

MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999



minimise your risk

RISK ASSESSESSMENT – OPERATIONS SCHOOL TOURS TO EUROPE

ASSESSOR - **Alec Horner**
DATE OF ASSESSMENT - **March 2006**
DATE OF REVIEW - **March 2007**
NEXT REVIEW DATE - **March 2008**

Contents

- 1. Background, responsibilities, duty of care**
- 2. Assessing the risks**
- 3. Description of operation**
- 4. Risk assessment table**
- 5. Risk Rating**



1. Background, responsibilities, duty of care

Background

Trips to Europe 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 & Safety of pupils on Educational visits (HASPEV)' a risk assessment should be carried out on all aspects of the trip, including transport and accommodation. This 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 persons 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 group leaders
- other road users

2. Assessing the risks

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

- Work action & locations/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.

4. Risk Assessment for: Operations – School tours to Europe	Date of Assessment: March 2006	Date of Review: March 2007 Date of Next Review : March 2008
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Assessment Reference No.	Copies to (please tick): Proprietors <input checked="" type="checkbox"/> Operations <input checked="" type="checkbox"/> Drivers <input checked="" type="checkbox"/>
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<i>Each hazard identified and harm it could cause</i>	Driver	Leader	Pupils	Others	<i>State what control measures should be in place to control the level of risk</i>	Residual Risk	<i>State any further improvements to be considered to be appropriate to reduce this residual risk factor</i>
Non-Compliance with DfES standards for school trips.	◆	◆ Leader	◆	◆	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 the Risk Assessment to Group Leader when the booking is confirmed (or upon request).	3	Incorporate in Terms and Conditions

Inadequate Supervision	◆	◆	◆	◆	<p>Ensure that there will at all times (for the duration of the trip) be an adequate level of supervision with an appropriate ratio of adult supervisors to pupils in accordance with HASPEV guidelines.</p> <p>Supervisors should be distributed throughout the coach.</p>	3	Incorporate in Terms and Conditions
Pupils with Special Needs / Requirements	◆	◆	◆	◆	<p>Obtain details of any pupils with special needs.</p> <p>Where wheelchairs are to be used ensure that means of access is provided to both the coach and at the accommodation.</p> <p>Check if any members of the Group have special Dietary Requirements.</p> <p>Check the itinerary and conduct additional Risk Assessments to cover any areas where the particular special needs identified may give rise to hazardous situations.</p>	3	Highlight in the brochure the requirement for the Group to inform Anthony's Travel of any special needs / requirements at the time of booking.
Safety Awareness of Passengers.	◆	◆	◆	◆	<p>Driver must provide briefings on basic safety provisions, welfare facilities and advise of the location of emergency exits and emergency equipment.</p> <p>Driver must communicate effectively with the passengers throughout the trip to inform and provide awareness of hazards as they become apparent.</p>	1	
<i>Each hazard identified and harm it could cause</i>	Driver	Leader	Pupils	Others	<i>State what control measures should be in place to control the level of risk</i>	Residual Risk	<i>State any further improvements to be considered to be appropriate to reduce this residual risk factor</i>

		Leader				
Roadworthiness of vehicle.	◆	◆	◆	◆	<p>Vehicles must be maintained to the highest standards in accordance with the requirements of the Vehicle Inspectorate to ensure that they remain safe, reliable, clean and presentable.</p> <p>Drivers are required to carry out Daily Vehicle pre-use Checks in accordance with the Anthony's Travel Drivers Handbook.</p>	1
Interference / Tampering with the vehicle's controls and equipment.	◆	◆	◆	◆	<p>Remove keys when leaving the coach or otherwise when not required. Ensure that an unlocked coach is being supervised at all times.</p> <p>Perform Duty Checks in accordance with the Drivers Handbook.</p>	1
Reversing vehicle				◆	<p>Need for reversing minimised where possible. Coach fitted with reversing horns. Competent driver.</p>	1
Vehicle refuelling	◆				<p>Passengers should not be on vehicle during fuelling. If this cannot be avoided, passengers are to remain seated on coach whilst fuelling is in progress. No smoking whilst refuelling in progress. Drivers wear appropriate footwear</p>	1
Manual Handling of Luggage.	◆	◆	◆		<p>Drivers (and others) handling heavy luggage should take care to minimize the risk of injury to themselves (especially to the back) by observing good manual handling practice as outlined by the Anthony's Travel Drivers Handbook. Certificated training course carried out in late 2004</p>	1

