

Anthony's Travel

Schools Briefing sheet

There is an increased awareness of safety requirements on school trips following a number of high profile accidents over the last few years.

In order to minimise the possibility of things going wrong there is a legal and moral duty for schools to carry out risk assessments on all aspects of a school trip, ranging from hotels, activity centres, including facilities such as swimming pools, to the means of transport for getting there and back (and moving about if it is a multi-centre tour over a number of days).

The Department for Education have issued a set of recommended guidelines for study support co-ordinators in schools and local education authorities (LEA's). Most LEAS' have appointed specific study support co-ordinators who will oversee school trip policies and offer advice and produce guidelines for schools and teachers.

Risk assessing transport and in particular coaches used for school trips will be an integral part of the process.

- Drivers are issued with a handbook, containing pertinent information to carry out their duties both professionally & in line with Anthony's Travel procedures.
- There is a high quality driver training programme in place.
- All Anthony's Travel coaches used on school trips are fitted with seat belts.
- All coaches are presented in a clean and safe condition.
- There is a 24-hour breakdown call-out procedure.
- Anthony's Travel has a sales office continuously staffed 0900 -*1700 Mon- Friday
- Conditions of hire are based on terms at least as favourable as those outlined by RHA Coaches.
- The customer's journey documents will accurately reflect the customers booking.
- There is an effective complaints procedure.
- There is a 24-hour contact procedure in case of emergency.
- Anthony's Travel drivers wear a company uniform, which makes them readily recognisable.
- Anthony's Travel fully complies with financial protection legislation.

- Anthony's Travel can prove commitment to the highest levels of safety and comfort.
- Anthony's Travel has a written health and safety policy, complying with HSE guidelines - a copy of which is available on request.
- Anthony's Travel is the subject of rigorous annual external assessment of all standards.

Quality Assurance Standards for school trips and tours

Additionally to all those listed above, Anthony's Travel complies with DFE guidelines in the following areas:-

- Anthony's Travel has an appointed school trips safety officer.
- The coach will carry copies of an organiser's safety card, explaining emergency procedures to the group leader and all escorts.
- Anthony's Travel have carried out risk assessments on school trips and copies of the written records are available to school organisers on request.
- Drivers licences are checked four times a year, including with DVLA Swansea when first employed or when a duplicate licence is presented. This is to check that drivers have a current valid licence to drive the class of vehicle they are driving.
- Checks with the Disclosure and barring service are carried out on all drivers used on school tours work. This is to ensure that drivers used on school work are not a risk to schoolchildren through inappropriate previous criminal records.
- Anthony's Travel keeps signed training records of all training given to drivers. This is ensure that drivers have received appropriate training and that this has been understood.
- Each driver is issued with a handbook which contains detailed guidance on customer care, safety & emergency procedures, drivers hours regulations, and advice on how to meet and exceed customer expectation and satisfaction.

Additional safety measures

In addition to the measures listed above, schools and local education authorities can be assured that Anthony's Travel adopt the following additional safety and "good practice" measures: -

- Anthony's Travel has a published and effective Road Risk Safety Management Programme. This is a policy document that lists the processes and procedures Anthony's Travel adopts to minimise the risks within their operations out on the road, including vehicle and driver safety systems.
- Anthony's Travel regularly updates Driving staff in any changes of legislation. This is to ensure that drivers are up to date with the rules of the road.
- Anthony's Travel has an effective driver fatigue policy. This is to ensure that drivers know what action to take when they feel unexpectedly tired and in increased danger of having an accident.
- Anthony's Travel has a policy on the use by drivers of mobile phones and microphones. This is to reduce the risk of accidents by drivers being distracted whilst driving.
- Anthony's Travel has an effective drugs and alcohol policy, including a policy document issued to all staff and evidence of periodic testing. This is to ensure that drivers are not driving whilst impaired through alcohol or drugs - illegal, prescribed and over the counter.
- Anthony's Travel has an effective medical screening procedure. This is to ensure that drivers are fit to drive.
- Anthony's Travel has a published environmental policy document, a copy of which is available to schools on request.