



How OYCI Calculates Risk

RISK RATINGS:

Likelihood (probability)

- 5 Almost certain
- 4 Probable
- 3 Possible
- 2 Possible (under unfortunate circumstances)
- 1 Rare

Severity (Consequences)

- 5 Fatality
- 4 Major injury, resulting in permanent damage
- 3 Injury requiring hospital or doctor attendance
- 2 Minor injury requiring first aid
- 1 No damage, injury

RISK RATING Likelihood x Severity

Score 1-9 = LOW Score 10 - 15 = MEDIUM Score 16-25 = HIGH

Please note: youth work is a dynamic and unpredictable environment and therefore all risks cannot be identified in advance. As situations or environments change, risks fluctuate. Despite our comprehensive pre-planned risk assessments, workers always need to be able to undertake dynamic risk assessments as an immediate response to evolving circumstances. Our priority is the safety and wellbeing of the young people in our care.

This risk assessment should be read in conjunction with the 'Taking Part in Activity' risk assessment which ALWAYS applies.

Transport Risk Assessment

Reviewed and updated 22 April 2025

Risk 1: injury to young people/staff/driver/others due to traffic collision or reversing minibus/bus. RISK RATING 3 x 5 = 15/Medium

MITIGATIONS: Seat belts to be worn on bus where fitted, rules explained to young people before departure. All YP must remain in their seats and doors must be unlocked. All passengers must be clear of the minibus/bus before any manoeuvre is made. Staff member driving minibus has MIDAS training. Bus is fully insured. Trained first aiders and first aid kit on journey to deal with any minor injuries. At least one non-driving member of staff on minibus/bus. Fully charged mobile phone at all times in case need to contact medical services.

RISK RATING 2 x 5 = 10/Medium

Risk 2: Misbehaviour during journey leading to injury of young people/staff/others RISK RATING 3 x 4 = 12/Medium

MITIGATIONS: OYCI staff to monitor behaviour during journey - agree expected behaviour with the group in advance. Staff will assess seating arrangements based on the group dynamic. Trained first aiders and first aid kit on journey to deal with any minor injuries. At least one non-driving member of staff on minibus/bus to monitor behaviour. Fully charged mobile phone at all times in case need to contact medical services.

RISK RATING 2 x 4 = 8/LOW

Risk 3: Emergency procedures required during journey - illnesses, allergies, accidents - young people/staff/driver/others RISK RATING 3x3 = 9/MEDIUM

MITIGATIONS: List of young people participating with emergency contact numbers, health/dietary issues and any other relevant information to be held by OYCI staff. 2 staff members on every journey – one driving minibus and one monitoring the YP and able to manage any emergency situation and advise the driver. If OYCI are not driving the bus e.g. a coach hire, there will always be 2 staff on the bus with the YP in addition to the driver. Trained first aiders and first aid kit on journey to deal with any minor injuries. Fully charged mobile phone at all times in case need to contact medical services.

RISK RATING 2 X 3 = 6/LOW

RISK 4: slips, trips, falls entering and exiting the minibus/bus - young people/staff /others
RISK RATING 3 x 5 = 15/MEDIUM

MITIGATIONS: Young people will be advised before getting on the bus how to enter/exit safely. Young people will enter bus one at a time under the observation of staff (one on the bus, one outside with young person). Trained first aiders and first aid kit on journey to deal with any minor injuries. Fully charged mobile phone at all times in case need to contact medical services. **RISK RATING 2 x 5 = 10/MEDIUM**

Risk 5: Public transport to/from activity, arrival at public transport: risk of collision with moving vehicle - young people/staff/others **RISK RATING 3 x 5 = 15/MEDIUM**

MITIGATIONS: Use marked zebra crossing/lights. crossing where available. Staff will be at station in advance to monitor arrivals. YP to be asked to be dropped off safely, away from roads with traffic and be aware of cars entering/leaving station/stop drop off zone. Trained first aiders and first aid kit on journey to deal with any minor injuries. Fully charged mobile phone at all times in case need to contact medical services
RISK RATING 1 x 5 = 5/LOW

Risk 6: Moving about at public transport stop/station, especially crossing bridges to platforms or stands - young people/staff/others **RISK RATING 2x3=6/LOW**

MITIGATIONS: Use handrails on bridges, ensure YP are not looking at phones while crossing between platforms/stands and are aware of their surroundings and trains/buses/trams moving in and out of the station, as well as other public transport users. Trained first aiders and first aid kit on journey to deal with any minor injuries. Fully charged mobile phone at all times in case need to contact medical services **RISK RATING 1x3 = 3/LOW**

Risk 7: young person enters wrong train/bus/tram, is separated from group and misses planned activity - YP **RISK RATING: 3 x 4 = 12/MEDIUM**

MITIGATIONS: Staff to ensure YP pay attention to notices and announcements by public transport staff. YP will be supervised by adults at all times and remain in the group. Staff will have YP's phone numbers and YP will have the duty phone number in case they are separated. YP will have been briefed by staff prior to journey on what to do if they get separated from the group. Arrangements will be made for the YP to reconnect with the group at an appropriate stop in the journey. If necessary BTP or Scotrail staff will be contacted for support/help.

RISK RATING 2 x 4 = 8/LOW

RISK 8: slips, trips, falls entering and exiting the train/bus/tram - young people/staff RISK RATING 3 x 3 = 9/MEDIUM

MITIGATIONS: use of handrails and announcements, safety briefing with YP before getting on/off the train/bus/tram, staff will be supervising YP at all times. Ensure YP are not looking at phones while entering/exiting the public. Transport and are aware of their surroundings and trains/buses/trams/other vehicles moving in the vicinity, as well as other public transport users. Trained first aiders and first aid kit on journey to deal with any minor injuries. Fully charged mobile phone at all times in case need to contact medical services

RISK RATING 2 x 3 = 6/LOW

Risk 9: incident or accident on public transport - young people/staff. RISK RATING 2 x 5 = 10/MEDIUM

MITIGATIONS: Public transport staff trained in emergency procedures, British Transport Police emergency text number in duty phone that staff can access, staff will ensure YP follow all instructions from transport staff/police or other emergency services. If staff feel YP are at risk from an incident, they will contact BTP/transport staff. Duty manager will be advised of any incidents and offer remote support to staff. RISK RATING 1 x 5 = 5/LOW

Risk 10: Delayed or cancelled public transport or breakdown of bus/minibus - young people/staff/others RISK RATING 3 x 3 = 9/LOW

MITIGATIONS: Notifications from transport apps and at station, parents advised using contact information if trip is no longer possible/changed trip arrangements. Staff can arrange alternative transport e.g. taxis if feasible. In case of bus breakdown staff will keep YP safely in bus or at roadside (depending on what is safest) and await emergency mechanic. Alternative transport can be arranged with support from duty manager. RISK RATING 1 x 3 = 3/LOW

RISK RATING 2 x 3 = 6/LOW