



Newport County AFC Academy Transport Plan

Contents

Introduction.....	3
Transport Needs.....	3
Types of Vehicles and Transport Used.....	3
Transporting Apprentices and Players U18 Policy.....	4
Drivers Code of Conduct in transporting players U18	5
Apprentices/players U18 Code of Conduct	6
Parent/Guardian Transport Code of Conduct	6
Use of Vehicles.....	7
Use of Staff Vehicles	8
Transportation Arrangements Assessing Risk	9
Apprentices Travelling in their Own Vehicles	9
Independent Travel and Personal Safety	12
Useful Contacts and Sources.....	13
Appendix 1	14
DRIVER REGISTRATION FORM.....	14
Appendix 2	15
CHECK LIST – MONITORING DRIVER INFORMATION	15
Appendix 3	16
TRANSPORT CONSENT FORM	16
Appendix 4	17
RISK ASSESSMENT TRANSPORT 2013 - 14	17

Introduction

Newport County AFC are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers, partner agencies and commissioned services to share this commitment. The following document identifies the clubs transport policy in respect of the apprentice programme and also transporting those players who are under 18 years of age (U18).

Newport County AFC are not liable for staff insurance. All staff, volunteers and apprentices who drive during their working day are informed that they should discuss their insurance needs with their own insurance company, identify their occupation and if they use their cars for any business related activity ensure they have appropriate insurance cover for any work related journeys.

Transport Needs

We have arrangements in place for apprentices to travel to and from work independently via train, bus or own cars. Due to the football ground, the training ground and the education provider are sited at different venues we make arrangements for apprentices to travel independently during the working day, in their own cars or by Mini Bus driven by Newport County A.F.C football club employee. On match day a mini bus is provided to transport players from training ground to away venue and back.

Wherever possible and practicable that transport arrangements for apprentices, and all players U18, during the working day or any official duty, are undertaken other than in staff private vehicles, with at least one adult (in addition to the driver) acting as an escort.

Types of Transport used:

- Youth Team
 - Club owned mini bus for away games. John White/Dan Benham/Danny Elliott/Byron Anthony the driver.
 - Hire coach if deemed necessary by club for U18.
 - Players own cars, bicycles or public transport to training, education or game meet point.

Types of Vehicles and Transport Used

- Club Mini bus, 17 seater:
 - The club mini bus is used for transporting U18 players to away games.
 - The vehicle is leased by club.
 - The vehicle is insured for the current use and is checked regularly by the safeguarding officer.
 - The club is responsible for its maintenance by keeping up to date with the mileage and yearly service agreement.
 - The designated drivers are
 - John White
 - Dan Benham
 - Danny Elliott
 - Byron Anthony

All designated drivers are CRB be checked and all drivers information and maintenance is monitored by the safeguarding officer.

- New Adventure , 24 or 32 seater coaches available:
 - New Adventure coaches are a private coach hire company who we use for away travel for large number of personal travelling to away games.
 - New Adventure coaches are responsible for insuring the vehicle and the driver. This is checked by the club to ensure players safety and welfare.
 - New Adventure coaches assure us all there drivers are CRB checked.

Transporting Apprentices and Players U18 Policy

There may be occasions when adults are expected or asked to transport children as part of their duties. Adults, who are expected to use their own vehicles for transporting children, should ensure that the vehicle is roadworthy, appropriately insured for any other intended use, that the maximum capacity is not exceeded and that they adhere to all other legal requirements.

To ensure that the duty of care both to apprentices and to staff are being met the risks associated with the travel journey must be assessed and appropriate control measures put in place to reduce risk. This must be recorded using a risk assessment. All drivers assigned to transport children on the clubs behalf must sign the driver consent form which covers the below areas:

- Any vehicle used is roadworthy and is appropriately insured.
- The driver has insurance to drive the vehicle being used
- If a specialist license is required it is held by the driver e.g. PCV or LGV.
- A named person within the club monitors driver's information (Mr Lewis Richards).
- The safeguarding officer is to monitor drivers information and CRB checks.
- All drivers understand the maximum capacity for the vehicle and that this must not be exceeded.
- If staff are required, or agree to transport children (U18) as part of a club transport policy then a designated member of staff should be appointed to plan and provide an oversight of all transport arrangements and respond to any difficulties that may arise.
- It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the driver to ensure that this requirement is met.

