

## Trowbridge Lions Club Risk Assessment – Family Coach Trips

Risk Assessment No: TLC/CS-4

Activity	Hazard	Whom Affected	L	C	R	Mitigation / Control	Responsible	
Trip to / from outing location	1. Road Traffic Accident	A. Driver B. Outing Families	1A 1B	2 2	3 3	6 6	<ul style="list-style-type: none"> <li>• Due care and attention to be paid by driver</li> <li>• Suitable seat belts to be wore by all passengers</li> <li>• Each passenger to be seated individually</li> <li>• Suitable baby seats to be used where appropriate</li> <li>• Due care to be taken by all passengers</li> <li>• Head count to be taken at start of journey and whenever the journey is 'broken'</li> </ul>	Driver / Host Lion  Heads of family  Host Lion
Entering / leaving coach	1. Slips / trips / falls	A. Driver B. Outing Families	1A 1B	2 2	3 2	6 4	<ul style="list-style-type: none"> <li>• Care to be taken when entering / leaving the coach</li> </ul>	Driver & Heads of family
On site activities	1. Slips / trips / falls	A. Outing families	1A	2	3	6	<ul style="list-style-type: none"> <li>• Due care and attention to be paid when using on-site facilities</li> <li>• Site instructions to be followed</li> </ul>	Heads of family

**Notes:**

1. Comply with instructions given by the Coach Operator and/or Local Authority H&S Advisor
2. Copy of the event Risk Assessment is to be available to the 'Host Lion' for reference
3. Copy of the 'Passenger Manifest' to be held by Trowbridge Lions Club Community Service Committee

**Key:** R: Scale of Risk (L x C)

L: Likelihood of Hazard occurring		Scale	C: Consequence should the Hazard happen		Scale of Risk	Description	Action
Frequent	Likely to occur many times	5	Catastrophic	National impact / Loss of life	13 – 25	Unacceptable risk	Very high risk (19-25): Must be eliminated or moved to a lower level.
Probable	Likely to occur several times	4	Critical	Major accident / injury			Significant risk (13-18): Approval must be sought before continuing
Occasional	Some times	3	Serious	Serious incident. Lost time injury	8 – 12	Undesirable risk	Must be avoided if reasonably practical. Seek approval to continue
Remote	Unlikely but possible	2	Marginal	First aid accident	3 – 7	Acceptable risk	Can be accepted, provided that the risk is managed
Improbable	Very unlikely / Assume never	1	Negligible	Very Minor. Little consequence	1 - 2	Negligible risk	No further consideration needed