

## COACH HIRE RISK ASSESSMENT SOUTH STAFFS COACH HIRE

Potential Hazard	Who is at risk?	Controls	Risk Rating	Comments
<p><b><u>Pupils with Special Needs or Other Requirements.</u></b></p> <p>Added potential for difficulties or danger for certain group members. Risk of allergic reaction</p>	<p>Leaders</p> <p>Pupils</p>	<p>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/venue Check the itinerary and conduct additional risk assessment to cover any areas where the particular special needs identified may give rise to hazardous situations. Highlight in the booking conditions and booking documentation the need for the group to inform South Staffs Coach Hire of any special needs/requirements at the time of the booking</p>	LOW	
<p><b><u>Group Movement</u></b></p> <p>Loosing party members</p>	<p>Leaders</p> <p>Pupils</p>	<p>Group leader and supervisors must be familiar with the members of the group prior to the trip. 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. Groups can be divided into accountable groups, or to employ a buddy or chain system to alert absentees. 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 South Staffs Coach Hire emergency contact number (01827 316722)</p>	LOW	
<p><b><u>Group Movement</u></b></p> <p>Journey Stops</p>	<p>Leaders</p> <p>Pupils</p>	<p>The coach should only stop at suitable service areas. The driver is to brief the group on the facilities at the stop location, given duration of stop and the latest time that the party must return to the coach. Advise appropriate movement around the location and specific hazards to be avoided.</p>	LOW	
<p><b><u>Group Movement</u></b></p> <p>Hazardous Areas</p>	<p>Leaders</p> <p>Pupils</p>	<p>Driver to brief group to take extra caution whilst in town centres or trafficked areas, particularly where traffic will be approaching from an unfamiliar direction. Group to be divided into accountable groups, or to employ a buddy or chain system to alert any absentees.</p>	MEDIUM	

<p><b><u>Possession of Illegal Goods</u></b></p> <p>Offensive weapons e.g. Knives Intoxicating substances (alcohol, tobacco, solvents etc.) Other e.g. fireworks, laser pens</p>	<p>Leaders Pupils</p>	<p>Driver to brief outline acceptable levels of behavior. Group leader to establish and make known clear instructions and guidelines. Possible sanctions to be available</p>	<p>LOW</p>	
<p><b><u>Illness</u></b></p> <p>(passengers)</p>	<p>Leaders Pupils</p>	<p>Children to put their hand up if feeling unwell or another child is to alert an adult's attention. Adult to deal with the issue if possible (sick bucket, move the child near the front) Make sure all staff have access to the sick bucket! If sickness is more severe, phone 999 then contact the emergency contact. Stop the coach then 2 adults are to accompany the child to the hospital and remain there until the parent or guardian arrives or the patient is released.</p>	<p>LOW</p>	
<p><b><u>Illness</u></b></p> <p>(passengers whilst abroad)</p>	<p>Leaders Pupils</p>	<p>All passengers should have European Health Insurance Card. Group Leader to ensure travel insurance is in place. Medical forms should be completed for all students and be in possession of the group leader, so that all pre-existing medical conditions are identified. The group leader should review the medical status of students before departure and check that they have the necessary medication with them. Group Leaders should report any illness requiring treatment or admission to South Staffs Coach Hire and the travel insurance company.</p>	<p>LOW</p>	
<p><b><u>Injury &amp; First Aid</u></b></p>	<p>Leaders Pupils</p>	<p>The group leader is responsible for assessing the requirements for the First Aid and for the carrying a suitable First Aid Kit in accordance with the paragraphs 64 to 66 of HASPEV.</p>	<p>LOW</p>	
<p><b><u>Injury &amp; First Aid</u></b></p> <p>(whilst abroad)</p>	<p>Leaders Pupils</p>	<p>All passengers should have European Health Insurance Card. Group Leader to ensure travel insurance is in place. Group Leaders should report any illness requiring treatment or admission to South Staffs Coach Hire and the travel insurance company.</p>	<p>LOW</p>	
<p><b><u>Loss of Possessions</u></b></p>	<p>Leaders Pupils</p>	<p>Group Leader/Driver to brief regarding security of possessions. Group leader should report any loss to South Staffs Coach Hire and the travel insurance company.</p>	<p>LOW</p>	

<p><b><u>Crime</u></b> (Theft, assault)</p>	<p>Leaders Pupils</p>	<p>Group Leader/Driver to brief regarding security of possessions. Group leader to brief regarding personal safety. Group leader should report any loss to South Staffs Coach Hire and the travel insurance company.</p>	<p>LOW</p>	
<p><b><u>Behaviour Problems</u></b></p>	<p>Driver Leaders Pupils Other Persons</p>	<p>Driver briefing to outline acceptable levels of behaviour. Age, excitability and personality of group members to be considered and behaviour/relationships monitored. Leaders should disperse amongst the group and not sit together Any individual(s) giving cause for concern to be reported to the group leader for them to deal with immediately. Employ close supervision techniques if appropriate.</p>	<p>LOW</p>	
<p><b><u>Changing Circumstances</u></b> (weather conditions, changes in itinerary, incidents, illness or unusual circumstances)</p>	<p>Driver Leaders Pupils Other Persons</p>	<p>Have in place a back-up plan. Driver and group leader to co-operate and perform 'on going risk assessment' to consider changing circumstances. Identify the hazard, which might be affected, a level of risk and implement appropriate control measures. Keep a record of significant hazards identified and controls implemented.</p>	<p>LOW</p>	
<p><b><u>Safety Awareness of Passengers</u></b></p>	<p>Leader Pupils</p>	<p>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.</p>	<p>LOW</p>	
<p><b><u>Falls and Collisions</u></b> (with furniture or other passengers inside the coach)</p>	<p>Leaders Pupils</p>	<p>Passengers should be discouraged from leaving their seats and moving about (unless necessary) whilst the coach is in motion. It is mandatory for passengers to wear seat belts whilst on a moving vehicle.</p>	<p>LOW</p>	
<p><b><u>Access/Egress</u></b> (use of steps)</p>	<p>Leaders Pupils</p>	<p>Driver safety briefing Well maintained vehicle floor surfaces, step nosing, hand rails, lights. Ensure that the group leader or another supervisor is present by the coach door when pupils are entering or leaving the coach</p>	<p>LOW</p>	

<b><u>Access/Egress</u></b> (to the coach)	Leaders Pupils	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.	LOW	
<b><u>Access/Egress</u></b> (To the coach – whilst abroad)  (vehicle door opening onto the wrong side)	Driver Leaders Pupils	Driver to brief passengers to take extra caution and beware that traffic will be approaching from an unfamiliar direction. Driver to use designated drop off areas or parking spaces where possible. Where the vehicle is fitted with a continental door, this should be used whenever appropriate. Driver to avoid disembarking the group onto a trafficked road if possible.	MEDIUM	
<b><u>Objects Falling</u></b> (from overhead luggage racks)	Driver Leaders Pupils	Driver to give safety briefing Ensure heavy items are stowed away in the luggage hold or under seats. Monitor racks for inappropriate luggage or stowage.	LOW	
<b><u>Obstructions</u></b> (in gangways and blocking emergency exist)	Driver Leaders Pupils	Driver to give safety briefing Ensure heavy items are stowed away in the luggage hold or under the seats. Monitor isles/emergency exits for obstructions and ensure a clear way is kept at all times	LOW	
<b><u>Manual Handling of Luggage</u></b>	Driver Leaders Pupils	Driver 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 Group leaders should be aware of a weight limit of 20kgs for a driver to be lighting – any weight over, the driver is not to move or lift.	LOW	
<b><u>Vehicle Reversing</u></b>	Leaders Pupils Other Persons	Minimize the need for reversing; seek assistance from a reliable third party. Vehicle fitted with reversing horns, camera or detectors.	LOW	
<b><u>Vehicle Refueling</u></b> (risk of slips, trips, risk of fire, explosion, risk of being struck by another vehicle)	Driver Leaders Pupils	Passengers should not normally be in the vehicle during refueling. If this cannot be avoided, passengers are to remain seated on the vehicle while fueling is in progress. No smoking while refueling is in progress Drivers wear appropriate footwear.	LOW	
<b><u>Access to Vehicle Controls and Equipment</u></b>	Driver Leaders	Remove keys when leaving the coach or otherwise when not required. Ensure that an unlocked coach is being	LOW	

