

## Cromer Church Risk Assessment - RA 37 - Holiday at Home outing

Activity: Holiday at Home Coach Trip to Taverham Garden Centre

Leaders : Tracy Johnson and Ann Graveling

Date of outing: Thursday 23rd June

Identify Hazard	Risks Involved	Risk level	Steps to be taken to reduce the risks	Risk level
Road traffic accident	Personal injury	High	<p>Use reputable coach company</p> <p>Leaders have a full list of those going on the coach to include the name, address and contact phone numbers</p> <p>Identified warden - Jackie Austin - also has this list in advance too.</p> <p>Leaders have Jackie's mobile phone number</p> <p>Master list finalised on Wed 22nd June</p> <p>NB Any changes on the day to the master list, either additions or deletions, to those going on the coach trip must be made on this master list before the coach sets off &amp; Jackie Austin informed.</p> <p>In the event of an RTA, work in conjunction with the coach driver to</p> <ul style="list-style-type: none"><li>* Remove everyone from the coach to a safe roadside space</li><li>* Call emergency services</li><li>* Arrange alternative transport home</li><li>* Contact Jackie Austin, as warden, with details of the RTA so she can action anything necessary as a church</li></ul>	Medium

Identify Hazard	Risks Involved	Risk level	Steps to be taken to reduce the risks	Risk level
Slips and trips	Walking over uneven terrain  Risk of injury as a result of the above	High	General reminder to the group to watch their footing when getting on and off the coach and walking on uneven ground at the garden centre  Having a First Aider on duty to attend to minor injuries on the coach journey  Leaders to be aware of where first aid can be obtained for group members at the garden centre	Low
People getting lost and/or left behind	Leaving someone behind at Cromer  Leaving someone behind at the garden centre	Medium	Leaders to register those getting on the coach using their master list when they leave Cromer  People encouraged to walk with another person around the garden centre  Leaders to register everyone getting back on the coach when they leave the garden centre  Everyone on the coach trip has the name and mobile number of the leaders	Low

**Named first aider is: John Graveling**

**Date of Risk Assessment: May 2022**

**Review date: July 2022**