Drivers Code of Conduct in transporting players U18

- They must be fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/or ability to drive.
- That the safety and welfare of the child is their responsibility until they are safely passed over to a parent/carer.
- That they record details of the journey in accordance with agreed club procedures.
- That their behaviour is appropriate at all times.
- That there are proper arrangements in place to ensure vehicle, passenger and driver safety. This includes having proper and appropriate insurance (for the type of vehicle being driven, business use if appropriate, any other intended use, this may need to include transporting apprentice professional football players).
- That they must report any unexpected journey and the reasons for it to the Head of Youth. Inform parents/carers, if possible, before beginning any unexpected journey and if not at the earliest opportunity.
- That any impromptu or emergency arrangements of lifts are recorded and can be justified if questioned.
- That they may transport apprentices/players U18 in emergency situations or where not to give a lift may place a child (U18) at risk.
- The importance of calling an ambulance to deal with serious medical emergencies.
- That they must adhere to all legal requirements whilst driving and transporting players U18.
- Staff understand that they must take regular breaks when driving and should be aware of the dangers associated with tiredness when driving.
- That drivers must also be responsible for the laws relating to the use of mobile phones whilst driving. In the event of an accident mobile phone records may be examined to ascertain whether the driver was engaged on a call at the time of the accident.

Staff/Volunteers Must Not

- Offer lifts to apprentices/players U18 outside of normal working hours/duty unless this has been agreed with the Head of Youth and parents or carers have consented.

I agree to follow and abide by these policies, practices and procedures as presented by Newport County A.F.C. Youth Department and accept these terms and conditions as set out in this agreement.

Players Name (Please Print)_____

Parent/ Guardian Name (Please Print)_____

Parent/ Guardian Name (Sign)_____

Age Group_____ for Season 2015/2016

Apprentices/players U18 Code of Conduct

- Observe any club code of conduct.
- Check travel arrangements and take responsibility for confirming travel times.
- Always wear a seatbelt during travel.
- Understand their personal responsibilities. Be aware of personal safety and do not participate in any high-risk behaviour.

Apprentices/players U18 understand that they should not:

- Do anything which may distract the driver or disturb their concentration.
- Accept lifts from staff/volunteers outside of normal working hours, unless this has been agreed by the Head of Youth and their parents or carers know about the arrangements and have consented.

Parent/Guardian Transport Code of Conduct

- Be aware of all arrangements for the duration of the journey including any stops.
- Keep a record/register of apprentices/players U18 being transported.
- Support the driver to ensure seat belts are worn by all.
- Take responsibility for any communications during the journey to ensure drivers are not responsible for mobile phone calls.
- Complete head counts at the start of each journey, during any breaks and at the end of the journey.
- Make the driver aware of any private transport arrangements made by apprentices/players U18 (such as travelling home with parents)
- Re-enforce the code of conduct with apprentices and ensure that their behaviour during the journey is appropriate.

I agree to follow and abide by these policies, practices and procedures as presented by Newport County A.F.C. Youth Department and accept these terms and conditions as set out in this agreement.

Players Name (Please Print)_____

Parent/ Guardian Name (Please Print)_____

Parent/ Guardian Name (Sign)_____

Age Group_____ for Season 2015/2016

Use of Vehicles

Hiring a Minibus or Coach

The club will hire in a minibus or coach through New Adventure Travel coaches. On agreement with New Adventure Travel coaches to transport apprentices or any children at the club they must provide confirmation of the following:

Standards for Minibus or Coach Hire:

- Ensure that the company is a reputable transport provider.
- Ensure that any contracts made with the provider outline the club's commitment to safeguarding.
- Clubs may wish to take up references from other customers to establish the credentials and reliability of the company.

Request the company to provide confirmation that they have:

- Appropriate public liability insurance.
- Qualified experienced drivers with the correct driving licence for the size and category of vehicle being driven.
- That any drivers have CRB clearance, if appropriate, for their role with children.
- Request the company provide information on any vehicles which will be used, that they are:
 - Appropriately insured, roadworthy and are regularly maintained.
 - Fitted with seat-belts appropriate to the size and type of vehicle and passengers to be carried.
 - Use only age appropriate videos during travel (if video access is available).
 - Clubs may, on occasions, be able to access their local authority or partner schools' minibus. Clubs should still seek confirmation from the partner that the above checks are in place. In addition clubs should ask any partner agency for a copy of their minibus policies and procedures.

Club Leasing a Minibus

The club use a leased minibus as transport and provide some minibus guidelines to staff who drive or use the minibus. Minibuses must only be driven by those who have the appropriate class on their driving licence.

We ensure:

- Staffs complete the driver registration form which records all driver vehicle details for those staff that drive on behalf of the club. (Appendix 1)
- Safeguarding officer is responsible in monitoring the check list for monitoring driver information and managing the communication of the transport policy to staff. (Appendix 2)
- The code of conduct regarding the expectations of behaviour during any journey for both staff and apprentices/players U18 is shared.
- That all drivers have the appropriate class of driving licence for any vehicle they drive.
- That all drivers and vehicles are appropriately insured.
- The vehicle is roadworthy.
- That the vehicle meets all legal requirements for use on the road in the manner intended.
- That transport arrangements are confirmed and appropriate in respect of travel times.
- That staff who do drive players U18 as part of their role are required to notify the Academy Manager of existing or impending disqualification or conviction.

- They inform drivers that regular checks of their driving licence will be required.
- They decide upon the age at which club drivers will be allowed to transport apprentices/players U18 e.g. Minibus Drivers must be over 21 years or 25 years old with a number of years (2-5 years) driving experience.
- That any driver over 70 years old provides the club with details of an annual assessment.
- That drivers are informed of the need to report to the club details of any medical conditions which may affect their driving.
- That annual consent forms (consideration may be given to the consent form being for the period of the U18 player registration) (Appendix 3) identify regular transport practices and ensure additional consent forms are completed for any specific or unusual journey's e.g. annual pre-season tour.
- That apprentices/players U18 understand their personal responsibilities.
- That drivers are accompanied by another adult when transporting young people as this may significantly reduce the risk of distraction, accident, injury or allegation of misconduct or abuse.
- Only drivers with suitable prior experience should tow trailers. Trailers should not be towed when carrying children and young people as passengers. Further guidance on towing trailers is available at <http://www.minibustrainingandsafety.co.uk/minibustowing.htm>
- Staff understand that they must take regular breaks when driving and should be aware of the dangers associated with tiredness when driving.
- That records of every journey made, including start and end destinations, mileage covered, times of journey and driver details are recorded for each journey to enable the club to properly answer requests, if required, under section 172 of the Road Traffic Act (request for details of driver following offence e.g. speeding offence.
http://www.motorlawyers.co.uk/offences/failing_to_identify_driver.htm

Best practice for clubs using a person to drive the minibus on a regular basis would be to provide access to the DVLA "D1 minibus" assessment training. Details of DI Assessment centres are available at <http://www.minibustrainingandsafety.co.uk/d1minibustraining.htm>

Use of Staff Vehicles

If clubs decide that staff will be required, as part of their policy development, to use their own vehicles during working hours and/or for transporting apprentices or players U18 then the club should:

- Ensure that appropriate policies and procedures are in place to safeguard apprentices/players and staff.
- Include this requirement within the job descriptions and/or any role specifications for staff.
- Ensure all staff who use their personal vehicle as part of their duties:
 - Have appropriate vehicle insurance,
 - Have the appropriate driving licence and are not subject to any driving restrictions as a result of health problems or driving convictions.
 - That the vehicle used is roadworthy and meets all legal requirements for use on the road.
 - That the vehicle is fitted with seat-belts appropriate to the size and type of vehicle and number of passengers to be carried.
- Provide training for staff and apprentices and information for parents on the Club's Transport Policy.

Transportation Arrangements Assessing Risk

The risks associated with transport and travel must be assessed and a risk assessment form completed to ensure that control measures are put in place to minimise risk to the lowest level possible.

We must ensure that:

- The Academy Manager or designated person should identify potential risks and complete a risk assessment for the journey. A Transport Risk Assessment Form (Appendix 4)
- Staff understand that circumstances may sometimes arise where the risk of not transporting a young person is greater than doing so, for example after a late football fixture and the distance to home is too far or too dangerous to walk, or in an emergency situation.
- Apprentices/players U18 should not be left in a vehicle unattended.
- Drivers should be informed it is their responsibility to ensure that all passengers are wearing seat belts during a journey.
- The content of the risk assessment should be shared with those involved in travel, to ensure that everybody understands the risks and control measures including children U18.
- A mobile phone should be available for use in an emergency and the name of the club emergency contact should be communicated to those involved in the journey.

Apprentices Travelling in their Own Vehicles

Many apprentices will pass their driving test at some point during their time with the academy. Most will then be keen to drive and may have access to either their parents' cars or decide to purchase a car for themselves. Clubs should be aware of the increased risks associated with young drivers and a wealth of statistics and resources are available at: <http://www.rosopa.com/roadsafety/youngdriversatwork/> This site provides information and Activity Guides for young drivers. Although primarily aimed at young people driving company vehicles it still provides prompts and information which clubs' and apprentices may find interesting for educating young drivers.

We must ensure that apprentices and their parents understand that:

- If using their own vehicle during the working day travelling to and from training, college or the ground apprentices may need 'business use' on their insurance. They should also inform their insurers of their profession to ensure that any other intended use is included on their vehicle insurance.
- They may make private arrangements for carrying passengers as they would in the course of the normal leisure activities, however;
 - Apprentices and parents should seek additional advice from their vehicle insurers to ensure they have appropriate insurance cover to meet their personal circumstances including the intended use if they choose to provide lifts for other football apprentices.

We should not:

- Ask apprentices to provide transport for peers or staff during their working hours.

Information for apprentices - The New Driver:

Many newly qualified drivers lack experience on the road and need to continue to develop their skills.

The statistics suggest that as many as one new driver in five has some kind of collision in their first year of driving. The 'Safety Code for New Drivers' can be found at

http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG_069873 The site provides advice to help new drivers through the first twelve months after passing the driving test.

We must make our new young drivers consider:

- Avoid driving between midnight and 6 am unless it's really necessary. Many of the worst collisions happen at night.
- If driving with passengers, the driver is responsible for their safety. Don't get distracted or be encouraged to take risks. Drivers should concentrate in order to get to their destination safely. Do not allow more passenger than your vehicle is suited for (check the number of seat belts).
- Make sure everyone in the car is wearing a seat belt throughout the journey.
- Adhere to the legal requirements in respect of the use of mobile phones.
- Never show off or try to compete with other drivers, particularly if they are driving badly.
- Don't drive if they have consumed any alcohol or taken drugs. Even over-the-counter medicines can affect the ability to drive safely - read the label to see if they may affect driving.
- Keep the speed down - many serious collisions happen because the driver loses control, particularly on bends.
- Take regular breaks on long journeys and be aware of the dangers associated with tiredness when driving.
- Most new drivers have no experience of driving high-powered or sporty cars, unless they have learnt to drive in such a vehicle. Encourage them to get plenty of experience driving on their own before driving a more powerful car.
- Driving while uninsured is an offence.
- That there are a number of types of insurance cover available. Apprentices and their parent(s)/legal guardian(s) should be advised to seek guidance from their own motor insurance provider to ensure they have the correct cover to meet their child's driving needs. Consideration should be given to 'business use cover, and also to specific cover for their role in professional football. If the apprentice is driving during working hours as part of their apprenticeship programme, thought should be given to their role in transporting 'trainee footballers'.

