



## WESTBOURNE SCHOOL

### Overseas Students Travel Risk Assessment - Transportation

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| VERSION CONTROL                   |                                              |
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| Title(s):                         | Overseas Students Travel Risk Assessment     |
| Owner:                            | Marie de Tito Mount, Chief Executive Officer |
| Author:                           | Eliz Gurler, Compliance Manager              |
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Hickman Road, Penarth, Vale of Glamorgan, CF64 2AJ | +44 2920 705 705 | westbourneschool.com  
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## Flights

| Hazard                                          | Control Action                                                                                                                                                                                                                                                                  |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Missed/Delayed flights                          | Office Manager to regularly check status of flight and mark on transport log when flight has taken off. Parents/guardians to be informed immediately if significant delay or missed connection occurs.                                                                          |
| Security incidents                              | Students will have two emergency contact (Office Manager and Boarding House) numbers in case of any emergency situations. Logging flight statuses also gives the School information on any airport incidents, which will be escalated via safeguarding procedures if necessary. |
| Student being unaccompanied in airport terminal | We offer the option for taxi drivers to accompany the students into the airport and to use the airline's Unaccompanied Minor Service. Parents are advised in advance if this service is recommended/required.                                                                   |

## Trains/Eurostar

| Hazard                                 | Control Action                                                                                                                                                                                                  |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Missed/Delayed trains                  | Students are provided with a contact number and email address for the Office Manager and made aware to contact them if alternative arrangements are needed. A log is maintained of delays and responses.        |
| Security incidents                     | Students will have two emergency contact (Office Manager and Vice Principal) numbers in case of any emergency situations. All staff monitoring travel must escalate any concerns through the safeguarding lead. |
| Health and Safety                      | Students are made aware that they need to abide by any Health and Safety rules, including staying with luggage and not leaving belongings unattended, whilst at the station and on the train.                   |
| Student being unaccompanied at station | Students are reminded that they need to abide by any Health and Safety rules whilst at the station and should not leave the station for any reason other than an emergency situation.                           |



## Taxis

| Hazard                                                                                                            | Control Action                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Driver - DBS checked                                                                                              | We only use Cardiff and Vale Transfers for the transfers. All drivers are DBS checked (it's a council requirement for private hire licence applications & renewals). Copies of DBS/licensing details are retained on file for audit                              |
| Student does not know who they are meeting                                                                        | Drivers are informed to meet students with a name card displaying the Westbourne logo in the arrivals hall and/or make contact via phone if this is not possible. Students and parents receive the driver's name, license number and vehicle details in advance. |
| Vehicle is safe and students abide by transport health and safety (seatbelts/being seated whilst vehicle moving). | Driver checks prior to departure. School reminds students of expectations as part of induction.                                                                                                                                                                  |
| Missed/Delayed taxi                                                                                               | The Office Manager will remain in communication with the taxi company to confirm collection. Any delays of over 30 minutes will be reported to parents/guardians.                                                                                                |

## Buses and Coaches

| Hazard                                                                                                                    | Control Action                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Missed/Delayed bus/coach                                                                                                  | Students are provided with the Office Manager's contact number/email and must notify if alternative arrangements are required. Delays are logged and monitored.                                                           |
| Vehicle is safe and students abide by transport health and safety (wearing seatbelts/being seated whilst vehicle moving). | The driver will check this before departure. Students receive reminders at induction about mandatory seatbelt use.                                                                                                        |
| Security incidents at bus/coach station                                                                                   | Students are made aware that they need to abide by any Health and Safety rules whilst at the station.                                                                                                                     |
| Student being unaccompanied at station                                                                                    | Students are reminded that they are not to leave the station except in emergencies and they are to abide by any Health and Safety rules. For students under 16, a responsible adult will remain with them until boarding. |

