

<b>ACTIVITY</b>	<b>4. Transport of children and young people involved in educational visits</b>
<b>HAZARDS</b>	<ul style="list-style-type: none"> <li>✘ Delay, cancellation or breakdown</li> <li>✘ Accident, illness or travel sickness</li> <li>✘ Missing young person</li> <li>✘ Lack of knowledge of meeting place, contingency plans</li> <li>✘ Transport systems overseas may well not be subject to the same standards normally deployed within the UK</li> </ul>
<b>CONTROL MEASURES</b>	
<ul style="list-style-type: none"> <li>➔ Emergency procedures/contacts in place</li> <li>➔ Contingency plans for delays/cancellations/breakdowns</li> <li>➔ Use of Group Leader Emergency Card and Pupil ID Card</li> <li>➔ Effective communication systems (where appropriate, ensure coverage of mobile network/identify available landline access/use of radios)</li> <li>➔ Appropriate supervision and head counts/register as required</li> <li>➔ Plan for appropriate comfort stops</li> <li>➔ Particular arrangements for supervision at service stations, railway stations, departure lounge/terminal areas etc.</li> <li>➔ Young people to know their Group Leader and Sub-Group Leader</li> <li>➔ Young people briefed regarding purpose, expectations, appropriate behaviour, timings, supervision</li> <li>➔ Use of small groups/buddy systems etc.</li> <li>➔ Young people to be brief on what to do if separated from the group</li> <li>➔ Appropriate sites for getting on and off transport</li> <li>➔ Consider use of identifiable clothing etc. (no name badges)</li> <li>➔ Prepare route or site specific risk assessment where appropriate</li> <li>➔ Use of block booked seating on planes, trains etc.</li> <li>➔ Procedure/equipment for biohazard cleaning etc.</li> <li>➔ All arrangements agreed with contractor</li> <li>➔ Access to funds to deal with transport arrangement failure</li> <li>➔ Staff to be deployed throughout seating arrangement to provide appropriate supervision and meet current regulations (especially coaches, planes, trains)</li> <li>➔ Use of seatbelts to be monitored and enforced by staff in addition to any responsibility by carrier</li> <li>➔ When planning journeys abroad, ensure that all participants and parents are briefed as far as possible regarding arrangements and practices that may be encountered</li> </ul>	
<b>NOTES</b>	
<p><b>On foot</b></p> <ul style="list-style-type: none"> <li>• A route specific risk assessment to be carried out, identifying specific location hazards, e.g. junctions/crossings etc.</li> <li>• On public roads/service stations etc. determine crocodile or wave method to cross roads, agree and brief all participants regarding responsibilities at crossings and other hazardous locations</li> <li>• On public footpaths/bridleways/parks etc. brief all participants relating to other users e.g. walkers, cyclists, horse riders, dog walkers and apply appropriate codes or practice e.g. Country Code etc.</li> </ul> <p><b>Hired coach/bus/taxi</b></p>	

- Coach hired from LA approved company/reputable firm/correct licence/appropriate CRB arrangements for drivers and escorts
- All arrangements to be agreed with contractor or Integrated Passenger Transport, if used
- Coaches to be fitted with seatbelts
- Buses without seatbelts not to be hired for sole use (scheduled service buses acceptable without seatbelts)
- Elected Members have determined that taxis on NYCC business, transporting children, MUST have appropriate child restraints/car seats/boost seats as in a private car

### **Public Service Buses**

- Clear briefing on behaviour and supervision arrangements to all adults, pupils and young people
- Arrangements in the event of whole group being unable to board bus
- Arrangements for ensuring all participants alight at the correct **at the correct** stop/head counts etc.
- Strict supervision at all bus stops

### **Minibus**

- Driver appropriately licensed
- Appropriate safety checks carried out
- Determine additional supervision, other than driver, by risk assessment
- Luggage appropriately and securely stored on roof rack or inside, clear of aisles
- Any trailer does not impede emergency exit
- Additionally EEC regulations for foreign travel complied with

### **Private vehicles**

- Driver to complete 'Validation for Voluntary Vehicle Use'
- Parental permission obtained specifically for private vehicles
- Booster seats used as appropriate

### **Trains/Underground rail systems**

- Strict supervision on platforms
- Avoid rush hours whenever possible
- Organise advanced ticket purchase, where possible
- Ensure sole use of sleeping compartments

### **Ferry crossings**

- Strict supervision between vehicle deck and designated meeting point
- Meeting point to be staffed throughout the journey
- Pupils not allowed on open deck unless supervised
- Strict briefing/supervision relating to duty free purchases/alcohol from bars

### **Flights**

- Young people/adults briefed on security expectations
- Strict briefing/supervision re: passport control/customs/baggage reclaim area

### **Other forms of transport**

- Trams/cable cars/smaller water craft etc. may have individual requirements and additional arrangements and a specific risk assessment should be carried out to determine any specific requirements

Created by:

Date:

Review date: