

Risk assessment – Travel by Train

Name of activity, event, and location	8 th Chelmsford Scouts – Travel by Train	Date of risk assessment	08/09/2026	Name of person doing this risk assessment	Jason Jeffrey
		Date of Next Review	08/09/2027	Version	1.0

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Busy train stations - crowds, getting separated	All Present	- Set clear meeting points - Adult-to-child ratios maintained - Use hi-vis vests - Each Leader is assigned a small group of young people to oversee. - Headcounts at every transition	
Crossing platforms / moving around stations - Slips, trips, falls, being struck by trolleys, large pubic crowds	All Present	- Supervise closely when moving - Use lifts/bridges, not track crossings - Walk in small groups with a leader - Remind Cubs of “stay behind the yellow line”	
Boarding and leaving the train - Falls between the train and the platform, separation	All Present	- Leader in charge to board/alight last. Making sure no one is on the platform/train. - Cubs board/alight in small groups lead by their group leader - Headcount before train departs and after alighting - when alighting all groups await against the far wall of the platform till the platform is clear and a headcount is complete	
Train movement (sudden stops, doors, luggage) - Minor injuries, trapped fingers, falling	All Present	- Cubs to remain seated when possible - No leaning on/train doors - Luggage stored securely - Remind Cubs to hold handrails when moving	
Strangers / safeguarding concerns - Inappropriate contact, safeguarding breach	All Present	- Leaders positioned throughout the carriage - Cubs seated together - Brief Cubs not to speak to strangers - Follow Yellow Card safeguarding guidance	

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First Aid - Illness, reaction, worsening of a health condition	All Present	- All Leaders to carry a first aid kit - have one designated first aid leader who is responsible for medication	
Delays/cancellations - Stress, fatigue, missed connections	All Present	- Keep parents up to date on travel delays - Have contingency plans and alternate routes prepared	
Emergencies (evacuation, fire, accident)	All Present	- Leaders briefed on emergency exits - Keep Cubs calm and together - Follow staff instructions - Emergency contacts carried by the leader in charge	

DOCUMENT VERSION CONTROL

Version Number	Changes Made	Changes Made By	Date
1.0	Document Version Control Log Created.	Kyla Flack	16/09/2026