



MARCHES FAMILY NETWORK RISK ASSESSMENT FORM



Assessment No: 1 Assessment Date: 21.11.22	Location/Venue: Coach and mini bus journeys Assessor's Name: Megan Chambers	Persons involved in/affected by risk: Employees Families and Young People Others	Individual assessments required (Person's Initials)/Additional assessments required: Reasons for individual/additional assessments:
Task/Activity/Area Assessed: General Risk Assessment for journeys using both a coach and a minibus for MFN trips.			

Hazards Identified	Current Control Measures in Place	Likelihood (with current control measures in place)	Severity of Injury	Assessed Band	Action Required? Y/N
Coach/Minibus	Staff and CYP to remain seated for the entire journey except for when using the toilet or when anyone is needing assistance. Staff to assist CYP to safely walk to toilet and back to seat if necessary. Staff to encourage CYP to get on and off coach/minibus independently and safely, giving support only if required.	1	2	Minimal	No

Original Risk Assessment: 21.11.22

Reviewed Date:

	<p>CYP to wear seatbelts for the duration of the journey. Staff to wear seatbelts as far as possible. If CYP are likely to attempt to remove seatbelt, or to stand up whilst the vehicle is moving, they will be sat by the window with their allocated staff member sat in the aisle seat.</p> <p>Leader to check all staff and CYP are present before departing from car parks/destinations.</p> <p>If the vehicle breaks down – follow drivers' instruction – leader to assess safest area, either to wait on bus or find nearest safest location.</p> <p>CYP that remain in their wheelchair for transportation will have provided a wheelchair passport or similar documentation prior to the day.</p>				
<p>Coach and Minibus</p>	<p>An MFN phone will be present on both the minibus and the coach, so the two vehicles can communicate with each other as necessary.</p> <p>There will be a designated lead for each vehicle, responsible for signing in the CYP on their vehicle, communicating with parents, receiving any medications, and the reverse in the afternoon. Each vehicle will have the correct paperwork for the CYP travelling on it.</p>				

Risk Rating			Rating Action Bands		
Likelihood	X	Severity of Injury	=	Assessed Band	Control Measures
Most Unlikely (1)		No Injuries (1)		Minimal Risk (1 or 2)	Maintain existing measures
Unlikely (2)		Minor Injuries (2)		Low Risk (3 or 4)	Review control measures
Likely (3)		Serious Injuries (3)		Medium Risk (6 or 8)	Improve control measures
Very Likely (4)		Fatality (4)		High Risk (9, 12 or 16)	Improve control measures immediately and consider stopping task/activity or using venue until the risk is reduced
To establish the risk rating multiply 'Likelihood' by 'Severity of Injury'					

Action Required:	Action Completed (Name and Date):	Review Date:
Completed by (Name): Megan Chambers	Signature: <i>Megan Chambers</i> 21.11.22	
Reviewed by (Name): Rae Chambers	Signature: <i>Rae Chambers</i> 22.11.22	

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