

Risk Assessment – Halstead Town Council – Outings

HAZARD	WHO MIGHT BE HARMED?	EXISTING CONTROLS	WHO
<u>Slips, trips and falls</u> - To and from unfamiliar place of visit. - Getting on/off coach	- Escorts. - Members of the Public.	- Escorts from Halstead Town Council accompany travellers for the journey. - Escorts assist travellers on/off coach where required. - Reputable coach operator engaged. - Coach operator has accident insurance and takes responsibility for passengers getting on/off and whilst travelling - Appropriate vehicles used. - Halstead Town Council has £10m Public Liability insurance covering outings. - Information is available regarding the place of visit. - Office informed when coaches reach destination	HTC staff Coach company Couriers
<u>Environmental Comfort Factors</u> - Walking aids. - Dietary needs. - Refreshments. - Toilet facilities.	- Escorts. - Members of the Public.	- Walking aids – public can bring their own aids, at their own risk, and these should be named - Dietary needs – no refreshments are provided by the Town Council - All coaches have a toilet	
<u>Unforeseen events</u> - Inclement weather. Flooding. - Excessive heat. - Getting lost - Traffic accidents	- Escorts. - Members of the Public.	- Coaches used are air-conditioned to combat extreme weather conditions during the journey - All Escorts carry a mobile phone and are in contact with the Council offices if there is any emergency. Offices remain open until coaches leave on return journey with all passengers onboard - Council holds contact information for next of kin for all passengers - Passengers cannot travel if they have no mobile phone	Coach company Couriers
<u>Emergency Aid</u> - Cuts. - Bruises. - Fractures. - Insect bites & stings. - Becoming unwell.	- Escorts. - Members of the Public.	- First Aid kit carried by each courier 2 couriers are first aid trained - All Escorts carry a mobile phone and are in contact with the Council offices if there is any emergency - Coach drivers all also carry mobile phones	Couriers Coach company

Revised by Sarah Greatorex September 2024

Read and understood Signature Date

Review September 2025