

Risk Assessment - RA 5

Club/Activity:	Meeting Point ~ Christmas Santa Cruise (Boat Trip) Broads Tours Wroxham		Date Assessed:	5 th December 2019
Location(s):	Various around Cromer to Parish Hall		Date(s) of Trip(s):	17 th December 2019
No. of Adults:	28 (Vulnerable Adults) ~ 15 travelling via minibus		No. of Staff:	15 plus staff from care homes
Hazard	Who may be affected	Risk Rating	Control Measure	Any Further Action
Lack of appropriate safeguarding	Staff/Adults	L	All volunteers DBS checked / appropriate ratios / Minibus driver will have a chaperone on board	Staff training/awareness
RTA to & from Kensington Lodge (Cabbell Road)	Staff/Adults	L	Ensure Minibus is roadworthy & driver is fit/qualified to drive	Driving license, Insurance & MOT checked before departure
RTA on route	Staff/Adults	L	Remove Staff & adults to a safe roadside location ~ call emergency Services & Police where necessary/arrange alternative transport if needed	
Road Traffic (walking off-site)	Staff/Adults	L	Safety briefing / Walk in group	Leaders at front & back of group with High Viz
Bad/Inappropriate Behaviour/ Driver distraction	Staff/Adults	L	Ground rules & supervision by chaperone / Adults to wear seat belts whilst the minibus is moving	
Separation / Getting Lost	Adults	L	Head count of when boarding and disembarking minibus & boat / Chaperone to escort adults to and from boat trip meeting point	

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Injury / Slips / Trips / Falls when boarding and disembarking (Minibus & Boat)	Staff/Adults	M	Ensure appropriate footwear / All made aware of hazards / All to abide by the instructions given	Ensure First Aid kit onboard
Collision with passing vehicle whilst getting on or off minibus	Staff/Adults	L	Driver to choose safe parking location / Passengers to get on/off minibus using side door as instructed by chaperone / Hazard warning lights will be used whilst parking	Rear door only to be used in emergency or when parked well away from the road.
Injury whilst vehicle is in motion	Staff/Adults	L	All to be briefed to stay seated during journey / All to be instructed to use and fit seat belts correctly at all times during journey / All luggage to be stowed securely	Helpers/carers to ensure the vulnerable adults are wearing the seat belts correctly
Travel sickness	Staff/Adults	L	Potential sufferers to be seated near the front / Driver to ensure the 'air flow' is on where applicable	Carry appropriate First Aid
Allergies/Food poisoning	Staff/Adults	L	Any particular allergies/dietary need to be highlighted by responsible adults/care homes	Helpers/carers to ensure the vulnerable adults don't eat 'banded' food/drink
Travelling by Boat	Staff/Adults	L	A full safety brief will be provided / All passengers will be made aware of hazards / Lifejackets readily available, skipper to effect rescue/evacuation if needed.	Helpers/carers to ensure the vulnerable adults follow safety instructions

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Team Leader ~ Brian Wigg

Signed:

Date:

Other volunteers:

Minibus Driver ~ Simon Fenn

Signed:

Date: