RISK ASSESSMENT: Trip to Sainsburys Bus and Walk

DATE: 5.10.2026

Employee Name: Georgia Wilson

SITE: Braywick Day Nursery ASESSMENT BY: Georgia Wilson

Risk assessment description	**The purpose of this risk assessment is to assess the risks associated with taking a group of preschool children on foot from the nursery to a local bus stop, travelling by public bus to Maidenhead Town Centre, walking from the bus stop to Sainsbury's. Following the drop-off of Harvest Festival donations, the group will walk back to the same bus stop in Maidenhead Town Centre, travel by public bus to Braywick Park bus stop and then walk from the bus stop back to the nursery. The aim is to ensure that appropriate control measures are in place to minimise risks and provide a safe environment for all children, staff, and members of the public throughout the journey and trip.** **This risk assessment should be read alongside the company 'lost child' procedure, the pre-planned walking route, the bus journey arrangements and contingency walking routes.** **Staff remaining at the nursery will be informed of the pre-planned walking and bus route, including key timings, the planned destination, and expected return time, prior to departure to support safeguarding and emergency response procedures.**

	An enhanced staff-to-child ratio of approximately 1:3 [3 staff for 9 children] will be maintained throughout the trip, including the walk to and from the bus stop, boarding and travelling on the bus, and time spent at Sainsbury's. **Staff will position themselves appropriately at the front, rear and middle of the group to provide high levels of supervision, particularly when crossing roads, waiting for and boarding the bus, travelling on public transport, and navigating busy public areas.** **Parents and/or carers will be informed in advance of the planned trip, including details of the destination, travel arrangements, purpose of the visit, and timings.**

Section 1 – Baseline Control Measures			
WHAT IS THE HAZARD	**WHO IS AT RISK**	**RISK FACTOR HIGH, MEDIUM OR LOW**	**CONTROL MEASURES**
General safety risks [applies to all hazards throughout the trip]	Children Staff Public		• Staff to child ratios maintained throughout the trip • At least one qualified Paediatric First Aider accompanies the group • Staff remain aware of children's individual medical, care and additional support needs

			• Emergency contact details for staff and children accessible throughout the trip • Children's medication accessible and carried by the qualified Paediatric First Aider • A charged mobile phone is carried by a designated member of staff for emergency communication • Head counts completed at regular intervals and transition points including before leaving the nursery, at the bus stop, before and after each bus journey, on arrival at Sainsbury's, before leaving Sainsbury's and on return to the nursery • Children remain within sight and sound of staff and do not leave the group • Staff maintain active supervision throughout the trip • Children are reminded of appropriate behaviour and safety expectations before departure and throughout the trip • High-visibility vests are worn by children for the duration of the trip • Nursery safeguarding, lost child, behaviour management, first aid and emergency procedures followed and read by staff before departure

			• Trip adapted or postponed where necessary in response to weather, transport disruption or other unforeseen circumstances • Staff are familiar with the planned route, itinerary and arrangements for the trip before departure • A stocked first aid kit is carried by the qualified first aider throughout the trip • Staff ensure all children have appropriate clothing and footwear for the outing and weather • Staff positioned at the front, middle and rear of the group

Section 2 - Walking to and from the Bus Stop and Sainsburys			
WHAT IS THE HAZARD	**WHO IS AT RISK**	**RISK FACTOR HIGH, MEDIUM OR LOW**	**CONTROL MEASURES**
Child separated from group	Children		• Children reminded before departure that they must remain with the group and follow staff instructions
Road traffic	Children Staff		• Pre-planned route used for both the outward and return journeys • Group cross only at designated crossings [zebra/pelican crossings] • One staff member designated as crossing leader

			• One staff member positioned as rear marshal • Children walk in pairs holding hands or in single file where needed • Clear safety briefing before departure about stopping at roads and listening to instructions • Staff positioned closest to the road throughout the journey • Staff check for approaching vehicles before crossing and ensure the whole group has safely crossed before continuing
Narrow/busy pavements	Children Staff		• Children walk in pairs or single file when paths are narrow • Children reminded to keep close to the group and not overtake • Staff assess the route for narrow or busy areas before departure • Where necessary, staff pause movement to allow the group to pass safely
Trips, slips and falls	Children Staff		• Staff remain vigilant to uneven surfaces, kerbs, obstacles and changes in ground level • Walking pace kept appropriate for the group • Children reminded to walk and not run • Staff support children where surfaces or kerbs require additional care

Interaction with members of the public	Children Staff		• Staff take responsibility for any interaction with members of the public • Group remains within immediate sight and hearing of staff • Staff position themselves between the children and members of the public where appropriate • Any approach from the public will be handled by staff in a calm and controlled manner without separating from the group
Adverse weather	Children Staff		• Staff check weather forecast before departure • Adapt or cancel the visit if weather conditions are judged as unsafe • Sun cream applied as needed following sun safety policy • Weather conditions continually monitored

Section 3 - Bus Travel **The same supervision, headcount and safety arrangements are followed for both the outward and return bus journeys**			
WHAT IS THE HAZARD	**WHO IS AT RISK**	**RISK FACTOR HIGH, MEDIUM OR LOW**	**CONTROL MEASURES**

Children separated from group at bus stop	Children		• Children remain together with staff while waiting for the bus • Staff positioned around the group to maintain clear supervision • Children reminded to remain with staff and not approach the road or bus independently • Staff supervise the group closely while the bus arrives and departs
Children stepping into road or moving towards the bus	Children		• Children remain a safe distance from the kerb while waiting for bus • Children do not approach the bus until instructed by staff • Staff supervise children closely while boarding and getting off the bus • Children reminded to wait for instructions before moving • Staff position themselves between children and the road where appropriate
Boarding or getting off the bus	Children Staff		• Children board and leave the bus one at a time in a controlled manner, with staff supervising the front and rear of the group • Staff supervise children entering and leaving the bus • Children reminded to hold the handrail where available and watch their footing • Head count completed once the group has boarded and again once the group has left the bus

