| **DESCRIPTION OF TASK / ACTIVITY** | **Public Transport: Bus, Train, Plane (Generic)**  This generic Risk Assessment forms a basis for preparing an event specific Risk Assessment.  It sets out general hazards and control measures for travelling by Public Transport. It includes travelling with Young People by bus, train or aircraft.  Travelling by establishment minibus, hired bus or parent transport is covered by the Transport and Travel generic RA.  Additional comments can be added to cover the needs of specific groups or individuals. Lines can be removed if not required for specific journeys.  It is the responsibility of the Head of Establishment and Visit Leader to prepare a Risk Assessment that recognises these general hazards and provides adequate details of the risks and control measures of their specific excursion. |
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| **LOCATION** | **Add Specific Destination or Event** |

| **Item** | **What are the hazards?** | **Who might be harmed?** | **What are you already doing, i.e. what Control Measures are already in place?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
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|  | **General Hazards and Risks** | | | | | | |
| 1 | **Pupil/s being separated from group** | Pupils | * Adequate Staff to Pupil ratio. * Clear procedures set for behaviour on transport and at bus stops, rail stations or airports (delete as applicable). * Pupils organised into small manageable groups with an allocated member of staff. * Where possible groups are to sit together. * Bus or Rail company or Airline (delete as applicable) to be informed of a group booking and asked assist with embarking/disembarking. * Headcounts and/or Register to be taken before each departure. * Meeting places identified at bus or rail stations or airports (delete as applicable) in case of pupils getting separated. * Pupils briefed on actions to take if separated from their group. * Staff to have contact lists for all pupils. Pupils to have emergency contact details for staff. | Moray Council Guidance for Off-Site Excursions sets the following supervision ratios:  P1-3, 1:10  P4-7, 1:15  S1-4, 1:20  S5-S6, 1:30  Supervision ratios may need to be reduced to meet specific needs of the group.  Consider additional mitigation if travelling with younger pupils or pupils with additional needs. For example: Toilet breaks to be taken in groups of two, or accompanied by an adult helper |  |  |  |
| 2 | **Slip/Fall injuries when entering or exiting Transport.** | Pupils  Staff  Others | * Staff member supervises entry/exit. * Pupils briefed about behaviour / running etc. |  |  |  |  |

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| **Item** | **What are the hazards?** | **Who might be harmed?** | **What are you already doing, i.e. what Control Measures are already in place?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| 3 | **Slip/Fall injuries whilst Transport is in motion.** | Pupils  Staff  Others | * Adequate Staff to Pupil ratio. * Adults to be distributed amongst group. * Seatbelts, where provided, must be worn at all times. * Pupils briefed about appropriate behaviour on transport. |  |  |  |  |
| 4 | **Luggage Blocking Aisles or Exits** | Pupils  Staff  Others | * All luggage must be stored securely either in designated storage areas as directed by the travel operator or under seats. |  |  |  |  |
| 5 | **Pre-existing Medical Conditions and Allergies** | Pupils | * Parents must complete consent and medical information forms. * Supervisors must familiarise themselves with any pre-existing medical conditions. * An adult will be nominated as the First Aid responder. If prescribed, First Aider to carry spare inhalers and auto-injectors. * All staff and group members are to briefed on appropriate First Aid for pre-existing medical conditions and the location and use of any inhalers or auto-injectors carried by members of the group. |  |  |  |  |
| 6 | **Motion Sickness** | Pupils  Staff | * Children identified and medication/travel pills etc administered as appropriate. * Staff to be aware of any medical conditions that may impact on the trip. * Leader to have a mobile phone and emergency contact numbers * Provision of suitable travel sickness bags |  |  |  |  |
| 8 | **Behavioural issues** | Pupils, staff and others | * Pupils to be briefed on appropriate behaviour. * Staff to supervise groups. * Consider cancelling trip if behaviour becomes an issue. |  |  |  |  |

