

# The Football Association Safeguarding Children Best Practice Guidelines



## Sample Risk Assessment Form – Mini bus

[TheFA.com/FootballSafe](https://www.thefa.com/FootballSafe)

To be used when travelling/planning trips away by mini bus.

This form covers some general risks but clubs are responsible for considering specific details.

What is the risk/danger?	What actions can we take to reduce the risks?	Who is responsible for the actions?
Mini bus is unsafe	Ask to see MOT Check lights/washers/indicators before use Use a well-known provider Refuse to use if any concerns on the day of use	Hirer and driver
Breakdown	Use reputable hire firm Check their procedures for cover in event of breakdown Consider who has breakdown membership Carry mobile phone Check latest Police/Breakdown guidelines for procedures in event of breakdown Carry warning triangle Have drinks/snacks/few small games to keep children busy Carry children's consent forms so families can be contacted	Hirer Adults to decide who is bringing what.
Bullying on bus	Consider where children are seated.	

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<p>Unsafe behaviour by children/young people</p> <p>Accident</p>	<p>Establish rules and sanctions before leaving. Carry sanctions through e.g. ringing parents to collect Stop minibus until behaviour halts.</p> <p>Share driving Take regular rests (every 2 hours) Never drink and drive or use drugs (prescription or otherwise) which may affect your ability to drive safely Do not use mobile phone when driving Plan route before leaving Carry consent forms in case of emergency Insist seat belts are used Minimise luggage loose in bus Ensure exits are kept clear Carry First Aid Kit</p>	
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# Event Registration Form



[TheFA.com/FootballSafe](https://www.thefa.com/FootballSafe)

This form should be completed by anyone taking photographs or recorded images at

\_\_\_\_\_ (club/organisation/event)

Name

Address

Post Code

Telephone Number

I wish to take photographs or record images at this event. I agree to abide by the event organiser's guidelines and confirm that the photographs or recorded images will only be used appropriately.

**Please complete this Registration Form and return to the Event Organiser**