| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| *Group member getting lost* | *Distress to lost chorister through being lost and potentially not supervised* | *List of group members to be held by responsible adults on the coach and with each group in the park*  *Regular registers called especially before Coach leaves Marple and Alton Towers*  *Sub-group register after each ride on the park.*  *Nobody to leave the group once allocated to that group without knowledge of group leader*  *Clear instructions to be given should a group member become separated from the group.* | *List of mobile phones to be held by responsible adults to be contacted in event of missing person*  *All group to have mobile numbers of leaders of the groups*  *Fix a meeting point in the park to head to is lost and without a phone.* | *Tom*  *Tom*  *Tom* | *Collate and distribute lists of numbers*  *Ensure group members have leader contact numbers*  *Once whole group inside park to identify emergency meeting point* |  |
| *Traffic hazard while awaiting coach* | *Pedestrian hit by vehicle* | *Group to wait in a safe place away from traffic at Brabyns Car Park and Alton Towers Pick up/Drop off area.* | *Close supervision of children (and adults) while waiting.*  *Two supervising adults to wear high-visibility vests to aid visibility of the group to traffic.* | *Tom* | *Bring the high visibility vests* |  |
| *Traffic hazard walking from coach to Alton Towers* | *Pedestrian hit by vehicle* | *Use coach drop-off near entrance to Alton Towers and use pedestrian walkway to entrance avoiding traffic.* | *No* | *-* | *-* |  |
| *Group member becoming ill or injured while on the trip* | *The ill chorister needs to receive first and assessed as needed* | *First aid aware adults for the trip are Tom and Rachel Howling.*  *First aid kit to be carried by each*  *First aid kit also on coach*  *Medical details for children on the trip without parental supervision to be collated and held by Tom Howling.* | *Up to date medical details including allergies and emergency contact number to be collected on the CofE template registration form and handed to Tom on arrival on the coach*  *Ensure two first aid kits to be carried by first aid aware adults* | *Tom*  *Tom* | *Distribute registration forms and collect on the coach*  *Check first aid kits* |  |
| *Ride-related risks* | *Younger choristers, those with medical conditions, short people, those of a nervous disposition.* | *Alton Towers has warning signs to follow and height restrictions for ‘thrill rides’.*  *Group to be advised to follow the risk management in place by Alton Towers*  *There will be an opportunity to meet up for lunch and reappraise choice of group if necessary.* | *Bearing this in mind we shall divide the party into two groups led by responsible adults:*  *Rachel will lead the ‘Squirrel Nutkin’ group avoiding thrill rides.*  *Tom will lead the ‘Oblivion’ group which will visit all the white knuckle rides.* | *Tom and Rachel* | *Know who has opted for which group and which rides will be suitable.* |  |
| *Choristers handed back to parents at Purple Pakora* | *Younger choristers may get lost at this point or responsibility unclear* | *Clear communication to parents to ensure hand over of children or if coming to the meal, hand over of responsibility.*  *Check off children as they are picked up on register.* | *No* | *-* | *-* |  |