

Hazard	Driver	Leaders	Pupils	Others	Controls	Risk	Comments
<b>Illness (Passengers)</b>	◆	◆	◆		<ul style="list-style-type: none"> <li>Group Leader should ensure travel insurance is in place.</li> <li>Medical forms should be completed for all students and be in the possession of the Group Leader, so that all pre-existing medical conditions are identified.</li> <li>The Group Leader should review the medical status of students before departure and check that they have any necessary medication with them.</li> <li>Group Leader should report any illness requiring hospital treatment or admission to Johnsons and the travel insurance company.</li> </ul>	L	
<b>Injury &amp; First Aid</b>	◆	◆	◆		<ul style="list-style-type: none"> <li>The Group Leader is responsible for assessing the requirements for First Aid and for carrying a suitable First Aid Kit in accordance with paragraphs 64 to 66 of HASPEV.</li> <li>Group Leader should ensure travel insurance is in place.</li> <li>Group Leader should report any injury requiring hospital treatment or admission to Johnsons and the travel insurance company.</li> </ul>	L	
<b>Loss of possessions</b>	◆	◆	◆		<ul style="list-style-type: none"> <li>Group Leader / Driver to brief regarding security of possessions</li> <li>Group Leader should report any loss to Johnsons and the travel insurance company.</li> </ul>	L	
<b>Crime (theft, assault)</b>	◆	◆	◆		<ul style="list-style-type: none"> <li>Group Leader / Driver to brief regarding security of possessions</li> <li>Group Leader to brief regarding personal safety</li> <li>Group Leader should report any incident to Johnsons and the travel insurance company.</li> </ul>	L	
<b>Behaviour Problems</b>	◆	◆	◆	◆	<ul style="list-style-type: none"> <li>Driver briefing to outline acceptable levels of behaviour.</li> <li>Age, excitability, and personality of Group Members to be considered and behaviour / relationships monitored.</li> <li>Leaders should disperse amongst the group and not sit together.</li> <li>Any individual(s) giving cause for concern to be reported to the Group Leader for them to deal with immediately.</li> <li>Employ closer supervision techniques if appropriate.</li> </ul>	L	
<b>Changing Circumstances (weather conditions, changes in itinerary, incidents, illness or unusual circumstances)</b>	◆	◆	◆	◆	<ul style="list-style-type: none"> <li>Have in place a backup plan</li> <li>Driver and Group Leader to cooperate and perform 'Ongoing Risk Assessment' to consider changing circumstances.</li> <li>Identify the Hazard, who might be affected, level of Risk, and implement appropriate Control Measures.</li> <li>Keep a record of significant hazards identified and controls implemented.</li> </ul>	L	