

Risk Assessment: Cub Scouts Walking from Coach to Service Station

1. Activity Details

- **Activity:** Cub Scouts disembarking from a coach and walking a short distance to a service station.
 - **Location:** Coach drop-off point, pavements, possible road crossings, entrance to service station.
 - **Date/Time:** 7th March 2026
 - **Leaders in Charge:** Scott McLaren
 - **Number of Participants:** 550
 - **Adult-to-Child Ratio:** Average ratio is 1:4 but cubs require 1:8 plus one
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2. Hazards and Control Measures

Hazard	Potential Harm	Risk Before Control	Control Measures	Risk After Control	Responsibility
Disembarking the coach	- Slips/trips/falls when stepping down - Children wandering off or confusion	Medium	- Instruct Cubs to disembark in a calm and orderly manner. - Leader stationed at the coach door to assist. - Maintain proper adult-to-child ratios and ensure each adult supervises a small group. - Brief children on safe exiting procedure.	Low	Leaders, Helpers
Congested area / Traffic	- Risk of collision with vehicles - Children straying into traffic	High	- Identify a safe place to park the coach, ideally with minimal traffic. - Adults positioned at front and rear of the group. - Consider the use	Medium	Leaders, Helpers

Hazard	Potential Harm	Risk Before Control	Control Measures	Risk After Control	Responsibility
			hi-vis vests for leaders/adults if possible. - Remind children to walk in pairs, not to run.		
Crossing roads	- Road accidents - Children failing to follow road safety rules	High	- Plan a safe crossing point or pedestrian crossing if available. - Use the Green Cross Code: stop, look, listen. - Adults to supervise crossing in small groups. - Keep the group together until everyone has crossed safely.	Medium	Leaders, Helpers
Separation / Lost child	- Emotional distress - Potential abduction or missing child	High	- Conduct regular headcounts before and after leaving the coach, and on arrival at the destination. - Agree a clear meeting point if separated. - Maintain adult-to-child ratio throughout. - Brief Cubs on "what to do if lost".	Low	Leaders, Helpers
Public interaction / Stranger	- Unwanted attention - Possible confrontations	Medium	- Remind children not to talk to strangers or leave the group. - Adults to remain vigilant and	Low	Leaders, Helpers

Hazard	Potential Harm	Risk Before Control	Control Measures	Risk After Control	Responsibility
			maintain visual contact. - If approached by a stranger, politely but firmly disengage and move on.		
Weather conditions	- Rain or slippery surfaces (slips/trips) - Extreme cold or heat (discomfort/health risk)	Medium	- Check weather forecast beforehand. - Advise appropriate clothing and footwear. - Keep walk as brief as possible in bad weather. - Have contingency plan or shelter in extreme conditions.	Low	Leaders, Helpers
Behaviour / Distractions	- Children might become excited or distracted, causing them to stray from group	Medium	- Set clear behaviour expectations prior to departure. - Assign each adult a small group to supervise. - Ensure constant supervision and reminders about staying together and listening to instructions.	Low	Leaders, Helpers

3. Overall Risk Assessment

After implementing all **Control Measures** listed above, the overall risk for this activity is considered **Low to Medium**. Continual vigilance and good supervision will help maintain a safe environment.

4. Emergency Procedures

1. Lost Child:

- Alert all leaders immediately, via Bus Whatapp group.
- Follow the agreed lost child procedure (e.g. search the immediate area, contact venue/security, phone parents or emergency services if necessary).

2. Injury:

- Administer first aid by a qualified first aider.
- Contact emergency services if needed (dial 999).
- Alert of situation via Bus Whatapp group
- Inform parents/guardians as soon as possible.

3. Inclement Weather:

- Seek shelter or return to the coach if conditions become unsafe.
- Follow leaders' instructions for alternative plans or early return.

5. Additional Information

- **Leader Briefing:** All leaders and helpers should be fully briefed on the route, timetable, and responsibilities before the trip.
- **Child Briefing:** Cubs should be reminded of road safety rules, behaviour expectations, and what to do if they feel unwell or get separated.
- **Equipment:** High-visibility vests (if available for leaders), first aid kit, mobile phones for communication, water (if necessary).