



## Travel & Transport Risk Assessment Template

### Optional Club Support Resource

**Document Type:** Template

**Version:** V1

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### Travel & Transport Details

Field	Details
Club / Organisation	
Trip / Activity	
Destination / Venue	
Date of Travel	
Lead Organiser	
Drivers / Supervising Adults	
Number of Participants	
Age Range	
Departure Location	
Return Location	
Emergency Contact Available	Yes / No
Review Date	

### Purpose

This optional template is designed to help affiliated clubs identify and manage risks associated with transporting participants to and from Taekwondo activities, events, seminars, competitions, gradings, and related activities.

This guidance should be adapted appropriately depending on:

- the type of travel,
- participant ages,
- supervision arrangements,
- duration of travel,
- and the nature of the activity.

This template is intended as a safeguarding and welfare support resource for affiliated clubs.

### Risk Assessment Table

<b>Hazard / Risk</b>	<b>Risk Level Before Controls</b>	<b>Who May Be Affected</b>	<b>Control Measures</b>	<b>Risk Level After Controls</b>	<b>Further Action / Notes</b>
<b>Road traffic accident</b>	High	Drivers, passengers	Drivers should hold valid licence, insurance, and roadworthy vehicle where applicable. Journeys planned appropriately.	Medium	
<b>Inadequate supervision during travel</b>	High	Children, adults at risk	Appropriate supervision arrangements considered. Responsible adults identified where appropriate.	Medium	
<b>Participant collected by unauthorised person</b>	High	Children	Collection arrangements confirmed with parent/carer where appropriate. Unauthorised collection challenged.	Low	
<b>Participant becomes lost or separated</b>	High	Participants	Meeting points identified. Head counts completed where appropriate. Emergency contact details available.	Medium	
<b>Medical emergency during travel</b>	High	Participants	Emergency contact information available. Relevant medical information considered where appropriate. First aid access considered.	Medium	
<b>Fatigue during long journeys</b>	Medium	Drivers, participants	Suitable rest breaks planned. Drivers avoid excessive driving periods.	Low	
<b>Unsafe behaviour during transport</b>	Medium	Drivers, participants	Expectations communicated clearly. Seatbelts worn where applicable. Unsafe behaviour addressed immediately.	Low	
<b>Safeguarding concern during transport</b>	High	Children, adults at risk	Safeguarding guidance followed. Avoid unnecessary one-to-one situations where reasonably practicable. Concerns reported appropriately.	Medium	
<b>Vehicle breakdown or travel disruption</b>	Medium	Participants	Emergency contact arrangements available. Alternative arrangements considered where appropriate.	Low	

<b>Online communication relating to travel arrangements</b>	Medium	Participants	Communication remains professional and appropriate. Group communication methods used where possible.	Low	
<b>Overnight stays or accommodation risks</b>	High	Children, adults at risk, participants	Appropriate supervision arrangements maintained. Sleeping arrangements planned appropriately. Safeguarding awareness maintained.	Medium	
<b>Participants with additional needs or accessibility requirements</b>	Medium	Participants	Relevant support needs considered where reasonably practicable. Reasonable adjustments considered.	Low	

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### Travel & Supervision Arrangements

Area	Confirmed
<b>Emergency contacts available</b>	Yes / No
<b>Parent/carer consent obtained where appropriate</b>	Yes / No
<b>Supervision arrangements confirmed</b>	Yes / No
<b>Drivers appropriately insured/licensed</b>	Yes / No
<b>Participant medical information available where appropriate</b>	Yes / No
<b>Safeguarding contact information available</b>	Yes / No
<b>Journey route and timings communicated</b>	Yes / No
<b>Accommodation arrangements reviewed (if applicable)</b>	Yes / No

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### Emergency Procedures

Emergency Type	Procedure
<b>Road Traffic Accident</b>	
<b>Medical Emergency</b>	
<b>Lost Participant</b>	
<b>Safeguarding Concern</b>	
<b>Vehicle Breakdown</b>	

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### Additional Travel-Specific Risks

Additional Risk	Control Measures	Further Action

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### General Notes

The organiser / supervising adults should ensure:

- participant welfare remains the priority;
  - safeguarding awareness is maintained throughout travel;
  - supervision arrangements are appropriate;
  - communication remains professional and appropriate;
  - incidents or concerns are recorded and escalated where appropriate.
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**Sign-Off**

Name	Role	Signature	Date
	Organiser / Assessor		

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**Review**

This risk assessment should be reviewed:

- before each trip or activity;
- following incidents or safeguarding concerns;
- where travel arrangements change;
- or where additional risks are identified.