



## **Accompanied Travel Policy.**

**October 2023**

Staff will support the trainees in the following way:

- Preparing for the journey, making sure there is enough time, wearing suitable clothes and shoes, having the correct fare or pass.
- Walking to the bus stop or other transport stop or station, including crossing roads.
- Waiting safely at the stop or station and queuing properly.
- Identifying the correct bus or train and knowing how to signal to the bus driver to stop.
- Getting on the bus or train correctly.
- Having the right money ready and asking for the fare or showing a pass or contactless cash card
- Finding a seat or knowing where to stand if all seats are taken.
- Sitting in a safe position and behaving appropriately.
- Recognising when to get off.
- Alerting the bus driver by using the bell.
- Getting off safely.
- Walking from the bus, train or tram safely.

- Dealing with problems such as transport running late, trainees staying on the bus too long and missing the stop or station, losing money, or being bullied.

## Risk Assessment

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>Control Measures</b>	<b>Level of Risk (L, M, H)</b>	<b>Done Date and initial</b>
Road crossing	trainees crossing oncoming traffic or vehicles pulling	Use zebra and pelican crossings wherever possible. Discuss road crossing safety prior to	M	
Waiting at the bus stop	Trainees messing around can accidentally step out into road, or bump into other	Ensure trainees are stood against the back of the pavement or bus stop. Discuss appropriate public behavior prior to journey.	L	
Ensuring all trainees travel onboard safely	trainees not sitting properly on the bus can fall over or knock other people over.	Ensure all trainees are seated wherever possible. Those standing should do so in the designated area and in an appropriate way, as discussed prior to journey.	L	
Getting off the bus safely	trainees could fall over if making their way to the doors whilst the bus is still moving. They could be bumped by the doors if they stand too close. They could fall	Ensure all trainees move towards the doors in a safe way, holding on at every point, instruct students to stand a safe distance from the doors, indicating a marker for future reference, remind students of step down from the bus, all prior	L	