(risk of tampering and unauthorised use of vehicle)	Pupils Other Persons	supervised at all times. Perform duty checks and vehicle inspections		
<b><u>Road Worthiness of Vehicle</u></b>  (risk of catastrophic vehicle failure)	Driver Leaders Pupils Other Persons	Vehicles maintained to the highest standards in accordance with the requirements of VOSA and the FTA code of practice to ensure that they remain safe, reliable, clean and presentable. Drivers are required to carry out a 'Daily Walk Round Check' and complete a 'Daily NIL' defect report.	LOW	
<b><u>Vehicle Accident, Breakdown or other Major Incident</u></b>	Driver Leaders Pupils Other Persons	Emergency and breakdown procedures detailed in the driver's handbook in accordance with best practice including local procedures abroad. Passengers removed to a place of safety and warning lights and triangle used. A First Aid kit is provided in all vehicles and all equipment dates are in date. The driver has means of communication with South Staffs Coach Hire office or on call Transport Managers		
<b><u>Other Road Users</u></b>  (Vehicles – risk of collision with vehicle while the coach is motion, with possible subsequent injury to staff and passengers)	Driver Leaders Pupils Other Persons	Competent, well trained drivers. Seat belts fitted in accordance with legal requirements Passengers briefed to remain seated as much as possible and to wear seatbelts	LOW	
<b><u>Other Road Users</u></b>  (Vehicles – risk of stationary coach being struck by another vehicle)	Driver Leaders Pupils Other Persons	Driver parks vehicle away from moving traffic or pulls off the road as far as possible. Passengers alight to a safe place away from the vehicle Vehicle lights maintained in working order and hazard warning lights fitted in accordance with legal requirements. Coach parked in designated parking bays when left unattended.	LOW	
<b><u>Adverse Weather and Traffic Conditions</u></b>	Driver Leaders Pupils Other Persons	Monitor weather and 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.	LOW	
<b><u>Driver Competence</u></b>	Driver Leaders	Drivers must hold a current PCV licence valid for the type of vehicle being driven. South Staffs Coach Hire checks all drivers at recruitment and provides training and	LOW	

	Pupils Other Persons	assessment, utilising a mentor system to gain experience. Drivers licences are checked every 6 months Drivers are trained in accordance with the VOSA requirements.		
<b><u>Impaired Driver Performance</u></b> (Illness)	Driver Leaders Pupils Other Persons	Drivers must notify the South Staffs Coach Hire office or the on call Transport Manager of any illness or medical condition immediately. Replacement and or cover provided.	LOW	
<b><u>Impaired Driver Performance</u></b> (Distraction)	Driver Leaders Pupils Other Persons	Pre-journey safety briefing in accordance with 'best practice' Passengers must not be allowed to distract the driver by talking to him/her unnecessarily, or by moving about excessively or interlining in horseplay or pranks. Group leader or the other nominated person is to sit near to the driver. Drivers briefed not to use hand held microphone or speak directly to any person when the vehicle is in motion. The driver is prohibited from using his mobile phone while the vehicle is in motion – driver needs to pull over and the vehicle to stop to engage in a conversation	LOW	
<b><u>Impaired Driver Performance</u></b> (Fatigue)	Driver Leaders Pupils Other Persons	South Staffs Coach Hire ensure drivers hours are limited and monitored to comply with the EU Regulations. Routes are carefully planned, taking into account distance and time required for each leg of the journey. Tachograph records are completed and handed into the Transport Office. Two drivers will be used where appropriate or the Group leader briefed on driving hours and time limits.	LOW	
<b><u>Impaired Driver Performance</u></b> (Stress)	Driver Leaders Pupils Other Persons	EU Regulations regarding driver's hours and daily rest periods and driving breaks are adhered too. Monitoring of tachograph records Route Planning to avoid excessive traffic and potential delays Two driver operations utilised where appropriate Passenger code of conduct enforced by the driver and Group leader. 24-hour contact number available in accordance with best practice.	LOW	

<p><b><u>Impaired Driver Performance</u></b>  (Influence of alcohol and drugs)</p>	<p>Driver Leaders Pupils Other Persons</p>	<p>South Staffs Coach Hire operates a policy for the prevention and detection of impaired driver performance due to the effects of alcohol and prescribed and illegal drugs. Drivers shall carry breathalyzer testing kits when driving in France, to comply with the EU rules and regulation,</p>	<p>LOW</p>	
<p><b><u>Sea Crossings</u></b>  (Ferry/Tunnel)</p>	<p>Leaders Pupils</p>	<p>Group to be subdivided and accountable to specific supervisors. The group's attentions 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 is prohibited. On Eurotunnel transits, the group should be advised to remain with the coach.</p>	<p>LOW</p>	
<p><b><u>Additional Risks</u></b>  Most visits have no extra risk associated with them and are therefore covered by this generic Risk Assessment...</p>	<p>Driver Leaders Pupils Other Persons</p>	<p>Visits are categorised according to the hazard they present. Nearly all have a basic rating (1) and are therefore, not considered to present any additional risks for a group In a few places where particular hazard is identified a specific risk assessment is carried out.</p>	<p>LOW</p>	