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| Department/Club | ATHLETIC UNION | Date of Risk Assessment | Updated 21.11.11 |
| Author | Ann Wilson/Dave Crawford | Proposed Review Date | |
| Location/Event/Activity | <u>TRAVELLING TO AWAY FIXTURES/TOURNAMENTS –TEAMS/INDIVIDUALS</u> | | |

Please read ["How to Do a Risk Assessment"](#) before completion

| Hazard | People at Risk | Existing Controls of the Risk | Level of Risk | Further Action Required to Control the Risk |
|--|--------------------------------------|--|---------------|---|
| Driving to and from venues (minibuses/van) | Driver, passengers, other road users | <p>For LSU minibuses – all drivers have undertaken appropriate training and must re-register each year with LSU.</p> <p>Outside hire minibuses – drivers to meet the hire company's rental requirements.</p> <p>All AU members are required to be aware of and abide by the LSU health and safety policy for transport and also the club's code of practice.</p> | 3 | <p>LSU minibus risk assessment to be signed by driver when collecting keys.</p> <p>Ensure that the updated documents are always viewable on the AU'S home page www.lufbra.net/au and the club's individual web pages</p> |
| Driving to and from venue (coaches) | Driver and passengers | <p>All coaches are booked via the AU, which uses reputable companies.</p> <p>All passengers to heed coach driver's safety instructions – must wear seat belts and not walk in the aisles whilst vehicle in motion.</p> <p>Passenger lists are required to be handed in to the LSU/AU office prior to travel.</p> | 3 | |
| Damage to coach | Everyone on the trip | Individuals are responsible for any excess charges related to extra cleaning and are made aware of this prior to the trip. | | |

PLEASE NOTE - COMPLETED RISK ASSESSMENTS SHOULD BE KEPT FOR 40 YEARS, ACCORDING TO H&S LAW.

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| Lost or damaged property left on the coach | Everyone on the trip | People on the trip informed that no items left on the coach are covered by insurance and they leave them on there at their own risk. | | |
| Driving to and from the venue (cars) | Driver, passengers, other road users | All drivers to complete AU Vehicle Registration Form, after having contacted their motor insurance company to make sure they are covered to take passengers to sporting fixtures. These trips must correspond to those kept on the main AU database | 3 | To remind all AU members of this requirement at the start of each academic year |
| Other means of transport (rail, flights, ferries, taxis) | Team members, individuals | These forms of transport must be agreed in advance with the AU. These trips must correspond to those kept on the main AU database. | 2 | |
| Departure times, people missing the bus etc | Everyone on the trip | People are informed in advance of the departure times from the Students' Union and at the destination as well as about the location of departure at the destination. All passengers to be given a contact mobile number they can ring if they are delayed / lost. People going on the trip are informed that the bus etc will only wait 10 minutes before departing with or without them. At least two people must do a full head count before departure and after every stop, using the passenger list as a check. (including any comfort stops en route) and identify anyone missing. In addition, all passengers to be asked to | | E-mail from committee to assure that all people who booked the trip are reminded of important conditions and information about the trip. The committee will give members a mobile number that will be fully charged at all times so that people on the trip can contact them with any problems. Ensure those involved with organisation of event/team captains/managers etc are aware of the need to nominate 2 people responsible to undertake a head count before departure, using passenger list as a check and identify anyone missing. Also they should ask all passengers to make a note of the person sitting next to them and to |

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| | | make a note of the person who is sitting next to them and to let the organiser know <u>before departure</u> if that person has not returned to their seat after a comfort or other stop. | | report to the two people responsible for head counts, should that person not return to their seat before any departure/stop. |
| Overnight accommodation | Driver, team members | All group members to make themselves aware of emergency procedures in place at the accommodation ie evacuation routes, fire assembly points. | 1 | |
| Accidents whilst travelling | Drivers, passengers, other road users | All LSU members are required to make themselves aware of the AU's accident reporting procedures. Passenger lists are required to be handed in to the LSU/AU office prior to travel | 3 | Ensure that the updated documents are always viewable on the AU'S home page www.lufbra.net/au and the club's individual web pages |
| Accidents whilst playing | Team members, opposition, bystanders match officials | All LSU members are required to make themselves aware of the AU's accident reporting procedures and to familiarize himself/herself with emergency procedures in place at the venue. | 3/4 | To ensure that there is an appointed person (captain/team manager/coach) who will take charge of the situation, should an accident/emergency occur. |
| Any prevailing medical conditions/food allergies | Team and club members | The individual to declare these to the AU beforehand and to an appointed person(s) in the group. | 2 | To ensure that any prevailing medical conditions are declared when subscribing to an AU club. |
| Emergencies in case of sickness | Everyone on the trip | Bus to drop sick person off and team manager or appointed person ensures that someone remains with the sick person so that the person will get home safely. | | |
| All hazards | Club members | Members required to read current code of practice as a condition of joining the club | | Code of practice reviewed annually. Code of practice found on club's web page. |
| Declaration | | | | |
| I have been consulted in the development of this Risk Assessment and have been allowed to add my comments and suggestions. I agree to abide by the controls and further steps listed within the Risk Assessment. | | | | |

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| I have also been trained in all areas as required in this Risk Assessment. | |
| Signed | |
| Date | |

BY SENDING A RETURN E MAIL TO THE SENDER, I ACCEPT THE ABOVE CONDITIONS

