



Date :	Event / Venue :
---------------	------------------------

Completed by :

Potential Hazard	Who is at risk	Existing Control Measures	Risk Rating	Preventative Measures	Responsibilities	Initials to confirm risk considered.
Injury to passenger.	All participants	Ensure behaviours and activities are low risk. Challenge any behaviours that could be hazardous.	Medium	Staff to discourage any behaviour that could be dangerous. Head Coach to have emergency contact details of all participants whose parents /guradians not present.	All Team Staff	
Coach fails to arrive at designated pick-up point	All participants	Ensure copy of booking form available & emergency numbers of coach firm	Medium	Check booking in advance. Phone to confirm time and & pick up point. Obtain mobile number of allocated driver.	Team Manager	
Potential safety hazards on coach journey	All participants	Control measures - general discipline. No standing or walking around, no obstructing aisles, use seat belts	Medium	Someone takes control. Use boot for larger bags. Enforce use of seat belts.	Team Manager	
Transfer from coach to pool & vice versa	All participants	Assess sfatey issues on arrival - after coach has parked or reached drop-off area eg. Roads to cross etc.	Medium	Ensure safe transit by designated route. Disembark when access to pool is available. Control any potential 'danger' points. Agree pick up point and time with driver. Establish rules for anyone not returning on coach - designated 'list-keeper' on parental authority only.	Team Manager	