REMEMBER that under the New Drivers Act a licence can be revoked if a driver receives six penalty points on their licence within two years of passing their first driving test. They would then need to pass both the theory and practical tests again to get back a full licence.

New drivers may consider taking further training such as 'Pass Plus', which may also save them money on insurance premiums, as well as helping to reduce the risk of being involved in a collision. The 'Pass Plus' scheme is designed by the Driving Standards Agency and its aim is to help new drivers to become better drivers.

Anyone involved in an accident:-

- That causes damage or injury to any other person, vehicle, animal or property, the driver must give both their own and the vehicle owner's name and address, along with the registration number of the vehicle, to anyone having reasonable grounds for requiring them.
- Provide details of their insurance provider to any person involved in the accident.

- If there is damage to another motor vehicle they should ask the driver for all of the details identified above.

If the driver does not give their details at the scene then they must report the accident to the police as soon as possible or at least within 24 hours.

If involved in an accident with an uninsured motorist

- Report any accident with an uninsured driver to the police.
- It is advised that any accident should also be reported to their insurer.

Mobile Phones

Since February 2007 it is an offence for Motorists to use a hand-held mobile phone whilst driving. This may result in a fixed penalty fine and the award of three penalty points on a licence. In the event of an accident mobile phone records will be examined to ascertain whether the driver was engaged on a call at the time of the accident.

Independent Travel and Personal Safety

We must ensure apprentices/players U18 are alert to personal safety issues when travelling to and from the workplace or travelling during working hours. Advice to U18s may include:

- Plan ahead, make sure you know where you are going and how to get there.
- Check public transport times to avoid long periods of waiting.
- If using taxis book in advance when possible. Use only registered taxi providers.
- Only 'hail' black-cabs on the streets.
- When walking, stick to busy well-lit streets.
- Avoid danger spots like quiet or badly lit alleyways, subways or isolated car parks.
- Try to keep to public areas.
- Try not to keep all your valuables in one place.
- Stay alert and keep your mind on your surroundings – remember if you are wearing headphones or chatting on a mobile phone, you will not hear 'trouble' approaching.
- If you think you are being followed, trust your instincts and take action. As confidently and carefully as you can, cross the road turning to look and see who is behind you. If you are still being followed, keep moving. Make for a busy area and tell people what is happening.
- Try to keep both hands free and don't walk with your hands in your pockets.
- If you are in accommodation provided or arranged by the club ensure you are aware of the guidance to clubs on selecting accommodation providers, the information in that document provides some simple safety hints you should be aware of in and around your 'digs'.

Useful Contacts and Sources

Further advice and guidance on transport and personal safety may be found at the following sites:

DVLA

Driving a Minibus Fact sheet

http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022498

HOME OFFICE

Guide to Personal Safety and other areas of safety advice

[Keep safe - a guide to personal safety - West Midlands Police](#)

Reducing and preventing crime and ensuring people feel safe in their homes and communities.

<http://www.homeoffice.gov.uk/crime/>

LEGAL ADVICE

General legal advice, including motoring offences

<http://www.motorlawyers.co.uk/>

ROAD SAFETY

Minibus Safety "Code of Practice" produced by a working group in association with

http://www.rospa.com/roadsafety/advice/minibus/info/Minibus_Code_2008.pdf

Minibus pre-drive safety check

<http://www.rospa.com/safetyeducation/adviceandinformation/health-and-safety-at-school/minibus-safety.aspx>