			• Staff ensure all children have safely exited before the group moves away from the bus • Staff board and leave the bus in a planned order to maintain supervision of all children
Child falling or being injured while travelling	Children		• Children remain seated for duration of bus travel and their seating prioritised • Staff remain alert to sudden stops, movement on the bus and other passengers • Children are not permitted to move around unnecessarily
Other passengers/public interaction	Children Staff		• Staff manage any interaction with members of the public • Children remain within sight and hearing of staff • Staff maintain active supervision • Children are reminded of appropriate behaviour when travelling on public transport
Overcrowded bus			• Staff assess whether there is sufficient safe space before boarding • Group does not board if there is insufficient safe space for children and staff to travel safely and for children to be seated • If the bus is too overcrowded to safely accommodate the group, staff will not board and will continue the journey on foot via the planned

			contingency walking route, whether travelling to Sainsbury's or returning to nursery
Bus journey delayed or disrupted			• Staff maintain active supervision of the group while waiting for the bus and monitor the situation. • Staff contact the nursery to inform the team if the bus is significantly delayed, cancelled or unavailable and advise them of the planned course of action. • Staff use their professional judgement to decide whether to wait for the next available bus, continue to Sainsburys on foot via the planned contingency walking route, or return to nursery on foot if it is not safe or practical to continue. • If there is no reasonable bus alternative available on the return journey, staff return to nursery on foot via the planned contingency walking route.

Section 4 – Arrival and Activities at Sainsburys			
WHAT IS THE HAZARD	**WHO IS AT RISK**	**RISK FACTOR HIGH, MEDIUM OR LOW**	**CONTROL MEASURES**

Collisions with shoppers, shopping trolleys or other obstacles	Children Staff Members of public		• Children walk together at an appropriate pace and do not run, push or move between shoppers and trolleys. • Staff pause the group where aisles are narrow or busy, allowing other shoppers to pass safely before continuing.
Handling and security of cash and payment card	Children Staff		• A senior staff member is responsible for keeping the petty cash and payment card secure throughout the trip and handle both until required. • Only a small amount of cash [£10] is taken offsite for the planned purchases. • Children encouraged to take part in purchasing process with staff providing appropriate supervision and support when making payments. • The senior staff member manages any change received from cash payments and keeps it secure.
Children accessing unsuitable items or items falling from shelves	Children		• Staff supervise children closely when walking alongside shelves and displays. • Children are reminded not to climb shelves, pull items down or handle products without staff guidance.

			• Staff retrieve items from high shelves and handle any heavy or products. • Damaged items or other hazards are avoided and reported to store staff where necessary.

Section 5 – Toileting and Personal Care			
WHAT IS THE HAZARD	**WHO IS AT RISK**	**RISK FACTOR HIGH, MEDIUM OR LOW**	**CONTROL MEASURES**
Safeguarding, supervision and hygiene when using public toilet facilities	Children		• All children use the toilet before leaving the nursery. • Where a child needs to use the toilet during the trip, staff must arrange appropriate supervision for both the child and the remaining group, ensuring staff-to-child ratios are maintained. Staff must not be alone with a child out of sight and sound of another staff member. • Children are encouraged to use the toilet independently where appropriate, with staff remaining immediately outside the cubicle and available to help if needed. • Where a child requires assistance with toileting or personal care, staff follow the nursery's safeguarding procedures. Staff position

			themselves to provide necessary assistance while protecting the child's privacy from other members of the public. • If a child has a toileting accident, staff follow safeguarding procedures and arrange for the child to be changed in a suitable, private area, ensuring the child is not exposed to public view and staff are not alone with the child out of sight and sound of colleagues, and the remaining children continue to be appropriately supervised. • Staff check toilet facilities are safe before use and report any safeguarding concerns or hazards to the venue staff. • Children and staff wash their hands after using bathroom facilities.

Section 6 – Emergency Procedures			
WHAT IS THE HAZARD	**WHO IS AT RISK**	**RISK FACTOR HIGH, MEDIUM OR LOW**	**CONTROL MEASURES**
Fire or evacuation	Children Staff		• Staff follow instructions from emergency services, bus staff or supermarket staff as appropriate. • Staff keep children together and evacuate them to a safe location.

			• A headcount is carried out immediately once the group reaches a safe location, with further headcounts completed as needed to ensure all children are accounted for. • Staff use their professional judgement to determine the safest and most appropriate way to return to the nursery, following instructions from emergency services where applicable.
Serious injury or medical emergency	Children Staff		• Staff assess the situation, contact emergency services if required and the qualified first aider provides appropriate first aid • Staff ensure the injured individual receives appropriate care while the remaining children continue to be supervised, maintaining appropriate staffing ratios. • The nursery is informed as soon as practicable, parents/carers are contacted and the incident recorded upon return to nursery
Child becomes unwell	Child		• Child monitored closely and qualified first aider providers first aid where required. • Parents/carers contacted in line with nursery procedures and arrangements made for the child's collection as needed.
Missing child	Children		• Immediate head count and identification of child's last known location.

			• Sainsburys staff informed immediately if child is missing within the store. • Nursery lost child procedure followed including recording and reporting upon return to nursery. • Staff maintain supervision of other children. • Parents/carers and emergency services contacted as required.