Objects falling from overhead luggage racks.	◆	◆	◆		<ul style="list-style-type: none"> Ensure heavy items are stowed in the luggage hold or under the seats. 	1	
Luggage causing obstructions or trip hazards.	◆	◆	◆		<ul style="list-style-type: none"> Monitor racks for inappropriate luggage. Monitor aisles for obstructions and ensure emergency exit is kept clear. Issue Included in group organisers safety card 	1	
<i>Each hazard identified and harm it could cause</i>	Driver	Leader	Pupils	Others	<i>State what control measures should be in place to control the level of risk</i>	Residual Risk	<i>State any further improvements to be considered to be appropriate to reduce this residual risk factor</i>
Driver Competence	◆	◆ Leader	◆	◆	<p>Drivers must hold a current PCV licence valid for the type of vehicle being driven. Anthony's Travel will check all Drivers Licences on an annual basis</p> <p>Drivers must be trained in accordance with the Anthony's Travel Road Risk Safety Management Programme .</p> <p>Drivers licences checked every 6 months.</p> <p>DVLA check carried out at recruitment and when duplicate licence presented at 6-monthly check. Drivers to be assessed before being recruited and at intervals after recruitment.</p>	1	

Impaired Driver Performance - Influence of Alcohol and Drugs.	◆	◆	◆	◆	The Company has Implemented policies for the prevention and detection of impaired driver performance due to the effects of alcohol, prescribed and illegal drugs.	1	
Impaired Driver Performance - Fatigue.	◆	◆	◆	◆	The Company will ensure Drivers Hours are limited and monitored to comply with the EU Regulations. Routes must be correctly planned taking into account distance and time required for each leg of the journey. Tachograph records must be completed and handed in to the Traffic Office in accordance with the Anthony's Travel Drivers Handbook. Two driver operation, where appropriate	1	
Impaired Driver Performance - Distraction.	◆	◆	◆	◆	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	
<i>Each hazard identified and harm it could cause</i>	Driver	Leader	Pupils	Others	<i>State what control measures should be in place to control the level of risk</i>	Residual Risk	<i>State any further improvements to be considered to be appropriate to reduce this residual risk factor</i>

		Leader				
Adverse Weather and Traffic Conditions.	◆	◆	◆	◆	<p>Monitor weather & traffic reports for news of adverse conditions and congestion.</p> <p>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.</p>	1
Falls & Collision with furniture / other passengers inside coach.	◆	◆	◆		<p>Passengers should be discouraged from leaving their seats and moving around (unless necessary) whilst the coach is in motion.</p> <p>Whilst current legislation does not make the wearing of seat belts mandatory, it should be recognised as good practice.</p>	2
Access/Egress - coach access steps	◆	◆	◆		<p>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.</p>	1
Access / Egress to the coach	◆	◆	◆		<p>Ensure that the Group Leader or another Supervisor is present by the Coach Door when pupils are entering or leaving the coach.</p> <p>Emergency Exits must not be used except in an Emergency.</p>	1
Access / Egress to the coach (whilst abroad)	◆	◆	◆		<p>When travelling on the Continent the main door of the coach will usually be on the 'wrong side' and the Group must be briefed to take extra care and be aware that traffic will be approaching from an unfamiliar direction.</p>	1

					Where the vehicle is fitted with a 'Continental Door' this should be used whenever appropriate. Avoid disembarking the Group onto a trafficked road if possible.		
Access/Egress - other vehicles	◆	◆	◆	◆	Competent driver. Driver issued with hi-viz vest. Supervision by driver and organiser	1	
<i>Each hazard identified and harm it could cause</i>	Driver	Leader	Pupils	Others	<i>State what control measures should be in place to control the level of risk</i>	Residual Risk	<i>State any further improvements to be considered to be appropriate to reduce this residual risk factor</i>
Crossings - Ferry / Tunnel.		◆ Leader	◆		<ul style="list-style-type: none"> Group to be subdivided and accountable to specific supervisors. The Group's attention is to be drawn to the Safety Briefings and Safety Arrangements provided by the Cross Channel Carrier (Ferry or Tunnel). On Ferry crossings, access to the coach by the Group during the crossing is prohibited. On Eurotunnel transits the Group should be advised to remain with the coach. 	1	

