

MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999



minimise your risk

# RISK ASSESSESSMENT – COACH OPERATIONS SCHOOL DAY TRIPS



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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 & 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 schoolchildren and 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 day trips		
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Assessment Reference No.	Copies to (please tick): Proprietors <input type="checkbox"/> Operations <input type="checkbox"/> Drivers <input type="checkbox"/>
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Each hazard identified and harm it could cause	D r i v e r	L e a d e r	P u p i l s	O t h e r s	State what control measures should be in place to control the level of risk	R e s i d u a l R i s k	State any further improvements to be considered to be appropriate to reduce this residual risk factor
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 the Risk Assessment to Group Leader when the booking is confirmed (or upon request).	3	Incorporate in Terms & Conditions
Inadequate Supervision	◆	◆	◆	◆	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. Supervisors should be distributed throughout the coach.	3	Incorporate in Terms & Conditions
Pupils with Special Needs / Requirements		◆	◆		Obtain details of any pupils 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 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.	◆	◆		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. Coach safety card on coach	1		
<i>Each hazard identified and harm it could cause</i>	<b>D</b> <b>r</b> <b>i</b> <b>v</b> <b>e</b> <b>r</b>	<b>L</b> <b>e</b> <b>a</b> <b>d</b> <b>e</b> <b>r</b>	<b>P</b> <b>u</b> <b>p</b> <b>i</b> <b>l</b> <b>s</b>	<b>O</b> <b>t</b> <b>h</b> <b>e</b> <b>r</b> <b>s</b>	<i>State what control measures should be in place to control the level of risk</i>	<b>R</b> <b>e</b> <b>s</b> <b>i</b> <b>d</b> <b>u</b> <b>a</b> <b>l</b> <b>R</b> <b>i</b> <b>s</b> <b>k</b>	<i>State any further improvements to be considered to be appropriate to reduce this residual risk factor</i>
Roadworthiness of vehicle.	◆	◆	◆	◆	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. Drivers are required to carry out Daily Vehicle pre-use Checks in accordance with the Anthony's Travel Drivers Handbook.	1	
Interference / Tampering with the 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 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	1	
Manual Handling of Luggage.	◆	◆	◆		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	1	
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 obstructions or trip hazards.	◆	◆	◆		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>	<b>D</b> <b>r</b> <b>i</b> <b>v</b> <b>e</b> <b>r</b>	<b>L</b> <b>e</b> <b>a</b> <b>d</b> <b>e</b> <b>r</b>	<b>P</b> <b>e</b> <b>a</b> <b>s</b> <b>s</b>	<b>O</b> <b>t</b> <b>h</b> <b>e</b> <b>r</b> <b>s</b>	<i>State what control measures should be in place to control the level of risk</i>	<b>R</b> <b>e</b> <b>s</b> <b>i</b> <b>d</b> <b>u</b> <b>a</b> <b>l</b> <b>R</b> <b>i</b> <b>s</b> <b>k</b>	<i>State any further improvements to be considered to be appropriate to reduce this residual risk factor</i>



Driver Competence	◆	◆	◆	◆	Drivers must hold a current PCV licence valid for the type of vehicle being driven. Anthony's Travel will check all Drivers Licences frequently throughout the year Drivers assessed before being recruited and at intervals after recruitment. Drivers must be trained in accordance with the Anthony's Travel Road Risk Safety Management Programme . Drivers licences checked every 3 months. DVLA check carried out at recruitment and then every three months	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. Drugs & Alcohol Policy now implemented, with random testing. Drugs and alcohol awareness training (including the dangers of prescribed and over the counter drugs) carried out in 2004.	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. Fatigue awareness training carried out as part of driver briefings	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. Group organisers safety card introduced including advice on distraction 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>	<b>D</b> <b>r</b> <b>i</b> <b>v</b> <b>e</b> <b>r</b>	<b>L</b> <b>e</b> <b>a</b> <b>d</b> <b>e</b> <b>r</b>	<b>P</b> <b>e</b> <b>r</b> <b>s</b>	<b>O</b> <b>t</b> <b>h</b> <b>e</b> <b>r</b> <b>s</b>	<i>State what control measures should be in place to control the level of risk</i>	<b>R</b> <b>e</b> <b>s</b> <b>i</b> <b>d</b> <b>u</b> <b>a</b> <b>r</b>	<i>State any further improvements to be considered to be appropriate to reduce this residual risk factor</i>

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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	
Falls & Collision 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 to be implemented in 2006 will make 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.	1	
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.	1	
Access/Egress - other vehicles	◆	◆	◆	◆	Competent driver. Driver issued with hi-viz vest. Supervision by driver and organiser	1	

Group Movement - Losing Party Members.	◆	◆		<p>Group Leader and Supervisors must be familiar with the members of the group prior to the visit.</p> <p>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.</p>	1	
<i>Each hazard identified and harm it could cause</i>	<b>D r i v e r</b>	<b>L e a d e r</b>	<b>P u p l e</b>	<i>State what control measures should be in place to control the level of risk</i>	<b>R e s i d u a l R i s k</b>	<i>State any further improvements to be considered to be appropriate to reduce this residual risk factor</i>
Group Movement - Journey Stops	◆	◆		<p>The coach should only stop at 'suitable' Service Areas.</p> <p>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	

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.	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	
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	
<i>Each hazard identified and harm it could cause</i>	<b>D</b> <b>r</b> <b>i</b> <b>v</b> <b>e</b> <b>r</b>	<b>L</b> <b>e</b> <b>a</b> <b>d</b> <b>e</b> <b>r</b>	<b>P</b> <b>e</b> <b>r</b> <b>s</b>	<b>O</b> <b>t</b> <b>h</b> <b>e</b> <b>r</b> <b>s</b>	<i>State what control measures should be in place to control the level of risk</i>	<b>R</b> <b>e</b> <b>s</b> <b>i</b> <b>d</b> <b>u</b> <b>a</b> <b>r</b> <b>i</b> <b>s</b> <b>k</b>	<i>State any further improvements to be considered to be appropriate to reduce this residual risk factor</i>

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Illness (Passengers)		◆	◆		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 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	◆	◆	◆	◆	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 Assessment.	2	Review method of recording actions taken. Include further training for staff and issue 'Scriptographic' risk assessment booklet.

## 5. Risk rating

<b>SEVERITY</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>LIKELIHOOD</b>	<b>MINOR INJURY</b>	<b>SIGNIFICANT INJURY</b>	<b>MAJOR INJURY</b>
<b>IMMINENT OR VERY LIKELY</b> 3	3 ACTION WITHIN 6 MONTHS	6 ACTION WITHIN 1 MONTH	9 PROHIBITION/IMMEDIATE ACTION
<b>LIKLEY</b> 2	2 ACTION WITHIN 6 MONTHS	4 ACTION WITHIN 3 MONTHS	6 ACTION WITHIN 1 MONTH
<b>UNLIKELY</b> 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