Minibus Training Courses

<http://www.minibustrainingandsafety.co.uk/d1minibustraining.htm>

Minibus - Towing Advice

<http://www.minibustrainingandsafety.co.uk/minibustowing.htm>

Coaches seat belts - advice

www.parliament.uk/briefing-papers/SN00542.pdf

Code of Practice Home/School Transport of Pupils with Additional Support Needs

<http://www.angus.gov.uk/atoz/pdfs/codeofpracticespecialneedstransport.pdf>

SUZY LAMPLUGH TRUST

General Guidance

<http://www.suzylamplugh.org/about-us/>

Personal Safety Information for children and young people

<http://www.suzylamplugh.org/personal-safety/information-for-children-and-young-people/>

Parents' Handbook

<http://www.suzylamplugh.org/personal-safety/parents-handbook/>

Appendix 1

DRIVER REGISTRATION FORM

NAME OF CLUB: _____

To Academy Manager of _____ (club/team)

Name of driver _____

Address _____

Postcode _____

Vehicle Make _____ Model _____ Reg. No _____

- I hereby confirm that I am willing to use my own vehicle for transporting young people where this is necessary and approved by the Club or the Head of Youth.
- I accept responsibility for ensuring that the vehicle is in a safe, roadworthy condition and has appropriate insurance cover.
- I confirm that I have a valid driving licence.
- I confirm that I am not currently banned from driving
- I confirm that I have read the club transport policy for the safe transport of apprentices.
- I accept that I will provide original documents for viewing and supply copies of all driving relevant documentation with this Registration Form: e.g. registration document, MOT certificate, driving licence, insurance certificate.

Signature _____ Date _____

Print Name _____ Role at club _____

Approved by Name & Title _____ Date _____

Appendix 2

CHECK LIST – MONITORING DRIVER INFORMATION

It is recommended that in all cases, employees / volunteers should only transport apprentices after reading the club transport policy and confirming they have completed the Driver Registration Form (Appendix 1) this check list pro-forma should then be completed by a senior member of the Youth Department or apprentice programme to ensure the driver and manager are aware of all requirements. .

Name of Driver _____ Role at club _____

Vehicle to be used: - Make _____ Model _____ Reg. No. _____

Reason for requirement of staff transport _____

Requirement	Response	Checked by (name)	Date
1. Has the driver confirmed they have no criminal convictions which would disqualify them from driving?	Yes / No		
2. Has the driver completed the Volunteer Driver form?	Yes / No		
3. Has the driver been issued with a copy of the transport policy and signed for receipt?	Yes / No		
4. Has the drivers legal documents been checked? Driving Licence; MOT; Insurance Certificate (including confirmation of business use and a declaration that business use includes transporting trainee footballers if that is expected of the role.	Driving Licence Yes / No MOT Cert. Yes / No Insurance Cert Yes / No Business Use Yes / No Transporting Trainee Footballers Yes / No		
5. Will there be an additional adult escort on the journey?	Yes / No		
6. Has a parental consent form been completed and submitted to Head of Youth?	Yes / No (To be retained by Youth Department)		
7. Have measures have been put in place to safeguard the driver and apprentice? Has a risk assessment form been completed	Yes / No Have control measures been checked by designated person?		

Signed (Driver) _____

Print Name _____

Role: _____

Date _____

Signed (Manager) _____

Print Name _____

Role: _____

Date _____

Appendix 3

TRANSPORT CONSENT FORM

This consent form should be completed by the parent or legal guardian of any player U18 years who will be transported by club arranged transport during the term of their contract with Newport County AFC. In order that your child may participate in the activities organised by the club it is essential that you complete and return this form to the academy manager, supplying relevant information and your consent as parent / or legal guardian.

- By consenting to this I am stating that my child is in good health and that they are not being transported contrary to medical advice.
- In the unlikely event of an accident occurring, I give my permission for a designated representative of (Name of Football Club) to authorise emergency medical treatment, including the use of anaesthetic if deemed necessary.

