swimmers or other unaccompanied U18's.	Ensure head count and name check is made against team list and list of additional passengers eg.parents, guardians, coaching staff and officials when passengers enter & leave the coach.TM to know location (eg postcode) of venue and return/collection point and the route between them eg mob phone -google maps.TM notifies venue/event organiser if team arrival delayed. On return journey TM to ensure swimmers notify (mob phone) ETA to person collecting them at start & update this if delayed. TM to ensure ETA put on Club 'Twitter' page (if available).  Responsible adult to remain with U18's until they are collected by their parent, or guardian.	LOW	Team Manager/Bus Monitor

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Coach (bus) involved in an accident or break-down with injury to passengers or risk of injury.	All Passengers	Passengers told location of emergency exits. If accident occurs or coach breaks down ensure all leave coach and muster in a safe place away from the vehicle. Initiate a head count and check for injuries. Contact emergency services. Wait in safe place for replacement coach (if available)	<b>LOW</b>	Bus Monitor/Team Manager
Missing, or injury to, passengers at transfer between pick-up point to coach and from coach to venue - outward and return	All Passengers	Assess issues at departure and arrival points. Check safety of roads and pavements. Escort swimmers from coach to pool entrance and vice versa ensuring correct headcount maintained.	<b>LOW</b>	Bus Monitor/Team Manager
Poor passenger discipline leading to increased risk of injury-	All Passengers	General discipline – Staff to ensure no walking around or standing in aisles, no obstructions in aisles, & to issue reminder of legal obligation to use seat belts.	<b>LOW</b>	Bus Monitor/Team Manager to ensure compliance by all.
Poor behaviour by staff or swimmers leading to psychological harm	All Passengers	Staff -Club staff accompanying team are DBS checked & have attended Safeguarding Children workshop. TM has attended Team Manager L1. All ensure they are calm, and reassuring. They check that swimmers are not interacting in a manner which is upsetting or inappropriate (eg 'adult' video clips being shown to youngsters).	<b>LOW</b>	Everyone.
Legal consequences from transporting persons U18y without parent or guardian present,	Hertford SC	Ensure parent or guardian has indicated in writing or by email they wish to accept a specific offer of coach transport for that event. Club keeps acceptance until after trip.	With parental acceptance- NONE	Club to inform parent & parent to accept offer.
Medical consequences from transporting persons U18y without parent or guardian present,	Swimmer.	Parent to update their child's medical information if required, with relevant Club personnel before trip-by email or in writing. Parent/guardian to consider risks of a child travelling on coach. If a swimmer requires, or is at risk of requiring, medication to be administered by a 3rd party, the parent/guardian or competent responsible adult nominated by the parent/guardian is to travel with the swimmer and the TM must be informed in advance" Parent to ensure child has all required medication on trip. Parent to ensure relevant medical information is taken on trip.	<b>LOW</b>	Parent for supplying all medical information, & for ensuring relevant information and medication travels with swimmer on trip.  Players O18y declare medical conditions on their joining forms when they become Club members and are responsible for having their own medication with them and for updating the club & w polo staff with any changes in their condition or medication. For under 18's the responsibility for these matters lies with the parent/guardian.