

Risk Assessment

Activity: Day Trips

Group Leader: Dependant on trip

Possible Hazard	Mitigation
Organisation	Group Leader to ensure Chairperson is fully aware of Trip and its details.
Embarkation	Group Leader to take names of all persons on coach. Group leader to make themselves aware of driver's name and mobile number. Group Leader to be aware of Emergency Exit and how to operate same.
Incident /Accident in transit.	Group Leader to be aware of Coach hire Office telephone number prior to departure.
Venue	Group Leader to be aware of all/any emergency procedures as listed at entrance. Group Leader to be aware of flagged possible dangers during visit and follow instructions for dealing with same.
Possibility of Lost /Missing Persons.	Before commencement of Tour, the Group Leader is to inform the Group of the time of coach departure and time to meet at Venue exit. Roll Call to take place prior to coach departure when group is seated.

Date of review: