



Risk Assessment Coach Operations School Day Trips



**Marett's Chariots
The Old School
Aylmerton
Norfolk
NR11 8RA**

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1. BACKGROUND, RESPONSIBILITIES, DUTY OF CARE

Background

Day trips are often undertaken by the Company on behalf of schools to a varying number of destinations. Under the advice given by the DfES in their publication 'Health and Safety of pupils on Educational visits (HASPEV)' a risk assessment should be carried out on all aspects on the trip, including transport and accommodation. The risk assessment covers the most common and hazardous risks, but by its generic nature should always be reviewed for the specific conditions likely to be found on each separate trip.

Responsibilities

'Under HSW Management Regulations, every employer should make a suitable and sufficient assessment of the risks to the Health & Safety of his employees to which they are exposed whilst at work, or working on or by roads; and risks to person arising out of or in connection with the conduct by him of his undertaking. They should record the findings of their risk assessments where more than 5 employees are employed.

Duty of Care

The company has a duty of care:-

- To their own employees
 - To passengers, including schoolchildren and group leaders
 - Other road users
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2. Assessing the Risk

The risk assessment process has been broken down into the following headings:

- Work action & location/hazards identified. This identifies the risks and who might be harmed and how.
- Control measures – describes existing precautions
- Risk rating – this equates the likelihood of the identified hazard happening with the likely severity of an injury a sheet explaining the risk rating is attached at section 5.
- Further recommended control measures.

The findings are recorded and should be subject to periodic review – normally after 12 months, unless there are significant changes or a major incident/series of more minor incidents.

3 & Risk Assessment for: Operations – School day trips Date of assessment 04/07/15 Date for review 04/07/16
4.

Assessment Reference No: SW-RA-01

Copies to (please tick) Proprietors Drivers

Each hazard identified and harms it could cause					State what control measures should be in place to control the level of risk	Residual risk	State any further improvements to be considered to be appropriate to reduce this residual risk factor.
	Driver	Leader	Pupil	Others			
Non-Compliance with DfES standards for school trips	•	•	•	•	Ensure the group leader is familiar with and understands their obligations for the planning, supervision, approval and preparation of pupils etc as set out in the DfES publication 'Health and Safety of Pupils on Educational Visits' (HASPEV) Issue Risk Assessment to Group Leader when booking is confirmed (or upon request).	3	Incorporate in Terms and Conditions
Inadequate Supervision	•	•	•	•	Ensure that there will be at all times (for the duration of the trip) be an adequate level of supervision with appropriate	3	Incorporate in Terms and Conditions
Pupils with Special Needs/Requirements		•	•		Obtain details of any pupil with special needs. Where wheelchairs are to be used ensure that means of access is provided to both the coach and at the accommodation. Check if any members of the Group have special dietary requirements. Check the itinerary and conduct additional Risk Assessments to cover any areas where the particular special needs identified may give rise to hazardous situations.	3	Highlight the requirement for the Group in bulletin and inform of any special needs or requirements at the time of booking.

Each hazard identified and harms it could cause	Driver	Leader	Pupil	Others	State what control measures should be in place to control the level of risk	Residual risk	State any further improvements to be considered to be appropriate to reduce this residual risk factor.
Safety Awareness of Passengers		•	•		Driver must provide briefings on basic safety provisions, welfare facilities and advise of the location of emergency exits and emergency equipment. Driver must communicate effectively with the passengers throughout the trip to inform and provide awareness of hazards as they become apparent.	1	
Roadworthiness of vehicle	•	•	•	•	Vehicles must be maintained to the highest standards in accordance with safe, reliable, clean and presentable. Drivers are required to carry out Daily Vehicle pre-use checks in accordance with the Drivers Handbook.	1	
Interference/Tampering with vehicle's controls and equipment.	•	•	•	•	Remove keys when leaving the coach or otherwise when not required. Ensure that an unlocked coach is being supervised at all times. Perform Duty Checks in accordance with the Drivers Handbook.	1	
Reversing Vehicle				•	Need for reversing minimised where possible. Coach fitted with reversing horns. Competent driver.	1	
Vehicle refuelling	•				Passengers should not be on vehicle during refuelling. If this cannot be avoided, passengers are to remain seated on the coach whilst refuelling is in progress. No smoking whilst refuelling is in progress. Drivers wear appropriate footwear.	1	
Manual Handling of Luggage	•	•	•		Drivers (and others) handling heavy luggage should take care to minimise the risk of injury to themselves (especially to the back) by observing good manual handling practice as outlined in the HSE Guidance document. Driver trained in Manual handling techniques.	1	

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Objects falling from overhead luggage racks.	•	•	•		Ensure heavy items are stowed in the luggage hold or under the seats. Monitor racks for inappropriate luggage.	1	
Luggage causing obstruction or trip hazards	•	•	•		Monitor aisle for obstructions and ensure emergency exit is kept clear. Issue included in group organisers safety card.	1	
Driver Competence	•	•	•	•	Drivers must hold a current PCV licence valid for the type of vehicle being driven. The transport manager will check all Drivers Licences on an annual basis. Drivers assessed before being recruited and at intervals after recruitment. DVLA check carried out at recruitment and when duplicate licence presented at 6 monthly check.	1	
Impaired Driver Performance - Fatigue	•	•	•	•	Passengers must not be allowed to distract the Driver by talking to him/her unnecessarily, or by moving about excessively or indulging in horseplay or pranks. The Driver should only use a mobile phone for essential calls whilst the vehicle is in motion and only then where a 'Hands Free' installation can be used.	1	
Adverse weather and traffic conditions.	•	•	•	•	Monitor weather & traffic reports for news of adverse conditions and congestion. Establish the likely effects on the journey and amend the itinerary where appropriate in consultation with the Group Leader. Relay news and information to the Group to keep them informed.	1	

