

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.	▪ Couriers 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 ▪ All travellers are required to carry a mobile phone, and have given contact details of person to contact if they become ill/have an accident	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 ▪ In the event of significant weather that is notified as a risk to Health and Safety, a decision will be made by the Town Clerk in conjunction with the Chairman or Vice Chairman as to whether any event covered by HTC insurance should be cancelled.	Coach company Couriers HTC staff
<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 HTC staff

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