RISK ASSESSMENT

Organisation Name: The King’s Church Wisbech Date of risk assessment: 06th July 2023

Venue being assessed: Coach Trip  
Meeting: Messy Church & Sunday Morning Congregation Beach Trip Transport

Location of First Aid box: In Coach

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| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is necessary? | Action by who? | Action by when? | Done |
| Slips, trips and falls  eg. Slippery surface, items in walkways | Users of the Coach | * Be sure to clean up any spillages immediately. * Remove any obstructions from walkways and relocate to a safer position. |  |  |  |  |
| Manual Handling  eg. Carrying of heavy objects | Anyone who carries a heavy object incorrectly could suffer back pain | * When lifting heavy objects, follow correct Manual Handling procedures – Group Leader will assist and advise if sees incorrect lifting * Very heavy objects not to be lifted too high and stored underneath the coach in luggage compartment. |  | Leader | On the coach |  |
| Luggage falling from overhead compartments | Luggage falling on someone beneath a compartment – bumps and bruises | * Leader to ensure luggage is stowed away appropriately in overhead compartments and that nothing too big or heavy is put there. |  | Leader | On the coach |  |
| Road Traffic Accident | Anyone traveling on the coach could be seriously injured or possibly die | * Ensure a reputable coach company has been engaged * Ensure people remain seated whilst coach is in motion * Ensure everyone uses seatbelts provided |  |  |  |  |
| **Missing the Coach on return trip** | Anyone not back at the coach upon departure could cause stress and anxiety | * Everyone made aware of departure time from Hunstanton in advance of trip in writing (email) * Departure time reminded on the day of the trip verbally * Mobile phone number of leader given to all groups. * 15min extra departure time built in for late comers. * Headcount / register taken before departure. * If miss the coach, the responsible adults in that group will need to make their own onward travel arrangements. |  |  |  |  |
| **Fire** | If trapped, any user could suffer fatal injuries from smoke inhalation / burns | * Fire exits are clearly indicated by signage courtesy of the coach company * Follow fire safety instructions as given by coach driver if in an emergency * Ensure to alert coach driver immediately if a fire is discovered |  |  |  |  |
| **Child abuse / abduction or abuse of vulnerable person** | Any child or vulnerable person present | * DBS checks to be conducted on all Messy Church volunteers present as well as on Coach Driver from GDS Travel * All children must be accompanied by a responsible adult, and remain responsibility of their parents / caregivers at all times * Children to be supervised at all times * No adult (apart from the child’s parents) to be left alone with a child for any reason |  |  |  |  |

Review Date: 6th July 2024 (Or if any major changes occur before review date)