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Falls & Collisions with furniture/other passengers inside coach.		•	•		Passengers should be discouraged from leaving their seats and moving around (unless necessary) whilst the coach is in motion. Legislation introduced in 2006 makes the wearing of seat belts mandatory.	3	Review Drivers Handbook & Safety briefing when new rules implemented.
Access/Egress – Coach Access steps	•	•	•		Driver Safety briefing. Well maintained vehicle floor surfaces, step nosings etc., handrails, lights. Supervision by driver and group organiser. Manning access point used at all times.		
Access/Egress to the coach.		•	•		Ensure that the Group Leader or another Supervisor is present by the Coach Door when pupils are entering or leaving the coach. Emergency Exits must not be used except in an Emergency. Observe any other traffic and pedestrians.		
Access/Egress other vehicles	•	•	•	•	Competent driver. Driver issued with hi-visibility vest. Supervision by driver and organiser.		
Group Movements – Losing Party Members		•	•		Group Leader and Supervisors must be familiar with the members of the group prior to the visit. Head counts must be performed on a regularly when the party is getting on or off the coach and on entrance and exit from building or areas of interest. The Group Leader must have a mobile phone enabled to operate at the location of the visit. Ensure the Group Leader is in possession of Emergency Contact Number.	1	

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Group Movements – Journey Stops		•	•		The coach should only stop at 'suitable' Service Areas. The Driver is to brief the Group on the facilities at the stop location, give duration of stop and latest time that party must return to the coach. Advise appropriate movement around the location and any specific hazards to be avoided.	1	
Group Movement – Hazardous Areas		•	•		Group movement in town centres or trafficked areas must be carefully controlled. Party to be divided into "accountable" groups during free time. Movement in more hazardous areas should be closely supervised. Running must be forbidden.	1	
Behaviour Problems	•	•	•	•	Personality of Group Members to be considered and behaviour/relationships monitored. Any individual(s) giving cause for concern to be reported to the Group Leader for them to deal with. Any interference with or damage to safety Items by pupils should be monitored and reported to the driver. The hirer is responsible for repair charges.	1	
Illegal Goods	•	•	•		The following items must not be purchased/brought onto the coach in any circumstances: offensive weapons (knives etc.), solvents, lighter, fuel/refills, intoxicating substances, fireworks and laser pens. Pupils under the age of 16: cigarettes or tobacco, liqueur chocolates, pupils under the age of 18: alcohol.	1	

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Emergency – Breakdown or Road Traffic Accident.	•	•	•	•	If the coach breaks down or is involved in a Road Traffic Accident the situation must be managed in accordance with the Drivers Handbook. Ensure the safety of all passengers and if necessary remove them to a place of safety with appropriate supervision.	1	
Emergency – Major Incident	•	•	•	•	In the event of the party being involved in a Major Incident characterised by a major crash, fire or other untoward incident and/or intense media interest immediately contact the depot and report incident and await guidance.	1	
Illness (Passenger)		•	•		The Group Leader should review the medical status of students before departure and check that hay fever/asthma sufferers have their relevant medicines	1	
Injury & First Aid	•	•	•	•	Coach is fitted with basic first aid kit. Any trip to a potentially higher risk venue should include a review of medical facilities and their location /distance.	1	
Insurance (Generally)	•	•	•	•	The Company will maintain appropriate insurance cover with respect to: -Employers Liability -Public Liability -Motor Insurance	1	
Insurance (Travel Insurance)		•	•		Verify that Group has Travel Insurance. If the group has not arranged Travel insurance through school obtain detail on their insurance.	2	

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Changing Circumstances	•	•	•	•	Driver and Group leader to cooperate and perform 'Dynamic Risk Assessment' to consider changing circumstances, e.g. weather conditions, changes in itinerary, incidents, illness or unusual circumstances. Identify the Hazard, who might be affected, level of risk, and implement appropriate control measures. Keep a record of significant hazards identified and controls implemented.	2	Review method of recording actions taken. Include further training for staff.

5. RISK RATING

SEVERITY LIKELIHOOD		1	2	3
		MINOR INJURY	SIGNIFICANT INJURY	MAJOR INJURY
IMMINENT OR VERY LIKELY 3	3	ACTION WITHIN 6 MONTH LS	ACTION WITHIN 1 MONTH M	9 PROHIBITION/IMMEDIATE ACTION H
LIKELY 2	2	ACTION WITHIN 6 MONTHS L	ACTION WITHIN 3 MONTHS M	6 ACTION WITHIN 1 MONTH M
UNLIKELY 1	1	LOW RISK L	ACTION WITHIN 6 MONTHS L	3 ACTION WITHIN 6 MONTHS L

LIKELIHOOD X SEVERITY

- 9 = REQUIRES IMMEDIATE ACTION
- 6 = ACTION WITHIN 1 MONTH
- 4 = ACTION WITHIN 3 MONTHS
- 2-3 = ACTION WITHIN 6 MONTHS
- 1 = LOW RISK – REVIEW AT NEXT ASSESSMENT