Child's name Date of birth
Name of parent/guardian: Relationship to child:
Address:
Town Post Code.....
Emergency contact telephone no.: Mobile Tel:

Please provide a second emergency contact name and telephone number:

Name Relationship to childTel.no:

Please note: It is essential that we are able to contact one of these two numbers in the event of an emergency.

If your child has any medical conditions that may need to be taken into account, please give details below. The following information will assist the club staff in caring for your child.

Special dietary needs: Does your child suffer from travel sickness? Yes / No

Does your child suffer from: Asthma Hayfever Diabetes Epilepsy Nut Allergy

Any other allergies (e.g.penicillin/nuts/anaesthetic).....

Please add any other relevant information:.....

Will your child carry any required medication with them during any travel journey? YES / NO

if so please specify

I consent to my child using organised club transport during the period of their contract with (Name of Club) that is between (month & year) and month & year)

Signature: Date:

Please write your name in fullRelationship to player

Clubs should ensure that a copy of this consent form is left with the emergency contact for the club who is not travelling on the journey.

Appendix 4

RISK ASSESSMENT TRANSPORT 2017-18		Ref: Youth Development – & LFE														
Activity: Transport of apprentices / players U18	<p>Risk Rating</p> <p>A risk rating can be calculated using the following equation-</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> $\text{Risk Rating} = \text{Probable Frequency} \times \text{Severity}$ </div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Probable Frequency</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Severity of injury or consequences for tour</u></th> </tr> </thead> <tbody> <tr> <td>1. Improbable Occurrence</td> <td>1. Trivial Injury</td> </tr> <tr> <td>2. Possible Occurrence</td> <td>2. Minor Injury</td> </tr> <tr> <td>3. Occasional Occurrence</td> <td>3. Major Injury To One Person</td> </tr> <tr> <td>4. Frequent Occurrence</td> <td>4. Major Injury To Several People</td> </tr> <tr> <td>5. Regular Occurrence</td> <td>5. Death Of One Person</td> </tr> <tr> <td>6. Common Occurrence</td> <td>6. Multiple Deaths</td> </tr> </tbody> </table> <p>*Priority for action is determined by the risk rating. *The higher the number the more urgent the action. * Any risk rating over 12 must be referred to a senior manager for consideration as to the activity going ahead. Additional control measures may need to be included. *The aim of any action is to reduce the risk.</p>		<u>Probable Frequency</u>	<u>Severity of injury or consequences for tour</u>	1. Improbable Occurrence	1. Trivial Injury	2. Possible Occurrence	2. Minor Injury	3. Occasional Occurrence	3. Major Injury To One Person	4. Frequent Occurrence	4. Major Injury To Several People	5. Regular Occurrence	5. Death Of One Person	6. Common Occurrence	6. Multiple Deaths
<u>Probable Frequency</u>			<u>Severity of injury or consequences for tour</u>													
1. Improbable Occurrence			1. Trivial Injury													
2. Possible Occurrence			2. Minor Injury													
3. Occasional Occurrence			3. Major Injury To One Person													
4. Frequent Occurrence	4. Major Injury To Several People															
5. Regular Occurrence	5. Death Of One Person															
6. Common Occurrence	6. Multiple Deaths															
Location: Name of club																
Date of Assessment: 1 st October 2015 Template by FL CPA (Club Trip Manager to complete risk rating column in advance of the journey and review immediately before to check any change of circumstances or if obvious hazards occur then amend risk rating appropriately)																
Assessor (Name of person assessing risk)																
Other Related Documents: Risk Assessments Driver Registration Form Check List delivered to staff Consent Form participants Once systems are established This form needs a review by the club when preparing journeys and on the day of travel. Scores should be amended appropriately. If score is 12 or over, more control measures should be put in place and only a senior manager may approve the journey if the score remains 12 or over																