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| **Item** | **What are the hazards?** | **Who is at risk?** | **What are you already doing, i.e., what Control Measures are already in place?** | | **Further Actions Required** | **Action by whom?** | **Action by when?** | **Done** |
|  | **Bus Travel** | | | | | | | |
| 9 | **Breakdown or Road Traffic Accident** | Pupils  Staff  Others | * Follow safety instructions issued by bus company staff. * Ensure all pupils and staff are accounted for and moved to a safe location. * Administer First Aid as required. * Inform Base Contact that there has been an incident. | | Base Contact to inform Head of Establishment and parents |  |  |  |
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| **Item** | **What are the hazards?** | **Who is at risk?** | **What are you already doing, i.e., what Control Measures are already in place?** | | **Further Actions Required** | **Action by whom?** | **Action by when?** | **Done** |
|  | **Train Journey** | | | | | | | |
| 10 | **Train Delays or Incidents** | Pupils  Staff  Others | * Watch and Listen for announcements at Station or on Train. * Follow safety instructions issued by rail company staff. * Ensure all pupils and staff are accounted for. * Inform Base Contact of any incident or travel delays. | | Base Contact to inform Head of Establishment and parents |  |  |  |
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| **Item** | **What are the hazards?** | **Who is at risk?** | **What are you already doing, i.e., what Control Measures are already in place?** | | **Further Actions Required** | **Action by whom?** | **Action by when?** | **Done** |
|  | **Air Travel** | | | | |  |  |  |
| 11 | **Travel Delays** | Pupils  Staff  Others | * Watch and Listen for announcements at Airport. * Seek advice from airport staff about the potential impact to any connecting flights. * Inform all members of the group and the Base Contact about any potential delays. | |  |  |  |  |
| **Item** | **What are the hazards?** | **Who is at risk?** | **What are you already doing, i.e., what Control Measures are already in place?** | | **Further Actions Required** | **Action by whom?** | **Action by when?** | **Done** |
| 12 | **Aircraft Safety** | Pupils  Staff | * Ensure staff and pupils pay attention to all safety briefings. * Remain seated with seat belts worn at all time when on aircraft. * Follow all safety instructions issued by airline staff. | |  |  |  |  |
| **Item** | **What are the hazards?** | **Who is at risk?** | **What are you already doing, i.e., what Control Measures are already in place?** | | **Further Actions Required** | **Action by whom?** | **Action by when?** | **Done** |
|  | **Overseas Travel** | | | | |  |  |  |
| 11 | **Health and Welfare** | Pupils  Staff | * Ensure contact/medical details are up-to-date and easily accessible for the trip leader, other staff and the Base Contact person in UK). * Staff and pupils should have a list of contact numbers for all group leaders and school mobile /contact. * Staff and pupils have ID on them at all times. * Staff and pupils have ICE (In Case of Emergency) details of the next of kin on their phones. * Staff, parents and pupils to be briefed on diseases that are prevalent in the host country and recommended inoculations required for safe travel. * Staff and pupils to follow advice on inoculations before departure. * Follow heath guidance for the country you are visiting. | Advice on health issues, diseases and inoculations can be found on the NHS Fit for Travel website  Consider issuing detailed advice to pupils on recommended health precautions. For example, not drinking bottles water, frequent hand washing, avoiding contact with animals. | |  |  |  |
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| **Item** | **What are the hazards?** | **Who is at risk?** | **What are you already doing, i.e., what Control Measures are already in place?** | **Further Actions Required** | | **Action by whom?** | **Action by when?** | **Done** |
|  | **Security Threat Levels** | Pupils  Staff | * Due to the current security threat levels in the UK and worldwide the following measures should be considered and adopted where necessary: * Pupils are briefed so that, should an incident occur, they are fully aware the appropriate actions to take including the location of any muster point. * All participants are briefed on actions to take if staff or pupils are separated for any reason. * Leaders and pupils remain alert of any suspicious activities. | The Foreign, Commonwealth and Development Office issue advice on security risks for overseas travel. | |  |  |  |
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| **Prepared by:** | Chris Gransden | **Date:** | | 14 April 2025 |
| **Date for review:** | | April 2026 |
|  |  |  | | |
| **Checked and Approved by:** |  | **Date:** |  | |