Travel Policy and Risk Assessment

Introduction

Transporting children and young people to and from training, competitions and events should normally be the responsibility of the parent or carers.

However there are times when it makes sense for a group to travel together. When this happens the following steps should be in place:

- Adults selected to drive should be suitable and insured
- Parents / Carers should provide written consent for children / vulnerable adults to be transported as part of the group
- Emergency contact details for all parties should be provided
- Where possible no child or vulnerable adult should be on their own with a driver where this is not possible the child or vulnerable adult should sit in the rear seats
- Collection and drop off points with times should be agreed
- Seat belts must be worn
- If minibuses are used drivers should be trained and have the necessary paperwork and licences

This Risk Assessment has been drawn up prior to the commencement of any proposed fencing related trips undertaken by Orkney Fencing Club.

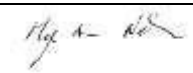
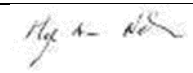
It is essential that any Risk Management undertaken in this document be strictly adhered to. A copy will be signed, and retained, by each Club Coach.

Where fencing activities are being provided by a third party such as a school or activity centre, it is recommended that coaches ensure that organisers have appropriate risk management in place.

In the case of any accident, a copy of this form should be forwarded to the Scottish Fencing along with the accident report.

Nature of activity	Travel in relation to Fencing Activities
Venue	Various
Date and recurrence	Created 07/03/2019 as a generic guide to risk assessing and managing club trips
Group	Orkney Fencing Club

Anticipated number of participants	30 maximum
Age range of participants	10-75 years of age

Name of Coach/Leader	Moya Nelson
Signature of Coach/ Leader	
Email	moya.nelson23@gmail.com
Phone Number	01856751278
Date	07/03/2019
Name of Responsible Person	Moya Nelson
I have read the Risk Assessment and agree to the contents	Yes
Signature of Responsible Person	 Date 07 / 03 / 2019

(C) CONSEQUENCE
1 Slight
2 Minor
3 Serious
4 Major

(F) FREQUENCY
1 Negligible
2 Unlikely
3 Likely
4 Probable

HAZARD	*CAUSE/RISK*	*CONSEQUENCE*	*Who might be harmed*	*Before Control* (C) (F)	*How Risk is Controlled*	*Action by Whom*	*After Control* (C) (F)
Travel delays	Breakdowns Ferries delayed or cancelled Weather related delays	Extended journey length Travel sickness Late arrival Stress Unplanned overnight stays	All participants	2 2	Regular checks on ferry and weather status Travel sickness medication Check on possible venues for en-route overnight stays	Trip manager; Parents / carers of likely travel sickness sufferers	1 2
Child separation from group	Child not adhering to instructions during stops or when on public transport	Stress Potential injury	Junior fencers	3 2	All participants made aware of their responsibility to adhere to instructions of staff	All trip staff	3 1
Illness	Participant becoming ill during trip. Various causes possible.	Medical assistance required, depending on severity	All participants	3 2	Awareness of local medical support during trip. Awareness of any issues with children on trip and any regular medication required	Trip Manager CP and Wellbeing officer on trip	3 1
Injury	Injury may be due to fencing related activity or other	First aid and possible further medical assistance required	All participants	3 2	Awareness of local medical support during trip. Awareness of group first aiders and location of first aid kit(s)	Trip Manager First aiders on trip	

Late or missed child pick -up at end of trip	Stress / potential physical injury if allowed to travel home unaccompanied	Potentially Major injury	Junior fencers	3 2	Ensure all Club responsible persons have parent / guardian contact details. Arrange with parent / guardian that in the event they cannot be reached, it is permissible for a Club responsible person to accompany child home.	Trip Manager Coaches and CP and Wellbeing officer on trip	1 2

Definitions applied in this Document

Slight – slight injuries, cuts, bruises etc. No absence from work
Minor – Minor injuries, where people are off work for periods not in excess of 3 days. Serious
– Injuries where people are off work for periods in excess of 3 days.
Major – Death or Major injury as defined in 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 Frequency:
Negligible – unlikely that harm will occur
Unlikely – where harm will seldom occur
Likely – where harm will occur frequently
Probable – where it is certain that harm will occur