

## Risk Assessment Template for Coach Trips

### TRIP DETAILS:

- Destination:
- Date of Trip:
- Organizer:
- Contact Information:

### Section 1: Identified Risks

Risk Description	Likelihood (Low/Medium/High)	Impact (Low/Medium/High)	Mitigation Measures
Travel Delays	Medium	Medium	Plan for extra travel time, stay updated on traffic conditions.
Health Emergencies	Low	High	Collect emergency contact information, bring a first aid kit, ensure a trained first aider is present.
Lost or Misplaced Group Members	Low	High	Create a WhatsApp group for communication, assign group leaders, conduct regular headcounts.
Slip, Trip, and Fall Injuries	Medium	Medium	Advise wearing comfortable and stable footwear, remind participants to be cautious in crowded or uneven areas.

Risk Description	Likelihood (Low/Medium/High)	Impact (Low/Medium/High)	Mitigation Measures
Weather-related Issues	Medium	Medium	Check weather forecasts, advise carrying umbrellas or raincoats, prepare for alternative indoor activities if needed.
Security and Bag Checks (Specific to Locations like Buckingham Palace)	Medium	Low	Inform group about security procedures in advance, arrive early to allow time for checks.
No Parking Availability	Medium	Medium	Communicate with coach driver about drop-off and pick-up points, ensure participants know the meeting locations.
Food Allergies/Reactions	Low	High	Collect dietary requirements in advance, ensure all participants are aware of any allergens.
Fatigue Due to Extensive Walking	Medium	Medium	Schedule regular breaks, advise carrying water bottles, suggest bringing foldable chairs for rest.
Lack of Accessibility for Some Members (e.g., seating, mobility issues)	Medium	High	Ensure the destination is accessible, provide assistance or mobility aids if needed, plan rest stops.

### Section 2: Emergency Contacts

Contact Type	Name	Phone Number	Email
Trip Organizer			
First Aider			
Coach Company			
Destination Contact			

### Section 3: Participant Information

Participant Name	Emergency Contact Name	Emergency Contact Phone Number	Medical Conditions/Allergies
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### Section 4: Trip Itinerary

Time	Activity	Location	Notes
9:00 AM	Departure	Pickup Point	Ensure all participants are present.
10:30 AM	Arrival	First Stop (e.g., St. Paul's Cathedral)	Confirm drop-off and pick-up points with the driver.
1:00 PM	Arrival	Second Stop (e.g., Buckingham Palace)	Plan for lunch, ensure all participants know the meeting point.
5:30 PM	Return	Drop-off Point	Confirm all participants are accounted for.

## Section 5: Review and Approval

Role	Name	Signature	Date
Trip Organiser			
Safety Officer			

## Section 6: Additional Notes

- Ensure all participants have the trip itinerary and contact information.
- Provide clear instructions on behavior and safety measures during the trip.
- Monitor weather and traffic conditions and adjust plans accordingly.
- Encourage feedback from participants post-trip to improve future risk assessments.

## Instructions for Use:

1. Fill out the trip details and itinerary sections based on the specific trip being planned.
2. Assess each identified risk for its likelihood and impact, and note the mitigation measures in place.
3. Ensure all emergency contact information and participant details are accurate and complete.
4. Obtain signatures from the trip organiser and safety officer to approve the risk assessment.

This template aims to provide a comprehensive framework for identifying, assessing, and mitigating risks associated with coach trips, ensuring the safety and well-being of all participants.