

Department/Club	ATHLETIC UNION	Date of Risk Assessment	Updated 21.11.11
Author	Ann Wilson/Dave Crawford	Proposed Review Date	
Location/Event/Activity	<u>TRIPS/TOURS/TRAINING WEEKENDS</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	For LSU minibuses – all drivers have undertaken appropriate training and must re-register each year with LSU. Outside hire minibuses – drivers to meet the hire company's rental requirements. 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.	3	LSU minibus risk assessment to be signed by driver when collecting keys. 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
Driving to and from venue (coaches)	Driver and passengers	All coaches are booked via the AU, which uses reputable companies. All passengers to heed coach driver's safety instructions – must wear seat belts and not walk in the aisles whilst vehicle in motion. Passenger lists are required to be handed in to the LSU/AU office prior to travel.	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.	Damage to coach	Everyone on the trip

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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.	Lost or damaged property left on the coach	Everyone on the trip
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)	Club 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.		E-mail by 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

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		In addition, all passengers to be asked to 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.		to report to the two people responsible for head counts, should that person not return to their seat before any departure/stop.
Overnight accommodation	Driver, club members	All group members to make themselves aware of emergency procedures in place at the accommodation ie evacuation routes, fire assembly points. Details of hotel must be made available to Athletic Union before the event	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 participating in activity	Members, instructors, members of the public	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	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.	Emergencies in case of sickness	Everyone on the trip
Incorrect coaching	Club members	Club coaches sign annual contract which	2	The AU to request copies of national

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		asks for current qualifications. Procedures in place should the club not be happy with coach in question		governing body qualifications
Weather conditions	Club members	Trip leader/tour organiser to determine whether or not activity should take place		Trip leader/tour organiser to seek additional weather information from Met office etc on day
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.
ADDITIONAL INFORMATION REQUIRED:		Trip detail sheet to be completed by club organiser and attached to this risk assessment		All events of this nature must be approved by the AU President
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. 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

