

Hazard	Driver	Leaders	Pupils	Others	Controls	Risk	Comments
Passengers with Special Needs, Special Diets or other requirements. - added potential for difficulties or danger for certain group members. - risk of allergic reaction	◆	◆	◆		<ul style="list-style-type: none"> ▪ Obtain details of any passengers with special needs. ▪ Where wheelchairs are to be used ensure that means of access is provided to both the coach and at the accommodation. ▪ Check the itinerary and conduct additional Risk Assessments to cover any areas where the particular special needs identified may give rise to hazardous situations. 	L	
Group Movement - Losing Party Members.	◆	◆	◆		<ul style="list-style-type: none"> ▪ Group Leader and Supervisors must be familiar with the members of the group prior to the visit. ▪ Head counts must be performed regularly when the party is getting on or off the coach and on entrance and exit from buildings or areas of interest. ▪ Group to be divided into accountable groups, or to employ a 'buddy' or 'chain' system to alert of absentees. ▪ The Group Leader must have a mobile phone enabled to operate at the location of the visit. Ensure the Group Leader is in possession of the Johnsons Emergency Contact Number. 	L	
Group Movement - Journey Stops	◆	◆	◆		<ul style="list-style-type: none"> ▪ The coach should only stop at 'suitable' Service Areas. ▪ The Driver is to brief the Group on the facilities at the stop location, give duration of stop and latest time that party must return to the coach. Advise appropriate movement around the location and any specific hazards to be avoided. 	L	
Group Movement - Hazardous Areas	◆	◆	◆		<ul style="list-style-type: none"> ▪ Driver to brief group to take extra caution whilst in town centres or trafficked areas, particularly where traffic will be approaching from an unfamiliar direction. ▪ Group to be divided into accountable groups, or to employ a 'buddy' or 'chain' system to alert of absentees. 	M	
Possession of Illegal Goods - offensive weapons eg knives - intoxicating substances (alcohol, tobacco, solvents etc) - other eg fireworks, laser pens	◆	◆	◆		<ul style="list-style-type: none"> ▪ Driver briefing to outline acceptable levels of behaviour. ▪ Group leader to establish and make known clear instructions and guidelines. ▪ Possible sanctions to be available. 	L	