No.	Area / Activity	Hazards	Significant identified Risk	Control Measure	Risk Rating (with control measure)
1	Staff preparation	<p>Not holding correct licence for the vehicle being driven Not having correct insurance in place for the vehicle being driven</p> <p>The vehicle being used not being correctly insured</p> <p>Not having read the club policy in relation to the transport of children</p> <p>CRB clearance for driver and chaperone not in place</p>	<p>Driver may be disqualified or his licence may not have been checked Not holding appropriate insurance in place e.g. business or other intended use Or for hire vehicles public liability Vehicle insurance not checked by club</p> <p>Staff member not issues with 'Driver Registration Form' Check List Form not signed Policy not distributed</p> <p>Unsuitable staff providing supervision</p>	<p>Drivers Licence of driver checked on a regular basis and details logged Vehicle insurance documents checked for business or other intended use Hire vehicles public liability checked</p> <p>Vehicle insurance documents checked</p> <p>Staff issued with policy read and signed for on Check List and Driver Registration Form completed</p> <p>CRB clearance in place for all staff whose role involved working with U18s</p>	<p>2 x 3 = 6</p> <p>2 x 3 = 6</p> <p>1 x 3 = 3</p> <p>3 x 3 = 9 This can be reduced further after staff training 1 x 4 = 4</p>
2	Consent Forms	<p>Consent forms for all apprentices / players not completed on an annual basis Consent forms for specific trips not completed</p>	<p>Forms not issued to parents / guardian Forms not returned completed Forms not issued to parents / guardian Forms not returned completed</p>	<p>Annual consent forms for regular transport issued at Induction events Follow up calls for any unreturned forms after 7 days Annual consent forms for regular transport issued at Induction events Follow up calls for any unreturned forms after 7 days</p>	<p>1 x 4 = 4</p> <p>2 x 4 = 8</p>

3	Additional staff supervision / chaperone	Support staff not in place to assist with supervision	Support staff not available to assist with supervision Support staff not aware of transport policy Support staff unaware of supervisory responsibilities	Appropriate ratio identified for supervision Staff issued with transport policy and undertaken training on roles and responsibilities	To be completed by Club risk assessor
4	Travel to and from ground to training ground and the regular games programme	Transport arrangements to be identified by club	Coach//minibus transport documents not checked Minibus transport documents not checked Not sufficient supervisors in place Driver not eligible to drive the vehicle Transport booked, not roadworthy / or uninsured Codes of conduct not delivered to staff Passengers not wearing seat belts	Hire company details checked? Vehicle details checked? Adult supervision on journey in place (ratio) Driver details checked as in 1 above? Vehicle is in a roadworthy condition and meets legal requirements Codes of conduct discussed with all participants All participants advised they must use seatbelts	2 x 4 = 8 2 x 4 = 8 3 x 2 = 6 1 x 4 = 4 3 x 3 = 6 1 x 4 = 4 1 x 4 = 4 Check on the day
5	Anticipated Medical emergency	First Aid If any U18 has specific or additional medical needs these are to be identified by Trip coordinator	Not fully equipped first aid box and no qualified first aider Asthma attacks Medication Other conditions	Ensure the first aid kit is fully stocked and checked before travel Known medical conditions will be identified on consent forms. Issues and frequency of any serious conditions to be discussed with parents Inhalers (if required) will be available with participants at all times. Trip	TBC by club

	Emergency situation	3) Major accident	Panic during any serious incident	<p>Manager to remind participants at each briefing about inhalers</p> <p>Staff training in place Call emergency services Emergency club contact has details of all participants travelling Senior Officer will liaise with any agency and parents / carers</p>	<p>2 x 6 = 12</p> <p>This score can be reduced after staff training</p>
6	Return travel for games programme	Communication between club and parents / carers not fully clarified	<p>Parents taking players home without informing club</p> <p>Parents not available to collect participants</p>	<p>Parents to inform / agree with club of specific arrangements for collection All emergency contact details kept by tour manager and contact made with family to arrange collection or for participants (over 16s) to travel independently</p>	<p>3 x 3 = 9</p> <p>This score can be reduced after clarification with parents / carers</p> <p>3 x 3 = 9</p>