<p>Group Movement - Losing Party Members.</p>	<p>◆</p>	<p>◆</p>	<ul style="list-style-type: none"> Group Leader and Supervisors must be familiar with the members of the group prior to the visit. Head counts must be performed regularly when the party is getting on or off the coach and on entrance and exit from buildings 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 the Anthony's Travel Emergency Contact Number. Pupils to be issued with emergency cards containing the message 'I AM LOST!' in the local language and the contact number for the Group Leader's mobile phone. 	<p>1</p>	
<p>Group Movement - Journey Stops</p>	<p>◆</p>	<p>◆</p>	<ul style="list-style-type: none"> 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. 	<p>1</p>	
<p>Group Movement - Hazardous Areas.</p>	<p>◆</p>	<p>◆</p>	<ul style="list-style-type: none"> 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 such as WW1 trenches should be closely supervised. Running must be forbidden. 	<p>1</p>	

<i>Each hazard identified and harm it could cause</i>	Driver	Leader	Pupils	Others	<i>State what control measures should be in place to control the level of risk</i>	Residual Risk	<i>State any further improvements to be considered to be appropriate to reduce this residual risk factor</i>
Behaviour Problems	◆	◆ Leader	◆	◆	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.	1	
Unsuitable Accommodation - Fire Safety - Balconies - Food & Hygiene - Security - Segregation	◆	◆	◆		Accommodation must be assessed to ensure it complies with the guidelines given in paragraphs 195 & 196 of HASPEV.	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,	1	

					liqueur chocolates, pupils under the age of 18: alcohol		
Emergency - Breakdown or Road Traffic Accident.	◆	◆	◆	◆	If the coach breaks down or is involved in Road Traffic Accident the situation must be managed in accordance with the Anthony's Travel 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 characterized by major crash, fire or other untoward incident and/or intense media interest immediately implement the 'Crisis Management Procedure'	1	
Emergency - Illness (Driver)	◆	◆	◆	◆	Drivers must report any medical conditions that may impair their ability to drive to the Traffic Office. Drivers who become unwell must not continue to drive and should seek assistance through the Traffic Office.	1	Review Drivers Handbook
<i>Each hazard identified and harm it could cause</i>	Driver	Leader	Pupils	Others	<i>State what control measures should be in place to control the level of risk</i>	Residual Risk	<i>State any further improvements to be considered to be appropriate to reduce this residual risk factor</i>
		Leader					

Illness (Passengers)	◆	◆		<ul style="list-style-type: none"> All passengers should have an E111. Medical forms should be completed for all students and be in the possession of the Group Leader. The Group Leader should review the medical status of students before departure and check that hayfever / asthma sufferers have their relevant medicines. 	2	
Injury & First Aid	◆	◆	◆	<ul style="list-style-type: none"> The Group Leader is responsible for assessing the requirements for First Aid and for carrying a suitable First Aid Kit in accordance with paragraphs 64 to 66 of HASPEV. 	2	
Insurance (Generally)	◆	◆	◆	<ul style="list-style-type: none"> The Company will maintain appropriate insurance cover with respect to: <ul style="list-style-type: none"> - Employers Liability - Public Liability - Motor Insurance - Crisis Management 	1	
Insurance (Travel Insurance)		◆	◆	<ul style="list-style-type: none"> Verify that the Group has Travel Insurance. If the Group has not arranged Travel Insurance through Anthony's Travel obtain details of their insurers. 	2	Review forms and add box for details of insurer.
Changing Circumstances	◆	◆	◆	<ul style="list-style-type: none"> Driver and Group Leader to cooperate and perform 'Ongoing Risk Assessment' to consider changing circumstances, eg. 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. Drivers have been trained in the process of Risk 	2	<ul style="list-style-type: none"> Review method of recording actions taken. Include further training for staff and issue 'Scriptographic' risk

			Assessment.		assessment booklet.
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5. Risk rating

SEVERITY	1	2	3
LIKELIHOOD	MINOR INJURY	SIGNIFICANT INJURY	MAJOR INJURY

IMMINENT OR VERY LIKELY 3	3 ACTION WITHIN 6 MONTHS	6 ACTION WITHIN 1 MONTH	9 PROHIBITION/IMMEDIATE ACTION
	2 ACTION WITHIN 6 MONTHS	4 ACTION WITHIN 3 MONTHS	6 ACTION WITHIN 1 MONTH
UNLIKELY 1	1 LOW RISK	2 ACTION WITHIN 6 MONTHS	3 ACTION WITHIN 6 MONTHS

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